



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, June 08, 2015 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:00 p.m. Present were Chair Mary Anne Silverthorn, Provincial Appointee; Nancy O'Grady, Vice Chair, Provincial Appointee; Mayor Trevor Birtch, and Shawn Shapton, Member. Also in attendance were Chief Bill Renton, Deputy Chief Daryl Longworth, Inspector Darren Sweazey, and Marilyn Pearson, Executive Assistant. Sandra Carnegie, Community Member arrived at 4:15 p.m.

### CALL TO ORDER

Chair Silverthorn called the Meeting to order at 4:00 p.m.

#### 1. APPROVAL OF AGENDA

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board approves the Agenda as typed and circulated. CARRIED

#### FORENSIC IDENTIFICATION OFFICER – CONSTABLE JEFF MCLACHLAN

Constable Jeff McLachlan provided an overview of the role of the Forensic Identification Officer. He provided a demonstration of various methods used to collect and preserve evidence. Fingerprints are extracted from a wide variety of surfaces with various techniques and chemicals. Four new chambers were viewed for collecting evidence such as blood and clothing in a heat and chemical controlled environment.

#### 2. MINUTES – MAY 11, MAY 15, & MAY 20, 2015

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the Board approves the Minutes of May 11, May 15 & May 20, 2015 as typed and circulated. CARRIED

Mr. Peter Osinga, Police Services Advisor attended the meeting as a routine visit. He provided information on the role of the Advisor to police services Boards and commented on the following:

- Woodstock has now completed the 8 recommendations from the Ministry inspection held in 2014
- Training is available for the three 3 new and existing Board Members – it is provided by Mr. Osinga in a 1.5-2 hour session, it is not mandatory, but important for new Members to learn their role on the Police Services Board
- The OAPSB Annual Conference is an opportunity for networking and to see what neighbouring police services are doing, - next year's conference is being held in Niagara Falls. It is important to have a Member represent the service at this event.
- The importance of understanding the Code of Conduct Ontario Regulation 421/97 was stressed, Zone Advisor will provide guidance and direction on issues that may arise – if not followed, criminal allegations/charges can be very embarrassing to both the Board Member and the Police Service, talking out of house was an example given.

- Make sure the PSB Procedural By-law is followed, review and update as needed to meet requirements
- Quorum issues may arise if a vacancy occurs without timely reappointment
- Next important role of the Board will be appointing a new Deputy Chief of Police
- Mr. Osinga advised he is available to provide direction and assist the Board on any matter that may arise.

#### VERBAL REPORT FROM CHAIR

- Chair Silverthorn advised the Zone 4 Meeting hosted by Woodstock on May 12, 2015 was well attended
- The swearing in of 6 new auxiliary members took place on May 22, 2015 – it was nice to see family - parents and grandparents attend the ceremony
- Chair Silverthorn advised letters of thanks to Members that participated in the successful 2015 citizens' Police Academy have been completed
- Chair Silverthorn advised she attended the retirement reception of OPP Member Sam Horton
- Condolences were expressed to Mayor Trevor Birtch and Shawn Shapton for the recent deaths in their families
- Chair Silverthorn advised she delivered plaques to two former Board Members
- Chair Silverthorn concluded her remarks by acknowledging Deputy Chief Daryl Longworth's resignation. She expressed her thanks, gratitude, for his outstanding leadership. Best wishes for his new position as Deputy Chief of Police at London Police Service was expressed.

#### VERBAL REPORT FROM THE CHIEF OF POLICE

- Chief Renton commented that it has been a pleasure working with Deputy Longworth, his departure was unexpected and will be a huge loss for Woodstock Police Service
- Chief Renton wished Deputy Longworth all the best at London Police Service.

### 3. COMMUNICATIONS

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the following communications be received by the Board:

- a) Michelle McKee, Mission Sewing Group, dated April 7, 2015 re: hand-made Teddy Bears for Children in need & response letter from Daryl Longworth, Deputy Chief of Police, dated May 14, 2015, re: Thanks for generous donation of Teddy Bears
- b) Cathy Miller, MS Carnation Campaign Director dated May 25, 2015 re: Thank you for support
- c) Mary Van Veen, Executive Director, Woodstock Right to Life, re: thanks to Constable Yeo – for the safety rules and accompanying the walkers
- d) Certificate of Environmental Accomplishment - participation in the 2014 Shred-it and Recycling Program CARRIED

4. MEDIA ACTIVITIES REPORT

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

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

5. STATISTICS

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the following statistical reports be received by the Board:

- a) 2015 Monthly Calls for Service Statistics
- b) 2011-2015 Calls For Service Report
- c) 2015 Report on Complaint Investigations CARRIED

6. OAPSB ZONE 4 MEETING MINUTES – TUESDAY, MAY 12, 2015

Moved By Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board receives the Ontario Association of Police Services Board (OAPSB) Zone 4 Meeting Minutes dated May 12, 2015 and verbal reports from Members that attended the meeting hosted by Woodstock Police Service. CARRIED

7. DRAFT AED AGREEMENT WITH OXFORD EMS

Moved By Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves draft Automated External Defibrillation (AED) Agreement with Oxford EMS and authorizes Board Chair to sign accordingly. CARRIED

8. CLOSED SESSION

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board adjourns to Closed Session at 4:56 pm to discuss:

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

as outlined in Section 35 of the *Ontario Police Services Act*. CARRIED

9. CLOSED SESSION RISES

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board does now rise from Closed Session and reconvenes at 5:10 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #10 - #18

10. CLOSED SESSION AGENDA

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

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

11. STAFFING REPORT

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Board receives the Staffing Report dated June 2015. CARRIED

12. RETIREMENT NOTICE – CIVILIAN MEMBER

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board receives retirement notice effective May 29, 2015 from a Civilian Member with regret. CARRIED

13. MEMORANDUM OF UNDERSTANDING

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves and authorizes the Board Chair and Vice Chair to sign the Memorandum of Understandings for the Uniform Collective Agreement as presented. CARRIED

14. OPERATING STATEMENT – JUNE 03, 2015

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Operating Statement dated June 03, 2015 be received by the Board. CARRIED

15. CLOSED SESSION – REPORT #7

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

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

16. CLOSED SESSION – REPORT #8

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board receives report under #8 in Closed Session. CARRIED

17. QUALITY HOTEL & SUITES INVOICE –ZONE 4 MEETING MAY 12, 2015

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board receives and authorizes payment of invoice under #9 in Closed session. CARRIED

18. CLOSED SESSION – REPORT #11

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

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

19. ADJOURNMENT

Moved by Nancy O'Grady

Seconded by Shawn Shapton

resolved that the Board does now adjourn at 5:30 p.m. CARRIED

The next meeting is scheduled at the call of the Chair in July.

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Mary Anne Silverthorn Chair  
Woodstock Police Services Board

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Nancy O'Grady, Vice Chair  
Woodstock Police Services Board