



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, November 13, 2017 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:15 p.m. Present were: Mary Anne Silverthorn, Vice Chair, Provincial Appointee, Nancy O'Grady, Provincial Appointee; Shawn Shapton, Member, and Mayor Trevor Birtch. Also in attendance were Chief Bill Renton, Deputy Chief Darren Sweazey, Inspector Paul Hess and Marilyn Pearson, Executive Assistant. Chair Sandra Carnegie, Community Member sent regrets.

SERVICE AWARDS RECOGNITION

Family and friends attended at 4:15 p.m. to congratulate Members of the Woodstock Police Service at the annual Service Awards Recognition. Chief Renton provided opening remarks welcoming and thanking family and friends for attending. Acting Chair Mary Anne Silverthorn extended congratulations to the recipients from the Police Services Board. Deputy Sweazey introduced each Member with a history of their career, promotions and achievements. Constable James Dalweg received the first bar to the Exemplary Service Medal for 30 Years of Service, Inspector Paul Hess received an Exemplary Service Medal for 20 Years of Service. Absent were Constable Diane Ruppert, Staff Sergeant Rodney Wilkinson, Constable Steven Berkeley all with 20 years of Service. Communications Dispatcher Diane Pautler will be receiving a mantle clock for her 35 years of service at her retirement celebration on November 30th. Mayor Trevor Birtch provided congratulatory remarks on behalf of the City of Woodstock.

Hardie Family Foundation Bursary Recipients

A Special presentation was made to Constable Robert Bezzo and Constable Timothy Wiseman by Anne Pincombe for meeting the requirements of the Jeff Pincombe Bursary as established by the Hardie Family Foundation. Also in attendance were Robert Pincombe and Bob Hardie.

Photos, a light lunch and social time followed. Congratulations to all!

CALL TO ORDER

Acting Chair Mary Anne Silverthorn called the meeting to order at 5:10 p.m. Kristi Lampman, Human Resource and Business Services Clerk was welcomed to the meeting.

1. APPROVAL OF AGENDA

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board approves the Agenda as amended – add Court Security under 14 Other Business. CARRIED

2. MINUTES – OCTOBER 10, 2017

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board approves the Minutes of October 10, 2017 as typed and circulated. CARRIED

VERBAL REPORT FROM THE ACTING CHAIR

- Acting Chair Silverthorn thanked those that worked behind the scenes in making the Service Awards Recognition and Reception such an appreciated and memorable event for the recipients and their family.

VERBAL REPORT FROM THE CHIEF OF POLICE

- October was a very productive month
- Bridge Dedication Ceremony honouring Constable Thomas Black is on November 16th
- Meeting is scheduled with the judiciary re: health and safety issues concerning the cell block area at the Court House
- Position paper with stakeholders being discussed on a request to the Ministry of Health to provide free naloxone kits for use by police and other community partners.
- October 26 – Chief, Inspector and Shawn Shapton attended a County Court Security meeting
- November 2 – Senior Admin and some WPS Members attended the Crimestoppers Gala at the Elmhurst
- November 5 –attended the Armistice dinner at the Legion
- November 7 - Inspector Hess was one of the judges at the successful DASO Soupstock fundraiser
- November 11 – Deputy and Inspector, and some Members of the Honour Guard participated at the Remembrance Day Ceremony
- 80% of WPS Members are now trained and outfitted with Narcan kits
- September 30 - Stop ALS Fundraiser for Detective Constable Jason Geerts and his family was very, very successful with approximately \$222,000.00 raised – Congratulations and sincere appreciation is extended to all that donated, assisted and attended the event. Shawn Shapton reported that the event was phenomenal!

3. COMMUNICATIONS

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the following Communications be received by the Board:

- a) WCI's Leadership Department, dated October 10, 2017, re: big thank you!
- b) Gord and Family, dated October 2017, Thanks for care and compassion
- c) Kristen Ralph, Exec. Director, Big Brothers Big Sisters dated October 26, 2017 re: Cst. Nikki Vanleeuwen amazing asset to Kids N Kops program incredible friend & advocate CARRIED

4. MEDIA RELATIONS

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the October and November Activities covered in Radio, Newspaper, Rogers TV, and Snapd 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) 2017 Calls for Service Statistics
- b) 2011-2017 Calls for Service Report
- c) 2016/2017 Charge Comparison Report
- d) 2017 Report on Complaint Investigations
- e) July-September 2017 – Community Service Report – Cst. Nikki VanLeeuwen
- f) July-September 2017 - Canine Report – Cst. Dan Skillings CARRIED

UNFINISHED BUSINESS

NEW BUSINESS

6. 2017 EMPLOYEE COMPUTER PURCHASE PROGRAM

Moved by Nancy O'Grady

Seconded by Shawn Shapton

resolved that the Board approves the participation of Woodstock Police Service Members in the City of Woodstock Employee Computer Purchase Program as detailed in the City of Woodstock Notice dated October 26, 2017. CARRIED

CAPG UPDATE

Mary Anne reported that the Canadian Association of Police Governance Board of Directors held a retreat the last weekend of October with 100% attendance of 15 members.

BUILDING ADDITION

Chief Renton reported that Hurley Construction, a local contracting company, has been hired by the City of Woodstock to complete the last remaining 10-15% of the building addition/renovation project. An open house will be scheduled in the New Year once all work has been completed.

OTHER BUSINESS – COURT SECURITY MEETING UPDATE

Chief Renton provided an update on recent Court Security meetings he has attended with a local independent court security advisory committee chaired by Warden Mayberry that includes members from each municipality in Oxford County. Committee members toured the court facilities to gain a better understanding of the Special Constables role in transporting prisoners. Presently Provincial funding is only paying for 60% of the cost. Committee is tasked with preparing a recommendation for County Council to consider on fairly sharing costs with the municipality and advocating with the Province to fully fund this program. Inspector Hess provided an update on discussion at a meeting he attended where the current deficit of \$362,665.00 on operating court security was reviewed. An even split vs a recommendation of a 60/40 split – Woodstock paying \$217,599 with the remaining municipalities paying \$145,066 was considered. A vote is to be held by County Council on November 27. Inspector Hess advised a report will be circulated to the Board.

UPCOMING EVENTS INCLUDE:

November 16 – Bridge Dedication Ceremony honouring fallen Officer Thomas John Black, 10:00 a.m at Goff Hall

November 30th – Retirement Farewell honouring Communications Dispatcher Diane Pautler – 2-4 pm at WPS

7. CLOSED SESSION

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board adjourns to Closed Session at 5:38 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

8. 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 7:00 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #9-#26

9. CLOSED SESSION AGENDA

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves the Closed Session Agenda. CARRIED

10. PERSONNEL – STAFFING REPORT

Moved by Nancy O’Grady

Seconded by Shawn Shapton

resolved that the Board receives the Staffing Report dated November 10, 2017. CARRIED

11. PERSONNEL – RESIGNATION

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board receives resignation letter from a part-time Communications Dispatcher Member effective November 6, 2017 CARRIED

12. PERSONNEL – CONTINUING EDUCATION REQUEST

Moved by Mayor Trevor Birtch

Seconded by Nancy O’Grady

resolved that the Board approves the tuition of a Civilian Member to advance education by taking an online Human Resources Management (MGMT 1017) course at Fanshawe

College at \$325.50. Reimbursement to take place upon successful completion of each course and receipt fee of invoice. CARRIED

13. CLOSED SESSION #5

Moved by Nancy O'Grady

Seconded by Shawn Shapton

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

CARRIED

Inspector Paul Hess and Marilyn Pearson, EA, were asked to leave the room during discussion on items #14 & #15 below.

14. PAY EQUITY

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board reviews and approves recommended Pay Equity Job positions and ratings under #6 in Closed Session. CARRIED

15. ORGANIZATIONAL RESTRUCTURING – CREATION OF CIVILIAN OFFICER MANAGER

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board reviews and approves recommendation from Senior Administration to create a Civilian Officer Manager position as detailed in report dated November 2, 2017. CARRIED

16. OXFORD COUNTY INJURY PREVENTION TEAM – REQUEST FOR BIKE PROGRAM SUPPORT

Moved by Nancy O'Grady

Seconded by Shawn Shapton

resolved that the Board reviews and approves request from the Oxford County Injury Prevention Team to donate, if any, unclaimed bikes from property to support their Bike Program as detailed in letter dated August 22, 2017 CARRIED

Moved by Nancy O'Grady

Seconded by Shawn Shapton

resolved that a response letter be sent to the Treasurer of the Oxford County Injury Prevention Team advising that the Board is unable to make a monetary donation from WPS Operating Budget. CARRIED

17. RISK DRIVEN TRACKING DATABASE – AGREEMENT

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves and authorizes Board Chair to endorse the Risk-Driven Tracking (RDT) Database Agreement between the Minister of Community Safety and Correctional Services and the Woodstock Police Services Board. CARRIED

18. OPERATING STATEMENT – DATED NOVEMBER 08, 2017

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the Board receives the Operating Statement dated November 08, 2017.

CARRIED

19. CLOSED SESSION – REPORT #11

Moved by Shawn Shapton

Seconded by Mary Anne Silverthorn

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

20. CLOSED SESSION – REPORT #12

Moved Mayor Trevor Birtch

Seconded by Nancy O'Grady

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

21. RADIO SYSTEM INFRASTRUCTURE REPORT

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that Deputy Sweazey's verbal report on the Radio System Upgrade under #13 in Closed Session be received by the Board. CARRIED

22. REVISED CAPITAL BUDGET SUBMISSION

Moved Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board approves the revised 2018 Capital Budget Submission request Memo dated October 16, 2017 from Chief Renton for submission to Patrice Hilderley for Woodstock City Councils' consideration in the amount of \$60,000.00. CARRIED

23. 2018 UNIFORM AND CIVILIAN NEGOTIATIONS

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that Board and Senior Administration establish several meeting dates to review contract material. CARRIED

24. 2018 SENIOR OFFICERS' ASSOCIATION

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board receives letter from Senior Officers' Association (SOA) dated November 6, 2017; further that Chair Carnegie be directed to send an acknowledge response to the SOA. CARRIED

25. CLOSED SESSION – REPORT #16

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

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

26. TRANSFER OF FUNDS

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that \$12,840.77 invoice dated September 30, 2017 & \$2,433.62 invoice dated October 31, 2017 be transferred from 0170-51152-0000 Insurance Loss Reserve to the revenue account 0500-69236-0000 to pay for two Frank Cowan Invoices. CARRIED

ADJOURNMENT

Moved by Mayor Trevor Birtch

resolved that the Board does now adjourn at 7:05 p.m. CARRIED

The next meeting to be held on Monday, December 11, 2017 at the Woodstock Police Service Headquarters at 4:15 p.m.

Mary Anne Silverthorn, Vice Chair
Woodstock Police Services Board

Shawn Shapton, Past Chair
Woodstock Police Services Board