



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, March 18, 2019 at the Police Headquarters, 615 Dundas Street, Woodstock at 4:05 p.m. Present were: Mary Anne Silverthorn, Chair; Deb Tait, Member; Balwant Rai, Community Member; and Ken Whiteford, Provincial Appointee, Also in attendance were Deputy Chief Darren Sweazey, Inspector Marcia Shelton, Inspector Paul Hess, Kristi Lampman, Human Resource Coordinator and Marilyn Pearson, Executive Assistant. Mayor Trevor Birtch, Vice Chair; and Chief Bill Renton sent regrets.

### CALL TO ORDER

Mary Anne Silverthorn called the meeting to order at 4:05 p.m. and welcomed Ken Whiteford, Provincial Appointee, who was sworn in on March 4, 2019.

### BADGE PRESENTATION – NEW MEMBERS

A badge/warrant card presentation was made to Ken Whiteford and Balwant Rai by Deputy Sweazey and Chair Silverthorn.

EDUCATION PRESENTATION – Shawn Gower, Special Constable, Forensic Examiner, made an informative powerpoint presentation on E-Crime Forensic Examination.

### 1. APPROVAL OF AGENDA

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board approves the Agenda as circulated. CARRIED

There were no Declarations of Pecuniary Interest.

### 2. MINUTES – FEBRUARY 11, 2019

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board approves the Minutes of February 11, 2019 as typed and circulated. CARRIED

### VERBAL REPORT FROM THE CHAIR

- Chair Silverthorn expressed sympathy and condolences on the passing of Detective Constable Jason Geerts on March 8th and the passing of Chief Renton's father, William Renton on March 15<sup>th</sup>.
- Chair Silverthorn thanked the Deputy for taking on the leadership role in Jason Geerts funeral – the itinerary included extensive preparation and detailed planning. Chair Silverthorn asked that Deputy convey sincere thanks from the Board to Woodstock Police Service Members for their involvement, participation, and attendance at the service.

### VERBAL REPORT FROM THE DEPTY CHIEF OF POLICE

Highlights from Deputy Chief Sweazey's report included:

- Two incidents of sorrow; the passing of Chief Renton's father and Jason Geerts.

- Significant planning, family requested a heavy police presence in honour of Jason.
- Auxiliary training is underway with 9 new members.
- Coffee with a Cop February 15<sup>th</sup> – Deputy Sweazey and March 15 – Inspector Shelton attended
- Coop Student from Huron Park with WPS from February until June
- Update on monthly meetings attended by Senior Admin.

Chair Silverthorn read the following Board Motions for Open Session:

3. That Board has received and approves:
  - a) Moved by Ken Whiteford  
Seconded by Balwant Rai  
the request from Chief Renton to extend his contract until January 31, 2020.  
CARRIED
  - b) Moved by Deb Tait  
Seconded by Balwant Rai  
with regret the resignation for the purpose of retirement from Chief Renton effective January 31, 2020, with his last work day to be June 14, 2019.  
CARRIED
4. That throughout the Search Process:
  - a) Moved by Balwant Rai  
Seconded by Ken Whiteford  
the Board will be accepting applications from both internal and external applicants CARRIED
  - b) Moved by Deb Tait  
Seconded by Balwant Rai  
that the Board approves using the services of the Human Resources Personnel from the City of Woodstock CARRIED
5. Moved by Ken Whiteford  
Seconded by Balwant Rai  
that the Board approves the draft Position Description for the Position of Chief of Police and authorizes it be posted asap. CARRIED

Chair Silverthorn asked if there were any questions? Deputy Chief Sweazey asked a few questions on timelines?

Chair Silverthorn responded:

- A Media Release will be going out
- Deadline to submit applications is April 30, 2019
- Successful applicant to be in place sooner than later, dependent on how much time is needed.

6. COMMUNICATIONS

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the following Communications be received by the Board:

- a) Letter from Gita Ramburuth, Appointments Officer, Operations Unit, MCSCS, dated February 4, 2019, re: Order in Council 61/2019, Kenneth John Whiteford, 3 year appointment effective January 31, 2019.
- b) Letter from Oscar Mosquera, Manager, Program Development Section, MCSCS, dated March 1, 2019, re: 2019 Court Security and Prisoner Transportation (CSPT) Program Funding
- c) Letter from Deb Reid, Zone Secretary-Treasurer, dated February 26, 2019, re: Election of Zone 4 Officers – note Mary Anne Silverthorn re-elected as Chair for 2019 & 2020.
- d) Email from Randy Peltz, Executive Director, Oxford County Community Health Centre, dated February 14, 2019, re: note of sincere thanks and support
- e) Card from Barbara and Ken Minler, former Councillor of Zorra Township, dated March 11, 2019, re: sympathy and condolences - passing of Cst. Jason Geerts.
- f) Email from Tom Dilgert, Area Manager Stratford/Woodstock/Goderich Probation & Parole, dated March 14, 2019, re: Thank you for invaluable Crime Analyst service CARRIED

7. MEDIA RELATIONS

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the March activities covered in Radio and Newspaper be received by the Board. CARRIED

8. STATISTICS

Moved by Ken Whiteford

Seconded by Balwant Rai

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

- a) 2019 Calls for Service Statistics
- b) 2015-2019 Calls for Service Report
- c) 2018/2019 Charge Comparison Report
- d) 2019 Report on Complaint Investigations
- e) 2018 CIICC Report – Collection of Identifying Information in Certain Circumstances Report
- f) 2018 Use of Force Report CARRIED

UNFINISHED BUSINESS

NEW BUSINESS

9. 2019 OAPSB SPRING CONFERENCE & GENERAL MEETING

Moved by Deb Tait

Seconded by Balwant Rai

Members planning to attend the OAPSB Spring Conference May 22-25, 2019 are to Contact Marilyn who will register and book accommodations accordingly. CARRIED

10. CONFLICT OF INTEREST REGISTRY

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board receives and implements Requirements for a Conflict of Interest Registry under the Municipal Conflict of Interest Act effective March 1, 2019. CARRIED

ORIENTATION – Structure

Chair Silverthorn provided an overview on structure of the Canadian Association of Police Governance (CAPG) at the National Level. It is made up of Municipal Police Services and the RCMP from each Province except Newfoundland, PEI, and Quebec. Mary Anne is in her second year as President of this 12 Member Board – 3 Members are from Ontario – (Ottawa, Sudbury, & Woodstock). This year the Annual Conference is being held in Calgary.

Ontario Association of Police Services Board (OAPSP) This Board consists of Municipal Police services (Section 31) and OPP (Section 10). There are about 16 Members on the Board of Directors. Mary Anne served on this Board for 4 years. The Annual Conference is being held in Windsor in May.

OAPSB is made up of 6 Zones. Woodstock Police Service is part of Zone 4 that includes: Niagara, Halton, Brantford, Hamilton, Six Nations and area OPP. Mary Anne is presently Chair of Zone 4. Police Services take turns hosting 3 joint meetings per year with the Ontario Association of Chiefs of Police (OACP). The joint meeting consists of an 8:00 am breakfast, presentation/guest speaker, and Ministry Reports. Board and OACP Members then separate to attend their own meetings until noon.

Handouts were also provided to each Board Member on the OAPSB Education and Training Program and the Police Services Act Ontario Regulation 421/97 – Members of Police Services Boards Code of Conduct.

Further information from this orientation is available on the OAPSB and CAPG websites.

BOARD BY-LAW COMMITTEE

Mary Anne advised that recommendations received from Amy Humphries, City Clerk have been added to the draft “working copy” of the Board Procedure By-law by Marilyn. Next meeting of the Committee is scheduled for April 5<sup>th</sup> at 9:30 am in Boardroom #2.

BUSINESS PLAN COMMITTEE

Inspector Hess advised that today he sent out a doodle poll to set up a meeting with the Business Plan Committee on the results of the Residential and Community Survey. Chair Silverthorn asked to be sent doodle poll as she would like to attend.

11. CLOSED SESSION

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board adjourns to Closed Session at 5:20 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

12. CLOSED SESSION RISES

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board does now rise from Closed Session and reconvenes at 5:55 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION – #13 - #29

13. CLOSED SESSION AGENDA

Moved by Deb Tait

Seconded by Ken Whiteford

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

14. STAFFING REPORT

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board receives the Staffing Reports dated March 12, 2019.

CARRIED

15. APPROVAL OF APPOINTMENT OF SPECIAL CONSTABLE

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board authorizes the Chair to endorse the approval of appointment of a Special Constable. CARRIED

16. PARENTAL LEAVE REQUEST

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board receives parental leave letters dated February 22, 2019 from a Constable. CARRIED

17. 2018 SICK TIME USAGE

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board receives the 2018 Sick Time Usage Report dated March 18, 2019. CARRIED

18. LEAVE OF ABSENCE EXTENSION REQUEST

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board approves request of a Civilian Member to extend Leave of Absence for 30 days effective March 19, 2019. CARRIED

19. HEALTH CARE SPENDING ACCOUNT REQUEST

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board approves Health Care Spending request from a retired Uniform Member under #3 in Closed Session. CARRIED

20. 2018 PUBLIC SECTOR SALARY DISCLOSURE REPORTING AND ATTESTATION

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board receives a copy of the 2018 Public Salary Disclosure Report as submitted on March 4, 2019. CARRIED

21. OPERATING STATEMENT

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board receives the 2018 Year End Operating Statement dated March 15, 2019 and the 2019 Operating Statement dated March 12, 2019. CARRIED

22. CLOSED SESSION - REPORT #6

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives report under #6 in Closed Session. CARRIED

23. CLOSED SESSION – REPORT #7

Moved by Balwant Rai

Seconded by Deb Tait

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

24. GREAT WEST LIFE BENEFIT PROGRAM

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board receives Great West Life Benefit Program Reports from September 1, 2018 – February 28, 2019 from NFP. CARRIED

25. TRANSFER FROM RESERVES

Moved by Balwant Rai

Seconded by Deb Tait

resolved that \$880.84 portion of Invoice dated February 28, 2019 be transferred from 0170-51152-0000-Insurance Loss Reserve to the revenue account 0500-69236-0000 to pay a Frank Cowan Invoice be approved. CARRIED

26. OAPSB ZONE 4 MINUTES

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board receives the Ontario Association of Police Services Board Zone 4 Minutes dated February 26, 2019 and reports from meeting hosted by Hamilton. CARRIED

27. HICKS MORLEY INVOICE

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board approves payment of Hicks Morley Invoice dated February 25, 2019 out of the Legal Fees account. CARRIED

28. EXECUTIVE SUCCESSION PLAN REPORT – DECEMBER 21, 2018

Moved by Deb Tait

Seconded by Ken Whiteford

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

29. CLOSED SESSION REPORT #13

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that updates under #13 in Closed Session be received by the Board. CARRIED

30. ADJOURNMENT

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board does now adjourn at 6:05 p.m. CARRIED

The next Police Services Board Meeting is scheduled for Monday, April 08, 2019 at Woodstock Police Service Headquarters in Board Room #2 at 4:00 p.m.