



## WOODSTOCK POLICE SERVICES BOARD MINUTES

The Woodstock Police Services Board met on Monday, September 09, 2013 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:00 p.m. Present were Chair Sandra J. Talbot, Mary Anne Silverthorn, Vice Chair & Provincial Appointee; Nancy O'Grady, Provincial Appointee; and Mayor Pat Sobeski. Also in attendance were Chief Rodney Freeman, Deputy Chief Daryl Longworth, and Marilyn Pearson, Executive Assistant. Daryl Stevenson, Community Member and Inspector William Renton sent regrets.

### CALL TO ORDER

Chair Talbot called the meeting to order at 4:00 p.m.

### SWEARING IN CEREMONY OF FIVE NEW AUXILIARY MEMBERS

Chair Talbot welcomed His Worship F. Michael McMahon, Justice of the Peace of the Ontario Court of Justice and the five new auxiliary members and their families to the Swearing In Ceremony. Members include: Robert Baird, Marco D'Annibale, Janeen Donnor, Michael Rozand and Kevin Thorogood. Words of welcome and thanks for their volunteer community involvement and support were made by Chief Freeman and Board Members.

### 1. APPROVAL OF AGENDA

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board approves the Agenda as circulated. CARRIED

### 2. APPROVAL OF MINUTES – JUNE 11, 2013 AND AUGUST 01, 2013

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board approves the Minutes of June 11, 2013 and August 01, 2013 as typed and circulated. CARRIED

### 3. COMMUNICATIONS

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the following communications be received by the Board:

- a) Geraldine Tai, A/Appointments Officer, Selection Systems and Appointments Unit, MCSS, dated July 04, 2013, re: Nancy O'Grady 3 year re-appointment – Order in Council No. 817/2013 effective June 12, 2013
- b) The Rt. Hon. Stephen Harper, Prime Minister of Canada, dated June 21, 2013, re: pleasure to meet Chief Freeman on May 09, 2013
- c) Jill Demers, Huron Park Secondary School, dated June 2013 re: Co-op Program
- d) Jenna Rogers, Co-op Student, dated June 2013 re: WPS experience and memories
- e) Glenn Miller and Family, dated June 2013, re: appreciation for honour guard & floral tribute
- f) United Way – Oxford, dated June 2013 re: Day of Caring Support

- g) Janis Cunningham, Manager, Canadian Cancer Society, dated July 05, 2013, re: security donation at the Canadian Cancer Society Relay for Life
- h) David C. Gavsie, Associate Chair, Ontario Civilian Police Commission (OCPC), dated July 5, 2013, re: 2012 Annual Report
- i) Constable Laurie-Anne Maitland, dated August 2013 re: appreciation for floral tribute
- j) The Coates Family, dated August 2013, re: support/thoughtfulness for floral tribute
- k) Sgt Taylor, Adele and Families, dated August 2013, re: floral tribute and support
- l) Kristen Ralph, dated August 2013 re: thanks for amazing Kids n' Kops Program
- m) Kristen Ralph, dated August 2013 re: Kids n' Kops 2013 re: WPS dedication and support CARRIED

#### 4. MEDIA ACTIVITIES REPORT

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the June, July and August 2013 Public Relation Activities Report and Media Releases covering Radio, Newspaper, & Rogers TV be received by the Board.  
CARRIED

#### 5. STATISTICS

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the following reports be received by the Board:

- a) 2012 vs 2013 Woodstock Police Calls for Service
- b) Annual Incident Report trend – 2010-2013
- c) 2012/2013 Charge Comparison January-June 2012 vs 2013
- d) 2013 Report on Complaint Investigations Report CARRIED

#### NEW BUSINESS:

#### 6. CAPB CONFERENCE REPORT – ATTENDED BY MARY ANNE SILVERTHORN AUGUST 2013 IN SASKATOON

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board receives the Canadian Association of Police Services Boards (CAPB) Conference report from Board Member Mary Anne Silverthorn who attended.  
CARRIED

#### 7. RESEARCH BRIEF – POLICE PERFORMANCE METRICS

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

Resolved that the Board receives the Research Brief – Police Performance Metrics report. CARRIED.

8. RECORD RETENTION BY-LAW 05-2010 – AMENDMENT TO SCHEDULE “A”

Moved by Mary Anne Silverthorn

Seconded by Nancy O’Grady

resolved that the Board approves amendments to Record Retention By-law 05-2010 Schedule A as presented. CARRIED

9. EXPANSION OF CONDUCTED ENERGY WEAPON AUTHORIZATION (CEW) MEMO DATED AUGUST 28, 2013 FROM THE MCSCS AND OAPSB REPORT AND MEDIA Q&A.

Moved by Pat Sobeski

Seconded by Nancy O’Grady

resolved that the Expansion of Conducted Energy Weapon Authorization (CEW) Memo dated August 28, 2013 from the Ministry of Community Services and Correctional Services (MCSCS) and Ontario Association of Police Services Board (OAPSB) Report and Media Q&A be received by the Board. CARRIED

10. AUTOMATION OF CRIMINAL RECORD REPOSITORY AND FINGERPRINT IDENTIFICATION SYSTEM REPORT DATED JUNE 19, 2013 FROM THE (MCSCS) AND ROYAL CANADIAN MOUNTED POLICE CORRESPONDENCE DATED MAY 17, 2013

Moved by Pat Sobeski

Seconded by Nancy O’Grady

resolved that the Automation of Criminal Record Repository and Fingerprint Identification System Report dated June 19, 2013 from the Ministry of Community Services and Correctional Services (MCSCS) and Royal Canadian Mounted Police correspondence dated May 17, 2013 be received by the Board. CARRIED

11. CLOSED SESSION

Moved by Nancy O’Grady

Seconded by Pat Sobeski

resolved that the Board adjourns to Closed Session at 5:20 pm to discuss:

- Personal matters about identifiable individuals, including Woodstock Police Service Members
- Labour relations or employee negotiations
- Intimate financial matters CARRIED

12. CLOSED SESSION RISES

Moved by Mary Anne Silverthorn

Seconded by Nancy O’Grady

resolved that the Board does now rise from Closed Session and reconvenes at 6:25 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #13 - #35

13. CLOSED SESSION AGENDA

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board approves the Closed Session Agenda as amended. CARRIED

14. STAFFING REPORT

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board receives the Staffing Report dated September 2013. CARRIED

15. COMMENDATION REPORTS

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the Board receives Commendation Report of two Members. CARRIED

16. SECONDMENT EXTENSION - ONTARIO POLICE COLLEGE

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board approves the secondment extension at the Ontario Police College of a Member to April 04, 2014. CARRIED

17. SECONDMENT – ONTARIO POLICE COLLEGE

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the Board approves the secondment of a Member from August 26, 2013 to November 29, 2013 at the Ontario Police College. CARRIED

18. CLOSED SESSION – REPORT #5

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board receives report under #5 in Closed Session. CARRIED

19. PERSONNEL - RESIGNATIONS

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board receives resignations from two Members under #6 in Closed Session. CARRIED

20. CLOSED SESSION – REPORT #7a

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board receives report under #7a in Closed Session. CARRIED

21. CLOSED SESSION – REPORT #7b

Moved by Mary Anne Silverthorn

Seconded by Pat Sobeski

resolved that the Board approves the recommendation dated August 22, 2013 in Closed Session under #7b) with a review every 12-18 months. CARRIED

22. CLOSED SESSION – REPORT #8

Moved by Mary Anne Silverthorn

Seconded by Pat Sobeski

resolved that the Board receives four Personnel Orders under #8 in Closed Session. CARRIED

23. CLOSED SESSION – REPORT #9

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the Board approves report under #9 in Closed Session regarding the appointment of two additional auxiliary officers as recommended in the report dated August 22, 2013 by Deputy Chief Longworth. CARRIED

24. EDUCATIONAL TRAINING – CIVILIAN MEMBER

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the education training request dated August 23, 2013 of a Civilian Member be deferred to the 2014 Budget. CARRIED

25. CLOSED SESSION – REPORT #11

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the Board receives report under #11 in Closed Session. CARRIED

26. OPERATING STATEMENT – AUGUST 30, 2013

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Operating Statement dated August 30, 2013 be received by the Board. CARRIED

27. CLOSED SESSION – REPORT #13

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board receives report under #13 in Closed Session. CARRIED

28. CLOSED SESSION – REPORT #14

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board receives report under #14 in Closed Session. CARRIED

29. CLOSED SESSION – REPORT #15

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board receives report under #15 in Closed Session. CARRIED

30. CLOSED SESSION – REPORT #16

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board receives report under #16 in Closed Session. CARRIED

31. TRANSFER FROM VOICE RADIO REPLACEMENT RESERVE ACCOUNT

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board approves of the transfer of \$3,654.42 from the Voice Radio Replacement Reserve Fund Account to the revenue account transfer from 0500-69241-0000 Radio System Maintenance to pay Spectrum for 35 portable radio batteries. CARRIED

32. TRANSFER FROM NEW EQUIPMENT PURCHASE RESERVE ACCOUNT

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board approves the transfer of \$10,425.38 from the New Equipment Purchases Reserve Account to the revenue account transfer from 0500-69247-0000 Clothing and Uniforms to pay for body armour for 14 officers. CARRIED

33. CLOSED SESSION – REPORT #19

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board receives report under #19 in Closed Session. CARRIED

34. CONTINUING EDUCATION – MEMBER TUITION REQUEST

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board approves tuition of \$1,320.80 to a member completing two 2013 courses, Administration of Criminal Justice and Statistics for Sociology at the University of Western, upon successful completion of each course and receipt fee invoice. CARRIED

35. CLOSED SESSION – REPORT #21

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board receives report under #21 in Closed Session. CARRIED

36. ADJOURNMENT

Moved by Pat Sobeski

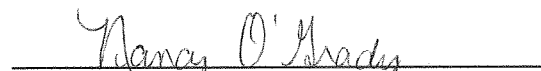
Seconded by Nancy O'Grady

resolved that the Board does now adjourn at 6:32 p.m. CARRIED

Our next meeting is scheduled for Monday, October 07, 2013 starting at 4:00 p.m. at Woodstock Police Service Headquarters.

  
Sandra J. Talbot, Chair  
Woodstock Police Services Board

*Vice Chair in  
absence of Chair*

  
Mary Anne Silverthorn, Vice Chair  
Woodstock Police Services Board

*Acting Vice-Chair*