



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, January 21, 2019 at Police Headquarters, 615 Dundas Street, Woodstock at 4:00 p.m. Present were: Mary Anne Silverthorn, Chair, Mayor Trevor Birtch, Vice Chair and Deb Tait, Member. Also in attendance were Deputy Chief Darren Sweazey, Inspector Paul Hess, Inspector Marcia Shelton, Kristi Lampman, Human Resource Coordinator and Marilyn Pearson, Executive Assistant. Chief Bill Renton sent regrets.

CALL TO ORDER

Mary Anne Silverthorn called the meeting to order at 4:00 p.m. and advised that there will be a change in proceedings for this meeting – after #6 Chairs Verbal Report, the Meeting will go into a Closed Session.

The meeting was turned over to Marilyn Pearson, EA to conduct the election for 2019 Board Chair and Vice Chair.

1. 2019 NOMINATIONS FOR BOARD CHAIR

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

that Mary Anne Silverthorn be nominated as Board Chair for 2019.

Mary Anne agreed to let her name stand.

The nomination was CARRIED.

2. NOMINATIONS CLOSE

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

that nominations do now close. CARRIED

3. ELECTION OF BOARD CHAIR

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that Mary Anne Silverthorn be elected Board Chair for 2019. CARRIED

4. 2019 NOMINATIONS FOR BOARD VICE CHAIR

Moved by Deb Tait

Seconded by Mary Anne Silverthorn

that Mayor Trevor Birtch be nominated as Board Vice Chair for 2019.

Mayor Trevor Birtch agreed to let his name stand.

The nomination was CARRIED.

5. NOMINATIONS CLOSE

Moved by Mary Anne Silverthorn

Seconded by Deb Tait

that nominations do now close. CARRIED

6. ELECTION OF BOARD VICE CHAIR

Moved by Deb Tait

Seconded by Mary Anne Silverthorn

resolved that Mayor Trevor Birtch be elected Board Vice Chair for 2019. CARRIED

The Meeting was then turned over to 2019 Chair Mary Anne Silverthorn.

Chair Silverthorn thanked the Board for their confidence and support in allowing her to represent the Board as Chair for another year.

Chair Silverthorn welcomed Inspector Marcia Shelton to her first meeting of the Board and congratulated Marcia on her recent promotion!

7. APPROVAL OF AGENDA

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the Agenda as amended. CARRIED

There were no Declarations of Pecuniary Interest.

8. MINUTES – DECEMBER 17, 2018

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board approves the Minutes of December 17, 2018 as typed and circulated. CARRIED

VERBAL REPORT FROM THE CHAIR

- Chair Silverthorn asked the Senior Administration to convey thanks to all Members who worked over the holiday season, missing family time. It is truly appreciated.

9. CLOSED SESSION

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board adjourns to Closed Session at 4:10 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

There was a nil report from the Closed Session.

10. CLOSED SESSION RISES

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board does now rise from Closed Session and reconvenes at 4:25 p.m. CARRIED

VERBAL REPORT FROM THE DEPUTY CHIEF OF POLICE

- It was a busy Christmas and New Years with good work and sacrifices by Members who worked over the Holidays
- Court Security at the Court House now allows only one single point of entry – Recent weapon seizures at the court house brought on this security and safety enhancement. Hiring one more Part-Time Special Constable is recommended to keep this commitment.
- Coplogix has been soft launched with 3 online reports received. A media release will be released in the near future.
- Sexual Assault Review – waiting for the framework from Barrie.
- Fentanyl – a misuse report is to be released
- MHEART – super results are being realized with this initiative – Inspector Hess is on the Committee reporting back to the Ministry
- Needle Pickup – responsibilities and schedules for City of Woodstock, County of Oxford, and WPS for needlepick up have been identified and advertised by SW Public Health. This information will also be to the WPS website
- Inspector Hess is involved with Project Scope - electronic disclosure to courts which will be a great benefit once everyone becomes trained.
- RIDE Programs were held over the holidays, next two are scheduled for Super Bowl on February 4th and St. Patrick's Day.

11. COMMUNICATIONS

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the following Communications be received by the Board:

- a) Chief of Police, Dan Smutz, Altamonte Springs Police Service, Florida, dated December 13, 2018, re: Thanks for investigation assistance
- b) N & S Marek, email dated January 9, 2018, re: thank you for wonderful job
- c) Email dated January 10, 2018, re: commenting on nice work, respect & assistance provided to an elderly senior
- d) Rui A. de Melo, dated January 2, 2019, re: notification of application for a Wholesale and Retail Agent business licence CARRIED

12. MEDIA RELATIONS

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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

13. 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
- e) 2018 October – December - Community Service Report by Sp. Cst. Shaylyn Jackson
- f) 2018 October – December - High School Officer Report by Cst. Tyler Allard
- g) 2018 Canine Officer Report by Cst. Dan Skillings
- h) 2018 Year End Forensic Identification Unit Report by Staff Sgt Neil Butler
- i) 2012-2018 Criminal Record Check Statistics (Profile Screening Services)
- j) 2018 WPS Dress Down Days - Contributions & Donations made to local Charities CARRIED

UNFINISHED BUSINESS

14. **2019 WPSB SCHEDULE OF MEETINGS/CONFERENCES AND EVENTS**

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves 2019 WPSB Schedule of meetings/Conferences/Events as presented. CARRIED

15. **2019 WPSB COMMITTEES**

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the following Committees and names of Members to represent the Board be established:

Name of Committee	Board Members	Senior Administration
Budget	Mary Anne Silverthorn Mayor Trevor Birtch	
Board By-Law Policy Review	Mary Anne Silverthorn Deb Tait	Marilyn Pearson
Succession Planning – Replacing Chief of Police	Committee of the Whole – (All Members)	
Contract Negotiations	Mary Anne Silverthorn Mayor Trevor Birtch Deb Tait and/or Committee of the whole (all)	
2019-2021 Business Plan	Mayor Trevor Birtch Deb Tait	Inspector Paul Hess

CARRIED

INTERNAL AND MANDATED BOARD TRAINING

Chair Silverthorn advised that Board orientation will be scheduled.

NEW BUSINESS

OAPSB EDUCATION AND TRAINING – AN OVERVIEW OF OFFERINGS

- Board Members reviewed the OAPSB Education and Training Program that has been developed to provide members with the knowledge and skills they need to become effective Board members.

- Chair Silverthorn provided instructions on the Introduction to Police Governance and various Study Guides as detailed in the overview.
- Chair Silverthorn requested members to print off their Certificates of Completion for the training modules and to submit them to Marilyn for record keeping.

Zone 4 Meeting

The first Zone 4 Meeting of 2019 will be held on February 26th hosted by Hamilton Police Service. Agenda to follow. Please RSVP your attendance to Marilyn by February 8th.

16. 2019 CAPB MEMBERSHIP RENEWAL

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the 2019 renewal of Canadian Association of Police Governance Membership Fees in the amount of \$762.00 plus taxes.

17. MILEAGE FOR 2019

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives mileage increase as per Schedule "A" of By-Law 02-2010. CARRIED

18. 2019 HEALTH AND SAFETY COMMITMENT POLICY

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board approves and authorizes Board Chair to sign the 2019 Health and Safety Commitment Policy. CARRIED

19. 2019-2021 BUSINESS PLAN – PUBLIC SURVEY

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board supports recommendation from Inspector Paul Hess on a Public Survey quotation not to exceed \$5,000.00 as outlined in his Memo dated January 21, 2019. CARRIED

20. CLOSED SESSION

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board adjourns to Closed Session at 5:00 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

21. CLOSED SESSION RISES

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board does now rise from Closed Session and reconvenes at 5:32 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION – #22 - #40

22. CLOSED SESSION AGENDA

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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

23. STAFFING REPORT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives the Staffing Report dated January 15, 2019.

CARRIED

24. PERSONNEL – RESIGNATION OF COMMUNICATIONS DISPATCHER

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives resignation letter from a Part-time Communicator effective January 12, 2019, with regret. CARRIED

25. INCREASE COURT SECURITY BY ONE PART-TIME SPECIAL CONSTABLE

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves Chief Renton's recommendation to hire one more Part-Time Special Constable for Court Security due to security enhancement at Oxford County Court House. CARRIED

26. REAPPOINTMENT OF SPECIAL CONSTABLE

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board authorizes Chair to endorse the reappointment of a Special Constable dated December 21, 2018. CARRIED

27. CONFIRMATION OF SECONDMENT EXTENSION

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives confirmation of Secondment Extension dated December 17, 2018. CARRIED

28. MATERNITY LEAVE NOTICE UPDATE

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives updated maternity leave notice dated January 18, 2019 from a Civilian Member. CARRIED

29. CLOSED SESSION – REPORT #2g

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives reports under #2g in Closed Session. CARRIED

30. CLOSED SESSION – #2h

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board authorizes the Board Chair to correspond with the Ministry on a Personnel matter in consultation with legal counsel. CARRIED

31. CLOSED SESSION – REPORT #2g

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives reports under #2g in Closed Session. CARRIED

32. ATTENDANCE RECOGNITION REPORT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves continuing the Attendance Recognition Program for full-time Uniform and Civilian Members employed for a minimum of one year, before being eligible, and currently on duty with the Woodstock Police Service, who in 2018 had "0" Sick Days and 3 or less Sick Days as detailed in the 2018 Attendance Record Summary Report dated December 31, 2018. CARRIED

EXECUTIVE SUCCESSION PLAN REPORT – DATED DECEMBER 21, 2018 BY CHIEF RENTON

No report – to be tabled at this time.

33. CBA CANADA GROUP BENEFIT RENEWAL REPORT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the CBA Canada – Group Benefit 2019 Renewal Report dated December 17, 2018. CARRIED

34. CLOSED SESSION – REPORT #6

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives report dated December 21, 2018 under #6 in Closed Session re: Ontario Sex Offender (OSOR) Registry CARRIED

35. OPERATING STATEMENT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives the 2018 Operating Statement dated January 15, 2019. CARRIED

36. 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

37. 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

38. TRANSFER FROM RESERVES

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that \$1,983.15 Invoice dated December 31, 2018 be transferred from 0170-51152-0000-Insurance Loss Reserve to the revenue account 0500-69236-0000 to pay a Frank Cowan Invoice. CARRIED

39. 2019 Budget

Chair Silverthorn and Vice Chair Mayor Trevor Birtch will work with Senior Administration to prepare the draft 2019 Budget scheduled to be presented to Woodstock City Council on March 7, 2019.

40. INSPECTION ON MAJOR CASE MANAGEMENT

Chair Silverthorn advised that today she received the Major Case Management Inspection Report from Police Services Advisor Mr. Duane Sprague. This report was referred to Chief Renton for review, follow up and completion.

41. ADJOURNMENT

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board does now adjourn at 5:35 p.m. CARRIED

The next Police Services Board Meeting is scheduled for Monday, February 11, 2019 at Woodstock Police Service Headquarters in Board Room #2 at 4:00 p.m.