



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, December 17, 2018 at Police Headquarters, 615 Dundas Street, Woodstock at 4:15 p.m. Present were: Mary Anne Silverthorn, Chair, Mayor Trevor Birtch and Councillor Deb Tait, appointed by Woodstock City Council. Also in attendance were Chief Bill Renton, Deputy Chief Darren Sweazey, Inspector Paul Hess, Kristi Lampman, Human Resource Coordinator and Marilyn Pearson, Executive Assistant. Absent was Sandra Carnegie, Community Member.

### CALL TO ORDER

Chair Mary Anne Silverthorn called the Board meeting to order at 4:15 p.m. and welcomed Deb Tait.

There were no Declarations of Pecuniary Interest.

### 1. APPROVAL OF AGENDA

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the Agenda as circulated. CARRIED

### 2. MINUTES – NOVEMBER 13, 2018

Moved by Mayor Trevor Birtch

Seconded by Mary Anne Silverthorn

resolved that the Board approves the Minutes of November 13, 2018 as typed and circulated. CARRIED

### VERBAL REPORT FROM THE CHAIR

- Chair Silverthorn enjoyed attending the Christmas potluck lunch and visiting with members she does not always see
- Thanks to all the Members who will be working over the holiday season, missing family time – All the Best in 2019!

### VERBAL REPORT FROM THE CHIEF OF POLICE

- Welcome to new Member Deb Tait
- Support from the Ministry has been received for Court House Security enhancement including a magnetometer and upgrades to the cell block.
- The Human Trafficking Project has been completed.
- RIDE programs have been scheduled over the holiday season
- November 26<sup>th</sup> – Survivor's Voices – Shine the Light Ceremony held at WPS with several members attending and taking part in the Ceremony
- November 29<sup>th</sup> – Deputy Sweazey attended graduation of Cst. Graham Robilliard at the Ontario Police College
- December 3<sup>rd</sup> – Annual Meeting with WPA and Senior Administration was held
- December 7<sup>th</sup> – Members participated in the Salvation Army Kettle Campaign
- 2019 Civilian Police Academy - Media Release seeking participants has been sent out

3. COMMUNICATIONS

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the following Communications be received by the Board:

- a) Correspondence from Betty, dated Nov. 10, 2018, re: Thank you for being kind and caring
- b) Email from Brad Janssen, dated Nov. 30, 2018, re: thank you to WPS and Auxiliary for vital role during CP Holiday Train visit
- c) Sylvia Jones, Minister of Community Safety and Correctional Services, dated December 3, 2018, re: formal introduction CARRIED

4. MEDIA RELATIONS

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the November and December Activities covered in Radio and Newspaper be received by the Board. CARRIED

5. STATISTICS

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

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

- a) 2018 Calls for Service Statistics
- b) 2014-2018 Calls for Service Report
- c) 2017/2018 Charge Comparison Report
- d) 2018 Report on Complaint Investigations CARRIED

NEW BUSINESS:

6. ZONE 4 OAPSB LETTER RE: 2019 MEMBERSHIP RENEWAL

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the 2019 renewal of the Zone 4 Ontario Association of Police Services Board Membership Fees in the amount of \$50.00 CARRIED

7. OAPSB 2019 MEMBERSHIP RENEWAL

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the 2019 renewal of the Ontario Association of Police Services Board Membership Fees in the amount of \$3,313.72. CARRIED

8. OFFICE OF THE CHIEF CORONER INQUEST – 911 DEATHS IN 2018

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives Office of the Chief Coroner Inquest Report – 911 Deaths in 2018, as compiled by Jason Green and dated November 30, 2018. CARRIED

2019-2021 BUSINESS PLAN

Inspector Hess reported that survey questions have been sent to Oraclepoll.

ESTABLISH 2019 WPSB COMMITTEES – deferred to January 21, 2019 Meeting

2019 SCHEDULE OF MEETINGS/CONFERENCES/EVENTS – deferred to January 21, 2019 Meeting.

9. CLOSED SESSION

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board adjourns to Closed Session at 4:45 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

10. CLOSED SESSION RISES

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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

MOTIONS ARISING FROM CLOSED SESSION - #11 - #27

11. CLOSED SESSION AGENDA

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the Closed Session Agenda. CARRIED

12. STAFFING REPORT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives the Staffing Report dated December 13, 2018.  
CARRIED

13. PERSONNEL – PARENTAL LEAVE

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives parental leave letters dated November 15, 2018 from a Constable. CARRIED

14. PERSONNEL – MATERNITY LEAVE

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives maternity leave notice dated December 12, 2018 from a Civilian Member. CARRIED

15. PERSONNEL LEAVE OF ABSENCE REQUEST

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives Leave of Absence request dated November 21, 2018 from a Civilian Member. CARRIED

16. PERSONNEL – REQUEST TO CARRY OVER UNUSED VACATION ENTITLEMENTS – CHIEF RENTON

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves Chief's request to carry over unused vacation entitlements as per Memo to the Board dated December 5, 2018. CARRIED

17. CLOSED SESSION – REPORT #2f

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board approves an extension of time to serve a Notice of Hearing pursuant to Section 83(17) of The Police Services Act as discussed under item 2f in Closed Session. CARRIED

18. MOU FOR 2018-2019 UNIFORM AND CIVILIAN CONTRACTS – LEAVE OF ABSENCE

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board authorizes Chair and Mayor Birtch to endorse the MOU's amending the 2018-2019 Uniform & Civilian Contracts relating to Leave of Absence Article. CARRIED

19. ORGANIZATIONAL UPDATE REPORT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives Organizational Update Report dated December 13, 2018 from Chief Renton. CARRIED

20. OAPSB ZONE 4 MINUTES

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives the Ontario Association of Police Services Board Zone 4 Minutes dated November 15, 2018 from meeting hosted by Halton. CARRIED

21. CLOSED SESSION – CORRESPONDENCE #6

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives correspondence dated November 23, 2018 under #6 in Closed Session. CARRIED

22. OPERATING STATEMENT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives the 2018 Operating Statement dated December 12, 2018. CARRIED

23. CLOSED SESSION - REPORT #8

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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

24. CLOSED SESSION – REPORT #9

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

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

25. TRANSFER FROM RESERVES

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that \$3,157.79 portion of Invoice dated November 30, 2018 be transferred from 0170-51152-0000-Insurance Loss Reserve to the revenue account 0500-69236-0000 to pay a Frank Cowan Invoice. CARRIED

26. VEHICLES #1801, 1802, 1803, 1804, &1808

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that expenditures related to the purchasing and outfitting of new vehicles #1801, 1802, 1803, 1804, & 1808 be transferred from the Capital Projects Reserve to the revenue account 0500-69244-0000. CARRIED

27. YEAR END SURPLUS

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that in the event of a 2018 surplus, these monies will be transferred to the Reserve for Legal Fees 0170-51153-0000. CARRIED

28. ADJOURNMENT

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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

Woodstock Police Services Board  
December 17, 2018

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The next Police Services Board Meeting is scheduled for Monday, January 21, 2019 at Woodstock Police Service Headquarters in Board Room #2 at 4:00 p.m.

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Mary Anne Silverthorn, Chair  
Woodstock Police Services Board

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Mayor Trevor Birtch, Member  
Woodstock Police Services Board