



## WOODSTOCK POLICE SERVICES BOARD PUBLIC MEETING – AGENDA

**Date:** Monday, March 10, 2014  
**Time:** 4:00 p.m.  
**Location:** Woodstock Police Service – Division 1  
615 Dundas Street, Woodstock

1. Call to Order
2. Approval of Agenda  
*Recommendation: That the Board approves the Agenda as circulated. or with the following amendment(s)*
3. Declaration of Pecuniary Interest
4. Approval of Minutes – February 10, 2014  
*Recommendation: That the Board approves the Minutes of February 10, 2014 as typed and circulated.*
5. Verbal Reports from the Board Chair
6. Verbal Reports from the Chief of Police
7. Communications:
  - a) Steve Gornyczki and family, dated February 2014, re: Thank you for floral tribute
  - b) Kristen Ralph, Big Brothers Big Sisters of Woodstock & District dated March 2014, re: amazing bowling fundraising efforts
  - c) Bruce Herridge, Director, Ontario Police College, dated February 25, 2014, re: Invitation March Past and Review Ceremony, April 3, 2014 at 1:00 p.m.  
*Recommendation: That the communications be received by the Board.*
8. Media Relations – February Activities covered in Radio, Newspaper & Rogers TV  
*Recommendation: That the February Media Releases covering Radio, Newspaper & Rogers TV be received by the Board.*
9. Statistics
  - a) 2013 vs 2014 Woodstock Police Service Calls for Service
  - b) Annual Incident Trend Report – 2010-2014
  - c) 2013 Year End Statistical Report under the Municipal Freedom of Information and Protection of Privacy Act.
  - d) 2014 Report on Complaint Investigations Report  
*Recommendation: That the Statistics be received by the Board*
10. Unfinished Business
11. New Business
  - a) OAPSB Zone 4 Meeting - March 6, 2014 – verbal report from Mary Anne Silverthorn and Nancy O’Grady  
*Recommendation: Board receives verbal report from Mary Anne Silverthorn and Nancy O’Grady who attended the meeting on March 6, 2014 in Hamilton*
  - b) OAPSB Spring Conference, Section 10 Seminar & Notice of Annual General Meeting – May 21-24, 2014 – Toronto Marriott Downtown Eaton Centre Hotel  
*Recommendation: Board approves attendance of \_\_\_\_\_ to attend OAPSB Spring Conference May 21-24 in Toronto.*

c) Framework Agreements for Services with the Ontario Provincial Police

- a) Correspondence from OPP dated February 12, 2014
- b) Email response from Chief Freeman dated February 25, 2014 re: list of specific types of services WPSB may request from OPP from time to time

Recommendation: That the Board receives correspondence on Framework Agreements for Services from OPP and Chief Freeman's response dated February 25, 2014.

d) 2013 Annual Report

- a) Highlights from the 2013 Woodstock Police Annual Report
- b) 2013 Annual Report

Recommendation: That the 2013 Woodstock Police Service Annual Report be received by the Board; further that it be distributed to Members of Woodstock City Council and posted on the Woodstock Police Service website.

e) Auxiliary Officers Appreciation Dinner Invitation

Recommendation: That Board Members receive invitation for the Auxiliary Officer appreciation dinner on April 24, 2014.

f) Building Addition – Update – Standing Item

12. Closed Session

Recommendation: That the Board adjourns to Closed Session at \_\_\_\_\_p.m. to discuss:

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

13. Motions Arising from Closed Session

Recommendation: That the Board does now rise from Closed Session and reconvene at \_\_\_\_\_ p.m.

14. Date of Next Meeting – Monday, April 14, 2014 – 4:00 p.m.

15. Adjournment

Recommendation: That the Board does now adjourn at \_\_\_\_\_ p.m.



## WOODSTOCK POLICE SERVICES BOARD MINUTES

The Woodstock Police Services Board met on Monday, February 10, 2014 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; Daryl Stevenson, Community Member; and Mayor Pat Sobeski. Also in attendance were Chief Rodney Freeman, Deputy Chief Daryl Longworth, Inspector William Renton, and Marilyn Pearson, Executive Assistant.

### CALL TO ORDER

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

### EXEMPLARY SERVICE MEDAL PRESENTATION

Staff Sergeant Marcia Shelton received her exemplary service medal in recognition of 20 years of full-time police service characterized by good conduct, industry and efficiency. Deputy Chief Daryl Longworth and Chair Talbot made the presentation commending Marcia for her long and meritorious service. The presentation highlighted her assignments, promotions, and achievements while serving our community in an exemplary manner. Marcia's husband and their 3 proud children attended the event. Congratulations Staff Sergeant Shelton!

### 1. APPROVAL OF AGENDA

Moved by Nancy O'Grady

Seconded by Daryl Stevenson

resolved that the Board approves the Agenda as circulated. CARRIED

### 2. APPROVAL OF MINUTES – JANUARY 13, 2014

Moved by Mary Anne Silverthorn

Seconded by Daryl Stevenson

resolved that the Board approves the Minutes of January 13, 2014 as typed and circulated. CARRIED

### 3. COMMUNICATIONS

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the following communications be received by the Board:

- a) Mark Allen, Ontario Director, Respect Group Inc. dated January 06, 2014 re: Plaque acknowledging Woodstock Police Service as a Certified Respect in the Workplace Employer
- b) Nelia Hunt, Executive Director, Oxford Gardens, dated January 21, 2014, re: heartfelt thanks for assistance
- c) Jill Demers, HPSS, dated January 09, 2014 re: Cooperative Education Program Support
- d) Ceejay Chatfield, dated January 2014, re: amazing opportunity as a Co-op student
- e) Alicia Nicholson, dated January 2014, re: Thank you to Constable Hiiuvain speaking engagement with foster parents
- f) Park Place Retirement Centre dated January 2014, re: thanks from seniors
- g) Sheena Poole, Campaign Chair, dated January 20, 2014, re: thanks for partnership

in the Zonta Says NO Campaign

- h) D.B. dated January 30, 2014, re: appreciation and thanks to Constable Maitland
- i) daso, dated January 24, 2014, re: thanks to Deputy Longworth for participation with daso's strategic planning CARRIED

4. MEDIA ACTIVITIES REPORT

Moved by Daryl Stevenson

Seconded by Nancy O'Grady

resolved that the January Media Releases covering Radio, Newspaper, & Rogers TV be received by the Board. CARRIED

5. STATISTICS

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the following reports be received by the Board:

- a) 2013 vs 2014 Woodstock Police Service Calls for Service
- b) Annual Incident Report Trend – 2010-2014
- c) 2012/2013 Charge Comparison Report
- d) 2014 Report on Complaint Investigations CARRIED

NEW BUSINESS

6. REVISED WOODSTOCK POLICE SERVICES BOARD POLICY AI-012 – USE OF FORCE

Moved by Nancy O'Grady

Seconded by Daryl Stevenson

resolved that the Board approves revised Woodstock Police Services Board Policy AI-012 on Use of Force. CARRIED

7. WOODSTOCK POLICE SERVICE JOINT HEALTH AND SAFETY COMMITTEE REPORT - 2013

Moved by Daryl Stevenson

Seconded by Mary Anne Silverthorn

resolved that the Board receives the Woodstock Police Service 2013 Joint Health and Safety Committee Report dated January 14, 2014. CARRIED

8. ROYAL CANADIAN MOUNTED POLICE – IMPORTANT NOTICE EFFECTIVE JULY 1, 2014 RE: ELECTRONIC FINGERPRINTS

Moved by Pat Sobeski

Seconded by Nancy O'Grady

resolved that the Board receives the Electronic Fingerprint Notice that is effective July 1, 2014. CARRIED

9. CAPB RESOLUTION SURVEY

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the completed Canadian Association of Police Governance (CAPG) resolution survey be submitted to CAPG. CARRIED

10. CLOSED SESSION

Moved by Pat Sobeski

Seconded by Daryl Stevenson

resolved that the Board adjourns to Closed Session at 4:34 pm to discuss:

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

11. CLOSED SESSION RISES

Moved by Mary Anne Silverthorn

Seconded by Pat Sobeski

resolved that the Board does now rise from Closed Session and reconvenes at 5:54 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #12 - #23

12. CLOSED SESSION AGENDA

Moved by Daryl Stevenson

Seconded by Nancy O'Grady

resolved that the Board approves the Closed Session Agenda. CARRIED

13. STAFFING REPORT

Moved by Mary Anne Silverthorn

Seconded by Daryl Stevenson

resolved that the Board receives the Staffing Report dated February 2014. CARRIED

14. CLOSED SESSION – REPORT #3

Moved by Nancy O'Grady

Seconded by Pat Sobeski

resolved that the Board receives report under #3 in Closed Session. CARRIED

15. CLOSED SESSION – REPORT #4

Moved by Mary Anne Silverthorn

Seconded by Daryl Stevenson

resolved that the Board receives report dated January 21, 2014 under #4 in Closed Session. CARRIED

16. CORPORATE BENEFIT ANALYSIS INC. – RE: UPDATED GREAT WEST LIFE AGREEMENT

Moved by Mary Anne Silverthorn

Seconded by Pat Sobeski

resolved that the Board authorizes Chair Talbot to sign the updated underwriting Agreement from Great West Life dated December 30, 2013. CARRIED

17. 45 METCLAFE LEASE - PROPOSAL AND OPTIONS

Moved by Mary Anne Silverthorn

Seconded by Pat Sobeski

resolved that the Board correspond with Mr. Spina advising that the lease renewal proposal at 45 Metcalfe Street came before the Board for consideration; however the Board is exploring other options before a decision is made. CARRIED

18. FINAL 2013 BUDGET REPORT DATED FEBRUARY 05, 2014

Moved by Nancy O'Grady

Seconded by Daryl Stevenson

Resolved that the final 2013 Budget Report dated February 05, 2014 be received by the Board. CARRIED

19. OPERATING STATEMENT – FEBRUARY 03, 2014

Moved by Daryl Stevenson

Seconded by Mary Anne Silverthorn

resolved that the 2013 Year End Operating Statement dated February 03, 2014 be received by the Board. CARRIED

20. CLOSED SESSION – REPORT #10

Moved by Pat Sobeski

Seconded by Mary Anne Silverthorn

resolved that the Board receives report under #10 in Closed Session. CARRIED

21. CLOSED SESSION – REPORT #11

Moved by Daryl Stevenson

Seconded by Pat Sobeski

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

22. 5th DRAFT - 2014 FINAL WOODSTOCK POLICE SERVICE BUDGET

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board approves presenting the finalized Woodstock Police Service Budget to Woodstock City Council on February 20, 2014 in the net amount of \$11,828,680.00. CARRIED

23. CLOSED SESSION – REPORT #14

Moved by Daryl Stevenson

Seconded by Nancy O'Grady

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

24. ADJOURNMENT

Moved by Daryl Stevenson

Seconded by Nancy O'Grady

resolved that the Board does now adjourn at 6:00 p.m. CARRIED

Our next meeting is scheduled for Monday, March 10, 2014 starting at 4:00 p.m. at Woodstock Police Service Headquarters.

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Sandra J. Talbot, Chair  
Woodstock Police Services Board

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Mary Anne Silverthorn, Vice Chair  
Woodstock Police Services Board