



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, January 11, 2016 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:00 p.m. Present were Chair Shawn Shapton, Member; Mary Anne Silverthorn, Vice Chair, Provincial Appointee; Nancy O'Grady, Member, Provincial Appointee; Mayor Trevor Birtch, Member, and Sandra Carnegie, Community Member. Also in attendance were Chief Bill Renton, Deputy Chief Darren Sweazey, Inspector Paul Hess, and Marilyn Pearson, Executive Assistant.

### CALL TO ORDER

Marilyn Pearson called the meeting to order at 4:00 p.m. and carried out the duties of the election of the Board Chair for 2016 by calling for nominations.

#### 1. 2016 NOMINATIONS FOR BOARD CHAIR

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

that Shawn Shapton be nominated as Board Chair for 2016. CARRIED

Shawn Shapton agreed to let his name stand.

#### 2. NOMINATIONS CLOSE

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

that nominations do now close. CARRIED

#### 3. ELECTION OF BOARD CHAIR

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that Shawn Shapton be elected Board Chair for 2016. CARRIED

The meeting was then turned over to 2016 Board Chair Shawn Shapton.

#### 4. 2016 NOMINATIONS FOR BOARD VICE CHAIR

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

that Mary Anne Silverthorn be nominated as Board Vice Chair for 2016. CARRIED

Mary Anne Silverthorn agreed to let her name stand.

#### 5. NOMINATIONS CLOSE

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

that nominations do now close. CARRIED

6. ELECTION OF BOARD VICE CHAIR

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that Mary Anne Silverthorn be elected Board Vice Chair for 2016. CARRIED

7. APPROVAL OF AGENDA

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Board approves the Agenda as circulated. CARRIED

8. MINUTES – DECEMBER 14, 2015

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

resolved that the Board approves the Minutes of December 14, 2015 as typed and circulated. CARRIED

VERBAL REPORT FROM THE CHAIR

- Chair Shapton expressed his enjoyment on the Board during his first year.
- Thanks was extended to Mary Anne Silverthorn for her term as Chair.
- Chair Shapton looks forward to a fresh start and working with a new Team in 2016 - the need to be responsible and financially accountable is a priority

VERBAL REPORT FROM THE CHIEF OF POLICE

- Chief Renton wished everyone a Happy New Year!
- Chief thanked Chair Silverthorn and Vice Chair O'Grady for a very good working relationship in 2015
- Chief provided a summary of accomplishments in 2015 including: the launch of the intranet site, Human Resource Program, Human Trafficking Initiative, and Street Level Drug Projects

9. COMMUNICATIONS

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the following communications be received by the Board:

- a) Maureen Woods, dated December 21, 2015 re: thank you for recognition & kindness for award
  - b) Bonnie & the Pember family dated January 2016 re: thanks for floral tribute
- CARRIED

10. MEDIA ACTIVITIES REPORT

Moved by Sandra Carnegie

Seconded by Nancy O'Grady

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

11. STATISTICS

Moved by Sandra Carnegie

Seconded by Nancy O'Grady

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

- a) 2015 Calls for Service Statistics
- b) 2011-2015 Calls for Service Report
- c) 2014/2015 Charge Comparison Report
- d) 2015 Report on Complaint Investigations Report
- e) Criminal Record Check Statistics 2012-2015 CARRIED

UNFINISHED BUSINESS

PROCUREMENT POLICY - DISCUSSION

Deferred to the February 8, 2016 Meeting

NEW BUSINESS

12. OAPSB AND ZONE 4 MEMBERSHIP DUES

Moved by Mary Anne Silverthorn

Seconded by Mayor Trevor Birtch

resolved that the Board approves Membership in the Ontario Association of Police Services Board OAPSB at \$3,107.50 per year and Zone 4 at \$50.00 per year. CARRIED

BUILDING ADDITION UPDATE

- The first meeting with the Contractor and Architect for the building addition was held earlier today
- Projected building addition completion date is October 31, 2016 with existing interior renovations completed by the end of November 2016.

13. CLOSED SESSION

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board adjourns to Closed Session at 4:25 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

14. CLOSED SESSION RISES

Moved by Mary Anne Silverthorn

Seconded Sandra Carnegie

resolved that the Board does now rise from Closed Session and reconvenes at 5:20 p.m.  
CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #15-#26

15. CLOSED SESSION AGENDA

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

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

16. PERSONNEL – STAFFING REPORT

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

resolved that the Board receives the Staffing Report dated January 11, 2016.

CARRIED

17. CLOSED SESSION – #3

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

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

CARRIED

18. PERSONNEL – RESIGNATION FROM SPECIAL CONSTABLE TO RECRUIT IN TRAINING POSITION

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board accepts resignation from a Special Constable effective January 3, 2016 who moved into a Recruit in Training position effective January 4, 2016.

CARRIED

19. PERSONNEL – RETIREMENT

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board accepts retirement of a Uniform Member effective January 31, 2016, with regret. CARRIED

20. PERSONNEL – RETIREMENT

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board accepts retirement of a Civilian Member effective February 28, 2016. CARRIED

21. PERSONNEL – CONTINUING EDUCATION REQUEST

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Board approves tuition of approximately \$690.00 per half credit course to a Member planning to complete an online Policing (BA) Program through Laurier University. Upon successful completion of the course with receipt fee, reimbursement will be made. CARRIED

22. ATTENDANCE RECORD SUMMARY REVIEW

Moved by Mary Anne Silverthorn

Seconded by Sandra Carnegie

The Board approves continuing the Attendance Recognition Program for full-time Uniform and Civilian Members currently serving the Woodstock Police Service who in 2015 had "0" Sick Days and 3 or less sick Days as detailed in the 2015 Attendance Record Summary Report dated December 31, 2015. CARRIED

23. CLOSED SESSION – #8

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board approves payment of invoice under #8 in Closed Session. CARRIED

24. OPERATING STATEMENT – JANUARY 06, 2016

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board receives the Operating Statement dated January 06, 2016. CARRIED

25. CLOSED SESSION – REPORT #10

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

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

26. CLOSED SESSION – REPORT #11

Moved by Mayor Trevor Birtch

Seconded by Mary Anne Silverthorn

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

27. ADJOURNMENT

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board does now adjourn at 5:25 p.m. CARRIED

The next meeting is scheduled for Monday, February 08, 2016 at 4:00 p.m.

---

Shawn Shapton, Chair  
Woodstock Police Services Board

---

Mary Anne Silverthorn, Vice Chair  
Woodstock Police Services Board