



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, September 9, 2019 at the Police Headquarters, 615 Dundas Street, Woodstock at 4:00 p.m. Present were: Mary Anne Silverthorn, Chair, Provincial Appointee; Mayor Trevor Birtch, Balwant Rai, Community Member, and Ken Whiteford, Provincial Appointee. Also in attendance were Chief Daryl Longworth, Deputy Chief Darren Sweazey, Kristi Lampman, Human Resource Coordinator and Marilyn Pearson, Executive Assistant. Deb Tait, Member, Inspector Marcia Shelton, and Inspector Paul Hess sent regrets.

### CALL TO ORDER

Mary Anne Silverthorn called the meeting to order at 4:00 p.m. A warm welcome was extended to Chief of Police Daryl Longworth.

#### 1. APPROVAL OF AGENDA

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board approves the Agenda as circulated. CARRIED

There were no Declarations of Pecuniary Interest.

#### 2. MINUTES – JUNE 10, 2019

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board approves the Minutes of June 10, 2019 as typed and circulated. CARRIED

### VERBAL REPORT FROM BOARD CHAIR

- Thanks was extended to Deputy Sweazey for filling in as Acting Chief for the past 3 months. Your ongoing support and dedication is appreciated.
- An update from Canadian Association of Police Governance (CAPG) announced that Mary Anne Silverthorn has been re-elected as Chair for another term
- An update was provided on Chairs attendance at the Canadian Association of Chiefs of Police (CACCP) Conference in Calgary
- Special Olympics fundraising – an autistic person spoke about his job and how excited he was to be there as part of the program
- Thanks was extended to Marilyn Pearson, Kristi Lampman, and Inspector Shelton for organizing the Swearing In and Change of Command Ceremony and to the Members that attended the event.

### VERBAL REPORT FROM CHIEF

- Thanks was extended from Chief and the Longworth Family to everyone involved in the organization of the Change of Command Ceremony. Your efforts made Chief feel welcome! Many accolades have been received from social media.
- Chief has made it a priority to meet and chat with platoons, civilians and all units.
- With each rock being turned, a new thread is unraveled, listening and taking appropriate action as required is happening.

- Priorities include the 2019-2021 Business Plan, and preparation of the 2020 Budget.
- Outside the office a few activities include: Meeting with Heart FM, organizing a “Coffee with the Chief” day, representation at the Police Memorial in Ottawa and Remembrance Day.

### 3. COMMUNICATIONS

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

resolved that the following Communication be received by the Board:

- a) K. Handsaeme, dated June 12, 2019, re: Follow up Note of Thanks – Ongoing Issue with Speeding on Oxford Road 17
- b) PC Angela Wilson, dated August 8, 2019, re: gratefulness and appreciation for radar on Oxford Road 17 and Arthur Parker – keep up the good work!
- c) 909 James Street, dated July 2019, re: generosity & contributions at open door community BBQ
- d) S. Cooper dated July 29, 2019, re: appreciation for hard work & caring to Inspector Shelton – thankful for beautiful grad dress
- e) C. Pool & Carolyn dated July 2019 re: Kindness and quiet, gentle presence of Constable Rudy
- f) Tom Ryerson, dated July 19, 2019, re: Let’s Stop Speeding on George & Canterbury Streets Newsletter
- g) Larry Moore, dated August 13, 2019, re: Officer Michelle Wilkinson, speaker at Fanshawe College Foundations Class on forensics and collection of evidence
- h) Stephen Waldie, Assistant Deputy Minister, Public Safety & Training Division, Ministry of the Solicitor General, dated July 18, 2019, re: Policies and Practices related to section 35 of the Police Services Act
- i) Monica Hudon, Communications Coordinator, Special Investigations Unit (SIU) dated August 1, 2019, re: SIU 2018 Annual Report CARRIED

### 4. MEDIA RELATIONS

Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

resolved that the June, July, August & September activities covered in Radio and Newspaper be received by the Board. CARRIED

### 5. STATISTICS

Moved by Ken Whiteford

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
- e) January 1, 2019 – June 30, 2019 Motor Vehicle Collisions prepared by Accident Support Services International Ltd. CARRIED

## UNFINISHED BUSINESS

### NEW BUSINESS

#### 6. FINANCIAL STATEMENT

Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

resolved that the Financial Statement Summary for the period ending August 31, 2019 be received by the Board. CARRIED

### BOARD BY-LAW COMMITTEE

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

The Draft Delegation form was reviewed and updated. EA to prepare form in an electronic fillable pdf format and complete the draft by-law as discussed.

On recommendation of Chair Silverthorn, Ken Whiteford, agreed to Chair future By-law Committee meetings.

### BUSINESS PLAN COMMITTEE

Chief Longworth advised that questions for a WPS internal survey and a separate community partnership survey will be prepared and distributed. Results from the compiled data will then be analyzed and utilized in the preparation of the 2019-2021 Business Plan.

### 2019 WPSB COMMITTEE REVIEW

Members reviewed and updates were made for 2019/20 WPSB Committees. EA to update the schedule and email to each Member.

#### 7. CLOSED SESSION

Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board adjourns to Closed Session at 4:43 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

#### 8. CLOSED SESSION RISES

Moved by Mayor Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board does now rise from Closed Session and reconvenes at 5:50 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION – #9 - #26

9. CLOSED SESSION AGENDA

Moved by Ken Whiteford

Seconded by Mayor Trevor Birtch

resolved that the Board approves the Closed Session Agenda. CARRIED

10. STAFFING REPORT

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

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

CARRIED

11. AUTHORIZED STRENGTH

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that recognizing the Board has previously authorized the increased strength from 70 to 72 officers (2018); this motion authorizes the Chief to proceed with increasing the compliment from 72 to 74, recognizing the recent City of Woodstock's approval to fund two additional officers. CARRIED

12. APPROVAL OF APPOINTMENT OF SPECIAL CONSTABLES

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board approves Chair's endorsement dated June 18, 2019 regarding appointment of four Special Constables. CARRIED

13. LETTER OF RETIREMENT – FULL-TIME SPECIAL CONSTABLE

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives Letter of Retirement dated July 02, 2019 from a full-time Special Constable effective August 16, 2019 with regret. CARRIED

14. LETTER OF RETIREMENT – EA TO CHIEF AND WPSB

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives Letter of Retirement dated September 9, 2019 from a Civilian Member effective January 31, 2020 with regret. CARRIED

15. EXECUTIVE ASSISTANT TO CHIEF OF POLICE AND BOARD

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

resolved that Board approves splitting the current position of Executive Assistant to Chief of Police and Board to a full-time Executive Assistant to the Chief and a part-time position to the Board; further that the Board explores the possibilities of filling the part-time Executive Assistant position to the Board. CARRIED

16. PARENTAL LEAVE REQUEST - CONSTABLE

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board receives Parental Leave Letters dated July 29, 2019 and August 1, 2019 from a Constable. CARRIED

17. CONFIRMATION OF PROMOTION TO SERGEANT – NATHAN HERGOTT

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

resolved that the Board confirms the promotion of Nathan Hergott to rank of Sergeant effective September 09, 2019 on recommendation of Chief Longworth. CARRIED

18. MEMORANDUM OF UNDERSTANDING – 2018-2019 CIVILIAN COLLECTIVE AGREEMENT

Moved by Ken Whiteford

Seconded by Mayor Trevor Birtch

resolved that the Board approves the endorsement of Chair and Vice Chair dated July 15, 2019, relating to Schedule “A” Job Grade Scale as a result of 2019 maintenance procedures for the Internal Equity Plan. CARRIED

19. CLOSED SESSION - REPORT #4

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

resolved that the Board receives report under #4 in Closed Session. CARRIED

20. CORRESPONDENCE – HEALTH CARE SUPPLEMENT REQUEST

Moved by Ken Whiteford

Seconded by Mayor Trevor Birtch

resolved that the Board directs EA to respond to a Health Care Supplement letter request dated July 31, 2019 from a retired Member. CARRIED

NOTICE OF MOTION – REMUNERATION BOARD CHAIR

WHEREAS the position of Chair of the Woodstock Police Services Board receives remuneration equal to the remuneration of the other four members of the Board;

AND WHEREAS the duties of the position involve considerably more meetings dealing with administrative and ceremonial matters;

AND WHEREAS the position prior to 2010 was paid a higher remuneration to properly reflect the duties of the position but the practice was discontinued;

NOW THEREFORE the Woodstock Police Services Board reinstate the practice of providing a higher remuneration to the Chair of the Board and specifically, that the Chair receive \$500. more each calendar year than the remuneration of a member and in those years in which collective bargaining is conducted, that the Chair receive \$1000. more in those calendar years than the remuneration of a member and that these

changes be effective January 1, 2020 and implemented by means of a change to the Board's Remuneration By-law.

21. ANNUAL BENEFIT SUMMARY REPORT FROM SHARON PIESZ,  
CONSULTANT NFP

Moved by Balwant Rai

Seconded by Ken Whiteford

Resolved that the Board receives the annual benefit summary report from NFP dated July 11, 2019 for the nine month period ending May 31, 2019. CARRIED

22. HICKS MORLEY INVOICE

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

resolved that the Board receives approved payment of Hicks Morley invoice dated June 26, 2019 from the Legal Fees Account. CARRIED

23. TRANSFER FROM RESERVES – INFORMATION TECHNOLOGY

Moved by Balwant Rai

Seconded by Mayor Trevor Birtch

resolved that \$8,780.20 invoice date August 20, 2019 be transferred from 0170-51159-0000 Reserve for Information Technology to the revenue account 0500-69263-0000 to pay PC Options be approved. CARRIED

24. CLOSED SESSION - REPORT #10

Moved by Ken Whiteford

Seconded by Mayor Trevor Birtch

resolved that the Board receives report under #10 in Closed Session. CARRIED

25. CLOSED SESSION - REPORT #11

Moved by Balwant Rai

Seconded by Mayor Trevor Birtch

resolved that the Board receives report under #11 in Closed Session. CARRIED

26. CLOSED SESSION - REPORT #12

Moved by Mayor Trevor Birtch

Seconded by Balwant Rai

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

27. ADJOURNMENT

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board does now adjourn at 6:00 p.m. CARRIED

Woodstock Police Services Board  
September 9, 2019

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The next Police Services Board Meeting is scheduled for Monday, October 21, 2019 at Woodstock Police Service Headquarters in Board Room #2 at **4:30 p.m.**

Note: Board Members and Chief will be meeting from 4:00 p.m. – 4:30 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