



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, June 10, 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; Mayor Trevor Birtch, 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. Balwant Rai, Community Member sent regrets. Absent was Inspector Paul Hess.

CALL TO ORDER

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

Inspector Marcia Shelton introduced four new Special Constable - Cadets to the Board: Miranda Rebelo, Aris Ruitenbeek, Jesse VanParys, & Daniel Walker. Welcome!

1. APPROVAL OF AGENDA

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the Agenda as circulated. CARRIED

There were no Declarations of Pecuniary Interest.

2. MINUTES – MAY 10, 2019

Moved by Deb Tait

Seconded by Ken Whiteford

Resolved that the Board approves the Minutes of May 10, 2019 as typed and circulated. CARRIED

PRESENTATION BY JASON GREEN – CIVILIAN OFFICE MANAGER

Jason Green provided an overview of his role as Civilian Officer Manager that took effect in April of 2018. He was originally hired as a Communications Dispatcher in October 2002 and also served as a Civilian Director of the Woodstock Police Association from 2008 until April 2019. His responsibilities now include Managing Communications, Front Office Clerical, Property, Fleet, Facilities, Media – Crime Occurrences and Equipment Procurement. Associated costs to outfit an officer with clothing and equipment and outfitting a new police cruiser was part of his presentation.

VERBAL REPORT FROM THE CHAIR

- Chair Silverthorn reported on three days she spent in Ottawa with CAPG Board of Directors and Ministry personnel
- The Zone 4 Meeting held in May hosted by Brant OPP.
- Chair Silverthorn attended the Torch Run event held on June 1st.
- Chair Silverthorn commented on how pleased she is with the Media Coverage on Chief Renton's retirement and news articles welcoming new Chief Daryl Longworth
- Landscaping around the building is well done and sign out front is easy to read and looks good!

3. PERSONAL SERVICES CONTRACT DARYL LONGWORTH

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Woodstock Police Services Board ratifies the terms of the Personal Services Contract between the Board and Daryl Longworth appointing him as Chief of Police of the Woodstock Police Service effective September 2, 2019. All terms and conditions are as outlined in the signed agreement dated May 28, 2019. CARRIED

VERBAL REPORT FROM THE CHIEF OF POLICE

Highlights from Chief Renton's report included:

- Special Olympics and Camp Day were attended by Senior Admin
- Police Week events and media coverage was well done this year

4. COMMUNICATIONS

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the following Communication be received by the Board:

- a) Mary Anne Silverthorn, Chair, Fashionable Yours, Organizing Committee, DASO, dated May 31, 2019, re: thanks and appreciation to escort Constable Tyler Allard. CARRIED

5. MEDIA RELATIONS

Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

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

6. STATISTICS

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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 CARRIED

UNFINISHED BUSINESS

NEW BUSINESS

7. OAPSB CONFERENCE REPORTS

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives Ontario Association of Police Services Board (OAPSB) Conference Reports from Ken Whiteford dated June 10, 2019 and Balwant Rai dated June 7, 2019. CARRIED

BOARD BY-LAW COMMITTEE

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

Discussion on procedure for Delegations under section 22 of the draft procedure By-law was reviewed in detail. Further review and discussion of wording from the Municipal Act and Police Services Act on this section will be held at the next By-law Committee Meeting.

8. 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 By-Law 02-2019 Governing Expenses of the Board as amended. CARRIED

BUSINESS PLAN COMMITTEE

In the absence of Inspector Hess, Chief Renton advised that committee members have not responded to a recent doodle poll that Inspector Hess sent out to schedule a Business Plan Meeting. Committee Members advised they did not receive the doodle poll request. Chief Renton advised he would request Inspector Hess to send out another doodle poll meeting request. It was noted that no meetings have been held in 2019.

9. CLOSED SESSION

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board adjourns to Closed Session at 4:50 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 5:15 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION – #11 - #22

11. CLOSED SESSION AGENDA

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board approves the Closed Session Agenda. CARRIED

12. STAFFING REPORT

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives the Staffing Reports dated June 6, 2019.

CARRIED

13. LETTER OF RETIREMENT – CONSTABLE

Moved by Ken Whiteford

Seconded by Mayor Trevor Birtch

resolved that the Board receives Letter of Retirement dated May 1, 2019 from a Constable effective July 31, 2019 with regret CARRIED

14. LETTER OF RESIGNATION – FULL-TIME COMMUNICATIONS DISPATCHER

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives Letter of Resignation dated May 21, 2019 from a Communications Dispatcher effective June 9, 2019 with regret. CARRIED

15. LETTER OF RESIGNATION – PART-TIME SPECIAL CONSTABLE

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board receives Letter of Resignation dated May 30, 2019 from a Special Constable effective June 2, 2019. CARRIED

16. PARENTAL LEAVE REQUEST - CONSTABLE

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board receives Parental Leave Letters dated May 22, 2019 from a Constable. CARRIED

17. CONFIRMATION OF PROMOTION TO STAFF SERGEANT KEVIN TALSMA

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

resolved that the Board confirms the promotion of Kevin Talsma to rank of Staff Sergeant effective June 10, 2019 on recommendation of Chief Renton. CARRIED

18. PROPOSALS FOR THE JEFF PINCOMBE BURSARY

Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board endorses Chief Renton's 2 nominations for the Jeff Pincombe Bursary; further that the applications be forwarded to the Hardie Foundation Selection Committee. CARRIED

19. ZONE 4 MINUTES

Moved by Ken Whiteford

Seconded by Deb Tait

resolved that the Board receives Ontario Association of Police Services Board (OAPSB) Zone 4 Minutes dated May 14, 2019 hosted by OPP Brant County in Paris. CARRIED

20. OPERATING STATEMENT

Moved by Mayor Trevor Birtch

Seconded by Deb Tait

resolved that the Board receives the Operating Statement dated June 4, 2019. CARRIED

21. CLOSED SESSION - REPORT #6

Moved by Ken Whiteford

Seconded by Mayor Trevor Birtch

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

22. CLOSED SESSION – REPORT #7

Moved by Deb Tait

Seconded by Mayor Trevor Birtch

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

FAREWELL TO CHIEF RENTON

Chair Silverthorn thanked Chief Renton for his years of service at Woodstock Police Service and presented him with a gift card from the Board. Chief Renton's last working day is June 14, 2019.

23. ADJOURNMENT

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board does now adjourn at 5:25 p.m. CARRIED

The next Police Services Board Meeting is scheduled for Monday, September 09, 2019 at Woodstock Police Service Headquarters in Board Room #2 at 4:00 p.m.

Mary Anne Silverthorn, Chair
Woodstock Police Services Board

Mayor Trevor Birtch, Member
Woodstock Police Services Board