



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, May 13, 2019 at the Police Headquarters, 615 Dundas Street, Woodstock at 4:00 p.m. Present were: Mary Anne Silverthorn, Chair, Provincial Appointee; Deb Tait, Member; Balwant Rai, Community Member; and Ken Whiteford, Provincial Appointee, Also in attendance were Chief Bill Renton, Deputy Chief Darren Sweazey, Inspector Marcia Shelton, Kristi Lampman, Human Resource Coordinator and Marilyn Pearson, Executive Assistant. Absent were Mayor Trevor Birtch, Vice Chair and Inspector Paul Hess. Deb Tait, Member departed from the meeting at 5:46 p.m.

CALL TO ORDER

Mary Anne Silverthorn called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board approves the Agenda as circulated. CARRIED

There were no Declarations of Pecuniary Interest.

2. MINUTES – APRIL 8, 2019

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board approves the Minutes of April 8, 2019 as typed and circulated. CARRIED

PRESENTATION BY ACTING SERGEANT PHYLLIS EASTLAKE – DOMESTIC VIOLENCE COORDINATOR (DVC)

Acting Sergeant Phyllis Eastlake made an informative presentation to the Board on her role as the Domestic Violence Coordinator. She provided Woodstock Police Service Statistics along with types and examples of charges that are laid. Other highlights of the presentation included: Method of Service Delivery, Initial Police Response with DV in Progress, and follow up by DV Coordinator after Charge and the many responsibilities that she is accountable for. Acting Sergeant Eastlake also described her role on the Oxford High Risk Review Team (OHRRT).

VERBAL REPORT FROM THE CHAIR

- Chair Silverthorn congratulated all for the excellent turnout at the annual auxiliary appreciation dinner held on May 9th. Special thanks was extended to Chief Renton, Deputy Sweazey and Marilyn for organizing the event.
- Upcoming events include the Zone 4 Meeting hosted by OPP Brant County in Paris tomorrow and the OAPSB Conference May 22-25 in Windsor.
- Two Board Members Balwant Rai and Ken Whiteford graduated from the 9 week Citizen's Police Academy. Both Members commented that it was a great educational experience. Chief Renton was asked to thank the instructors for coordinating such an excellent program.

- Effective June 15, 2019, Acting Chief Sweazey will be in place along with the two Inspectors.

VERBAL REPORT FROM THE CHIEF OF POLICE

Highlights from Chief Renton's report included:

- An update on OIPRD and local police Services
- A Human Trafficking educational event is being planned for May 14th
- The first drug impaired charge was laid on the weekend with assistance from OPP
- Congratulations was extended to Inspector Shelton and others that attended the Ontario Women in Law Enforcement (OWLE) banquet on May 3rd.
- Inspectors Hess and Shelton and Deputy Sweazey attended Coffee with a Cop in May
- Woodstock Police hosted a Fleet Managers Meeting with 35 Managers and OPP in attendance.
- Inspector Hess attended the Battle of the Atlantic event held on May 5th by the Oxford County Naval Veterans Association
- Canine Unit attended McHappy Day at McDonalds on May 8th.
- Constable Tyler Allard and retired Constable L.A. Maitland participated in the DASO Fashion Show on May 7th.

3. COMMUNICATIONS

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the following Communications be received by the Board:

- a) Karen Scott, Acting Chief Executive Officer, Woodstock Public Library, dated April 18, 2019, re: Thank you to WPS for making rounds and checking in at Library CARRIED

4. MEDIA RELATIONS

Moved by Deb Tait

Seconded by Ken Whiteford

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

5. STATISTICS

Moved by Deb Tait

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) 2019 January - March Community Service Report by Sp. Cst. Shaylyn Jackson
- f) 2019 January - March High School Officer Report by Cst. Tyler Allard CARRIED

UNFINISHED BUSINESS

6. AUXILIARY MEMBER APPROVAL – THIS WILL CONFIRM THE EMAIL VOTE
TAKEN ON APRIL 23, 2019

“Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board approves the appointment of nine (9) additional Auxiliary Officers as recommended in the report dated April 23, 2019 by Deputy Chief Darren Sweazey. CARRIED”

NEW BUSINESS

7. GRANT TRANSFORMATION – COMMUNITY SAFETY AND POLICING GRANT
(CSP)

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Grant Transformation – Community Safety and Policing Grant (CSP) report by Deputy Sweazey dated May 13, 2019 be received as information. CARRIED

8. SEXUAL ASSAULT REVIEW UPDATE

In the absence of Inspector Hess, Chief Renton provided a verbal update on the Sexual Assault Review that has taken place over the last 2-3 years. Barrie Police Service took the lead with 17 police services and the Ontario Association of Chiefs of Police (OACP) Inspector Hess is on this Committee that has been working on a protocol which is to be released on June 5th.

BOARD BY-LAW COMMITTEE

9. By-Law 01-2019 – Governing Proceedings of the Board & Sample of Monthly
Operating Statement – condensed version

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board approves in principle By-Law 01-2019 Governing Proceedings of the Board to be amended for the June 10, 2019 meeting. CARRIED

10. By-Law 02-2019 – Governing Expenses of the Board & Sample of the
Woodstock Police Service Electronic Expense Form

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board approves in principle By-Law 02-2019 Governing Expenses of the Board to be amended for the June 10, 2019 meeting. CARRIED

BUSINESS PLAN COMMITTEE

Chair Silverthorn requested through Chief Renton, that Inspector Hess provide a draft copy of the 2019-2021 Business Plan to the Committee as soon as possible. It was also noted that the Business Plan Committee has not received notice of a meeting in 2019.

11. CLOSED SESSION

Moved by Ken Whiteford

Seconded by Balwant Rai

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 Mayor Trevor Birtch

resolved that the Board does now rise from Closed Session and reconvenes at 5:45 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION – #13 - #25

13. CLOSED SESSION AGENDA

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board approves the Closed Session Agenda. CARRIED

14. STAFFING REPORT

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board receives the Staffing Reports dated May 9, 2019. CARRIED

15. LETTER OF RESIGNATION – PART-TIME SPECIAL CONSTABLE

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives Letter of Resignation dated April 29, 2019 from a Part-time Special Constable effective April 30, 2019. CARRIED

16. LETTER OF RETIREMENT – SERGEANT

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board receives Letter of Retirement dated May 3, 2019 from a Sergeant effective January 31, 2020 with regret. CARRIED

17. CLOSED SESSION - #2d

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives correspondence under #2d in Closed Session. CARRIED

18. ONTARIO POLICE COLLEGE SECONDMENT AGREEMENT

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board authorizes Board Chair to endorse the Ontario Police College Secondment Agreement for the term January 6, 2020 – December 3, 2021. CARRIED

19. INTERNAL EQUITY PLAN REVIEW

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board approves the new proposed Letter of Understanding with the Woodstock Police Association Civilian Personnel re: Maintenance of Internal Equity Plan and the updated April 2019 Job Evaluation Plan as presented. CARRIED

20. TRANSFER FROM RESERVES

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that \$837.16 portion of Invoice dated April 30, 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

21. TRANSFER FROM RESERVES

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that \$48,303.32 Invoice dated April 23, 2019 be transferred from 0170-51159-0000 Reserve for Information Technology to the revenue account 0500-69263-0000 to pay IS Associates Inc. be approved. CARRIED

22. OPERATING STATEMENT

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board receives the Operating Statement dated May 7, 2019. CARRIED

23. CLOSED SESSION - REPORT #6

Moved by Ken Whiteford

Seconded by Balwant Rai

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

24. CLOSED SESSION – REPORT #7

Moved by Balwant Rai

Seconded by Ken Whiteford

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

25. CLOSED SESSION REPORT #8

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that updates under #8 in Closed Session be received by the Board. CARRIED

26. ADJOURNMENT

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board does now adjourn at 5:50 p.m. CARRIED

The next Police Services Board Meeting is scheduled for Monday, June 10, 2019 at Woodstock Police Service Headquarters in Board Room #2 at 4:00 p.m.

Mary Anne Silverthorn, Chair
Woodstock Police Services Board

Ken Whiteford, Member
Woodstock Police Services Board