



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, February 13, 2017 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:15 p.m. Present were Chair Sandra Carnegie, Community Member; Mary Anne Silverthorn, Vice Chair, Provincial Appointee; Nancy O'Grady, Provincial Appointee; Shawn Shapton, Member, and Mayor Trevor Birtch. Also in attendance were Chief Bill Renton, Deputy Chief Darren Sweazey, Inspector Paul Hess, and Marilyn Pearson, Executive Assistant.

CALL TO ORDER

- Chair Carnegie called the meeting to order at 4:15. All Members had the opportunity to tour the addition. It was great to see the progress being made with the dry wall completed with rooms and hallways defined. Chief Renton explained what each room will be used for and who will be occupying the new space.

1. APPROVAL OF AGENDA

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board approves the Agenda as circulated. CARRIED

2. MINUTES – JANUARY 09, 2017

Moved by Mary Anne Silverthorn

Seconded by Nancy O'Grady

resolved that the Board approves the Minutes of January 09, 2017 as typed and circulated. CARRIED

VERBAL REPORT FROM THE CHAIR

- Chair Carnegie provided an update on importance of continuing discussions with County of Oxford Warden on court security costs and continued assistance in funding. In 2016 former Chair Shapton took on this role. As 2017 Chair, Sandra Carnegie will be meeting with the Warden on this subject and will keep the Board apprised on communication.

VERBAL REPORT FROM THE CHIEF OF POLICE

- Chief Renton reported on the 2017 Budget process and the powerpoint presentation for Board's review prior to Council presentation on March 2nd.
- Further to the recent Quebec shooting, Community Service officer, Constable Nikki VanLeuween has reached out with support and safety precautions to the local Muslim Community.
- The Wettlaufer homicide investigation is ongoing.

3. COMMUNICATIONS

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the following Communications be received by the Board:

- a) Bonnie Cannell-Eby, Family Services Administrative Assistant/Kettle Coordinator, The Salvation Army, dated January 20, 2017, re: Thank you for

Kettle Campaign Support

- b) Leonard VanderHoeven, dated February 8, 2017, re: view CARRIED

4. MEDIA RELATIONS

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the January and February Activities covered in Radio, Newspaper & Rogers TV be received by the Board. CARRIED

5. STATISTICS

Moved by Mary Anne Silverthorn

Seconded by Shawn Shapton

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

- a) 2017 Calls for Service Statistics
- b) 2011-2017 Calls for Service Report
- c) 2016/2017 Charge Comparison Report
- d) 2017 Report on Complaint Investigations Report
- e) 2017 Use of Force Report
- f) 2016 Domestic Violence Annual Report CARRIED

UNFINISHED BUSINESS

NEW BUSINESS

6. AUXILIARY UNIT – 2016 ANNUAL REPORT

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Auxiliary Unit 2016 Annual Report be received by the Board.
CARRIED

7. 2017 MEMBERSHIPS

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board approves 2017 Membership in Ontario Association of Police Services Board (OAPSB) at \$3,169.65 per year, OAPSB Zone 4 at \$50.00 per year, and Canadian Association of Police Governance at \$725.00 per year. CARRIED

8. 2017 MEMORANDUM OF UNDERSTANDING - K-9 MAINTENANCE TRAINING

Moved by Shawn Shapton

Seconded by Mary Anne Silverthorn

resolved that the Board approves 2017 K-9 Maintenance Training Memorandum of Understanding with London Police Service. CARRIED

9. 2017 HEALTH AND SAFETY COMMITMENT POLICY

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board approves and authorizes Board Chair to sign the 2017 Health and Safety Commitment Policy. CARRIED

10. 911 PRIMARY PUBLIC SAFETY ANSWERING POINT (PPSAP) SERVICES AGREEMENT WITH THE COUNTY OF OXFORD

Moved by Mary Anne Silverthorn

Seconded by Mayor Trevor Birtch

resolved that the Board approves and authorizes Board Chair to sign the 911 Primary Public Safety Answering Point (PPSAP) Services Agreement with the County of Oxford. CARRIED

11. MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES INSPECTION ON THE INVESTIGATION AND REPORTING OF FIREARMS CAUSING DEATH OR INJURY

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board send response letter and copies of requested policies to Police Services Advisor Duane Sprague indicating there have been no firearm discharges by police service members that caused injury or death for the period January 12, 2012 to the present. CARRIED

12. 2017 MCSCS GRANT REPURPOSING AND OPTIONS

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the Board receives correspondence from the Ministry of Community Safety and Correctional Services dated February 6&7, 2017 regarding Grant repurposing update and options. CARRIED

BUILDING ADDITION UPDATE

- Target date for addition completion and existing building renovation was reviewed.

13. CLOSED SESSION

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board adjourns to Closed Session at 5:05 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

14. CLOSED SESSION RISES

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board does now rise from Closed Session and reconvenes at 6:25 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #14 - #27

15. CLOSED SESSION AGENDA

Moved by Mary Anne Silverthorn

Seconded by Shawn Shapton

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

16. PERSONNEL – STAFFING REPORT

Moved by Nancy O'Grady

Seconded by Mary Anne Silverthorn

resolved that the Board receives the Staffing Reports dated February 7, 2017.

CARRIED

17. PERSONNEL – HEALTH CARE SPENDING ACCOUNT

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves Health Care Spending Account request of a former Civilian Member effective March 6, 2017. CARRIED

18. CLOSED SESSION – REPORT #4

Moved by Mary Anne Silverthorn

Seconded by Mayor Trevor Birtch

resolved that the Board receives correspondence under #4 in Closed Session and that Chair Carnegie write a letter to the Member for his exemplary service. CARRIED

19. OPERATING STATEMENT – FEBRUARY 8, 2017

Moved by Nancy O'Grady

Seconded by Shawn Shapton

resolved that the Board receives the Operating Statement and Analysis of Police Surplus Report dated February 8, 2017. CARRIED

20. CLOSED SESSION – REPORT #6

Moved by Mary Anne Silverthorn

Seconded by Shawn Shapton

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

21. CLOSED SESSION – REPORT #7

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

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

22. MOTION TO RESCIND YEAR END SURPLUS MOTION FROM DECEMBER 12, 2016 MEETING

Moved by MAry Anne Silverthorn

Seconded by Mayor Trevor Birtch

resolved that Resolution #21 in the December 12, 2016 Woodstock Police Services Board Minutes regarding transferring funds to the Sick Leave Severance Reserve in the event of a 2016 surplus be rescinded. CARRIED

23. 2016 BUDGET TRANSFER

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the 2016 Budget Surplus be transferred to the following Reserve

Accounts:

\$100,000.00 Insurance Loss Reserve

\$ 75,000.00 Reserve for Legal Fees

\$ 25,000.00 Voice Radio Replacement Reserve Fund

\$ 1,565.00 Canine Unit

\$ 1,500.00 Reserve for Specialized Services & Wellness

\$ 25,000.00 Reserve for Information and Technology

\$ 50,000.00 Capital Projects Reserve

The balance of the remainder to Sick Leave Severance Reserve Fund. CARRIED

24. ANNUAL PAY EQUITY REVIEW

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the Board approves the Memorandum of Understanding between the Woodstock Police Association and Board on rescheduling 2017 Pay Equity until September 1, 2017. CARRIED

25. 2018 CONTRACT NEGOTIATIONS

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that in response to the Woodstock Police Association's enquiry, the Board authorizes the Chief to respond with the Board's willingness to engage in 2018 Contract Negotiations prior to the expiry of the Woodstock Police Association's current contracts. CARRIED

26. CLOSED SESSION - #13

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board receives updates from Frank Cowan Insurance under #13 in Closed Session. CARRIED

27. BOARD BY-LAW AND POLICY REVIEW

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that a review of Board By-laws and Policies be undertaken in 2017 as a regular standing item in Closed Session. CARRIED

28. ADJOURNMENT

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board does now adjourn at 6:33 p.m. CARRIED

The next meeting to be held on Monday, March 20, 2017 at the Woodstock Police Service Headquarters at 4:15 p.m.

Sandra Carnegie, Chair
Woodstock Police Services Board

Mary Anne Silverthorn, Vice Chair
Woodstock Police Services Board