



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, December 12, 2016 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:15 p.m. Present were Chair Shawn Shapton, Member; Mary Anne Silverthorn, Vice Chair, Provincial Appointee; Nancy O'Grady, Provincial Appointee; Sandra Carnegie, Community Member, and Mayor Trevor Birtch. Also in attendance were, Chief Bill Renton, Deputy Chief Darren Sweazey, Inspector Paul Hess, and Marilyn Pearson, Executive Assistant.

### CALL TO ORDER

- Chair Shapton called the meeting to order at 4:15 p.m.

#### 1. APPROVAL OF AGENDA

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board approves the Agenda as circulated. CARRIED

#### 2. CLOSED SESSION

Moved by Mary Anne Silverthorn

Seconded by Sandra Carnegie

resolved that the Board adjourns to Closed Session at 4:17 pm to discuss:

- intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P.15, s.35. of the Ontario Police Services Act. CARRIED

#### 3. CLOSED SESSION RISES

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board does now rise from Closed Session and reconvenes at 6:00 p.m.

CARRIED

### MOTIONS ARISING FROM CLOSED SESSION - #4 - #24

#### 4. CLOSED SESSION AGENDA

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

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

#### 5. BENEFITS – MARKETING TENDERING QUOTATION RESULTS

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Board agrees to stay with the present benefit carrier – Great West Life. CARRIED

6. PERSONNEL – STAFFING REPORT

Moved by Sandra Carnegie

Seconded by Nancy O'Grady

resolved that the Board receives the Staffing Reports dated December 2, 2016.

CARRIED

7. PERSONNEL – CONFIRMATION TO THE RANK OF SERGEANT – DARCY CAMPBELL

Moved by Mary Anne Silverthorn

Seconded by Mayor Trevor Birtch

resolved that the Board confirms the promotion of Darcy Campbell to rank of Sergeant effective December 12, 2016 on recommendation of Chief Renton. CARRIED

8. PERSONNEL – CONTINUING EDUCATION REQUEST

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board approves the tuition to a Member to advance education to obtain Bachelor of Forensic Identification at Laurentian University by taking a Credit - Development and Photography for Fingerprints at \$711.15 plus \$179.55 in material. Reimbursement to take place upon successful completion of each course and receipt fee of invoice. CARRIED

9. CLOSED SESSION – REPORT #6

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Board approves request under #6 in Closed Session. CARRIED

10. CLOSED SESSION – REPORT #7

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

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

CARRIED

11. LEASE EXTENSION RENEWAL - METCALF

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board receives 2017 lease extension renewal at 45 Metcalf Street on a month to month basis. CARRIED

12. CLOSED SESSION – REPORT #9

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board receives report under #9 in Closed Session. CARRIED

13. ZONE 4 MEETING MINUTES – OCTOBER 28, 2016

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board receives the Zone 4 Minutes dated October 28, 2016 in Closed Session. CARRIED

14. OPERATING STATEMENT – DECEMBER 7, 2016

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board receives the Operating Statement dated December 7, 2016. CARRIED

15. CLOSED SESSION – REPORT #12

Moved by Mary Anne Silverthorn

Seconded by Sandra Carnegie

resolved that the Board receives report under #12 in Closed Session. CARRIED

16. CLOSED SESSION – REPORT #13

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

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

17. CLOSED SESSION – REPORT #14

Moved by Mary Anne Silverthorn

Seconded by Mayor Trevor Birtch

resolved that the Board supports request and recommendation under #14 in Closed Session. CARRIED

18. TRANSFERS FROM RESERVES – VEHICLES 1601 & 1602

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that \$98,071.22 be transferred from the Capital Projects Reserve to the revenue account 0500-69244-000- Transfer from Reserve for Capital Projects to pay for and equip 2 new front line vehicles. CARRIED

19. TRANSFERS FROM RESERVES – GLOCKS, AMMUNITION, AND GUN EQUIPMENT

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that \$29,293.72 be transferred from the Capital Projects Reserve to the revenue account 0500-69227-0000 Transfer from Capital Projects Reserve – New Equipment to pay for 2016 Glockes, ammunition, and gun equipment. CARRIED

20. TRANSFERS FROM RESERVES – SERVER AND SWITCHES FOR SECURITY CAMERA

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that \$20,384.00 be transferred from the Reserve for Information Technology to the revenue account 0500-69263-0000 Transfer from Reserve for Information Technology to pay for server and switches for new Security Camera. CARRIED

21. YEAR END SURPLUS

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that in the event of a 2016 year-end surplus, these monies will be transferred to the Sick Leave Severance Reserve Fund. CARRIED

22. BUDGET COMMITTEE REPORT

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the verbal Budget Committee report from Chief Renton be received by the Board. CARRIED

23. 2016-2018 BUSINESS PLAN

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board approves the 2016-2018 Business Plan as circulated. CARRIED

24. EFFICIENCY REVIEW

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board approves a Woodstock Police Service internal efficiency review. CARRIED

25. MINUTES – NOVEMBER 14, 2016

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board approves the Minutes of November 14, 2016 as typed and circulated. CARRIED

VERBAL REPORT FROM THE CHAIR

- Chair Shapton advised that Zone 4 Advisor Mr. Duane Sprague was impressed with the interaction of Board Members and meeting proceedings at the November meeting he attended.
- This is Shawn Shapton's last Board meeting as Chair. He thanked Senior Admin and Marilyn Pearson for all their help and assistance during the past year and commended them for the great work they do.
- Merry Christmas and a Happy New Year was extended to all!

VERBAL REPORT FROM THE CHIEF OF POLICE

Chief Renton reported on the following:

- Chief Renton advised it has been a good, fast year.
- Presently very busy with the Wettlaufer investigation with 11-12 Officers assigned from WPS and 14 from the OPP.
- There have been two fire death investigations in a one week period.
- Chief provided an overview of the Woodstock Hospital leadership Committee meetings that are held two times a year.

26. COMMUNICATIONS

Moved by Mayor Trevor Birtch

Seconded by Mary Anne Silverthorn

resolved that the following communications be received by the Board:

- a) Aysha dated November 29, 2016, re: positive interaction with police
- b) Louise, Program Snack Co-ordinator, dated November 30, 2016, re: generous donation from Pincombe Golf Tournament to support St. Patrick's School snack program
- c) Members of Innerkip Presbyterian Church, dated December 1, 2016, re: beneficiaries of your provision of protection, safety and security 24/7.
- d) Holly, Park Place Retirement Residence, dated December 2016, re: informative fraud talk by Cst. Vanleeuwen CARRIED

27. MEDIA RELATIONS

Moved by Sandra Carnegie

Seconded by Mayor Trevor Birtch

resolved that the Board receives November & December Activities covered in Radio, Newspaper & Rogers TV. CARRIED

28. STATISTICS

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

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

- a) 2016 Calls for Service Statistics
- b) 2012-2016 Calls for Service Report
- c) 2016 Report on Complaint Investigations Report CARRIED

UNFINISHED BUSINESS

29. RADIO SYSTEM UPDATE REPORT

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the updated Radio System Report from Deputy Sweazey dated December 12, 2016 be received by the Board. CARRIED

NEW BUSINESS

30. WPSB POLICY AND WPS DIRECTIVE – COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES – PROHIBITIONS AND DUTIES (STREET CHECKS)

Moved by Sandra Carnegie

Seconded by Mary Anne Silverthorn

resolved that the Board approves and authorizes Board Chair Shawn Shapton to endorse Woodstock Police Services Board Policy on Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties (Street Checks) LE-049 effective January 1, 2017 as circulated; further that Woodstock Police Service Directive LE-049 be received by the Board. CARRIED

BUILDING ADDITION UPDATE

- The building completion dates have been revised - addition March 2017, existing building middle of May 2017
- Furniture to be ordered before end of 2016

31. 2017 WOODSTOCK POLICE SERVICES BOARD MEETING SCHEDULE

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the 2017 Woodstock Police Services Board Meeting Schedule be received by the Board. CARRIED

32. ADJOURNMENT

Moved by Sandra Carnegie

resolved that the Board does now adjourn at 6:30 p.m. CARRIED

The next meeting to be held on Monday, January 9, 2017 at the Woodstock Police Service Headquarters at 4:15 p.m.

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Shawn Shapton, Chair  
Woodstock Police Services Board

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Mary Anne Silverthorn, Vice Chair  
Woodstock Police Services Board