



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, March 20, 2017 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:15 p.m. Present were; Mary Anne Silverthorn, Acting 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, and Marilyn Pearson, Executive Assistant. Chair Sandra Carnegie, Community Member, and Inspector Paul Hess sent regrets.

### CALL TO ORDER

- Acting Chair Mary Anne Silverthorn called the meeting to order at 4:15 p.m.

### Presentation by Civilian Member Karen Manicom – Crime Analyst

- Karen provided a very interesting and informative review of her role as Crime Analyst including her extensive duties and technology that she uses in tracking suspects, linking to contacts, friends, family and other victims of crime – on Media Sonar, Face Book and Instagram.
- Karen alerts Criminal Investigation Branch (CIB), Drugs and Intel Unit, and uniform patrol on information that she observes, tracks, links, by identifying crime suspects and evidence, not only in City of Woodstock, but also through networks across the province of Ontario.
- Open Source Intelligence (OSINT Program), Background Checks, Automated Criminal Intelligence Information System (ACIIS) Biker Enforcement (BEU) Unit Crime Alert/Bulletins/ Target Profiles, Link Explorer tools were also explained in the powerpoint presentation. An enlightening presentation, great job Karen!

### 1. APPROVAL OF AGENDA

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board approves the Agenda as circulated. CARRIED

### 2. MINUTES – FEBRUARY 13, 2017

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves the Minutes of February 13, 2017 as typed and circulated. CARRIED

### VERBAL REPORT FROM THE ACTING CHAIR

- No items to report

### VERBAL REPORT FROM THE CHIEF OF POLICE

- Chief Renton reported on the 2017 Budget presentation on March 2<sup>nd</sup> that was received very well by Woodstock City Council
- Building Addition is progressing, 3 months' notice to be given to landlord at Division 4

- Shawn Shapton thanked Senior Admin for all of their hard work and efforts during the 2017 Budget deliberations and at City Council presentation.

3. COMMUNICATIONS

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the following Communications be received by the Board:

- a) Thank you card from Members of the Muslim Community dated February 2017, re: sincere thanks and gratitude for support, safety and wellbeing
- b) Correspondence from Patricia Sobeski-Jacob dated March 7, 2017 re: Thank you to Staff Sergeant Marcia Shelton's for being part of the panel at International Women's Day CARRIED

4. MEDIA RELATIONS

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

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

5. STATISTICS

Moved by Nancy O'Grady

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 CARRIED

UNFINISHED BUSINESS

NEW BUSINESS

6. CASUAL DAYS DONATION REPORT

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Casual Days Donation Report be received by the Board. CARRIED

BUILDING ADDITION UPDATE

- Target date for addition completion and existing building renovation was reviewed – estimate is end of March, first part of April
- Installation of the sprinkling system, ceiling tiles, followed by flooring, utilities and phone and computer systems are on the construction agenda

7. CLOSED SESSION

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board adjourns to Closed Session at 4:55 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 Shawn Shapton

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

MOTIONS ARISING FROM CLOSED SESSION - #9 - #27

9. CLOSED SESSION AGENDA

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

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

10. PERSONNEL – STAFFING REPORT

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board receives the Staffing Reports dated March 2, 2017.  
CARRIED

11. PERSONNEL – CONFIRMATION OF SECONDMENT EXTENSION

Moved by Nancy O'Grady

Seconded by Shawn Shapton

resolved that the Board receives confirmation of a one year secondment extension of an Officer at Ontario Police College until November 18, 2018. CARRIED

12. PERSONNEL – RESIGNATION OF PART-TIME COMMUNICATOR

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board accepts resignation of a part-time Communicator effective April 13, 2017, with regret. CARRIED

13. PERSONNEL – RESIGNATION OF AUXILIARY MEMBER

Moved by Mayor Trevor Birtch

Seconded by Nancy O'Grady

resolved that the Board accepts resignation of an Auxiliary Member effective March 2, 2017, with regret. CARRIED

14. PERSONNEL – RETIREMENT – SERGEANT

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the Board accepts retirement letter of a Sergeant effective July 1, 2017, with regret. CARRIED

15. CLOSED SESSION – REPORT #6

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

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

16. PUBLIC SECTOR SALARY DISCLOSURE

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board receives the 2016 Public Sector Salary Disclosure Report. CARRIED

17. OAPSB ZONE 4 MINUTES – FEBRUARY 24, 2017

Moved by Shawn Shapton

Seconded by Nancy O'Grady

resolved that the Board receives the Ontario Association of Police Services Board (OAPSB) Zone 4 Minutes dated February 24, 2017. CARRIED

18. 2016/2017 CIVIL REMEDIES GRANT PROGRAM – APPROVAL

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board receives 2016/2017 Civil Remedies Grant Program funding approval as detailed in Memo from Deputy Sweazey dated March 15, 2017. CARRIED

19. 2016/2017 RIDE GRANT SUMMARY SUBMISSION – SCHEDULE D FINAL REPORT & ANNUAL STATISTICAL REPORT

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board receives 2016/2017 RIDE Grant Schedule D Final Report and Schedule E Annual Statistical Report. CARRIED

20. YEAR-END OPERATING STATEMENT – DATED MARCH 15, 2017

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board receives the 2016 Year-End Operating Statement posted to February 28, 2017. CARRIED

21. CLOSED SESSION – REPORT #12

Moved by Shawn Shapton

Seconded by Nancy O’Grady

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

22. CLOSED SESSION – REPORT #13

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board receives reports under #13 in Closed Session. CARRIED

23. EFFICIENCY REVIEW – TERMS OF REFERENCE

Moved by Nancy O’Grady

Seconded by Mayor Trevor Birtch

resolved that the Board receives Terms of Reference for the Efficiency Review as prepared by Chief Renton. CARRIED

24. WOODSTOCK POLICE ASSOCIATION - CORRESPONDENCE

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board receives correspondence from Woodstock Police Association dated March 2017; further that the Board Chair reply as directed. CARRIED

25. CLOSED SESSION - #18

Moved by Shawn Shapton

Seconded by Nancy O’Grady

resolved that the Board receives updates under #18 in Closed Session. CARRIED

26. CBA CANADA CLAIM REPORT

Moved by Nancy O’Grady

Seconded by Shawn Shapton

resolved that the Board receives the CBA Canada six month Great West Life’s reported premium versus claims experience from September 1, 2016 to February 28, 2017. CARRIED

27. CONTINUING EDUCATION REQUEST

Moved by Mayor Trevor Birtch

Seconded by Nancy O’Grady

resolved that on recommendation of Chief Renton, the Board approves the tuition of \$475.00 USD to a Civilian Member to take an online Association of Public Safety Communicators Officials (APCO) Fire Service Communications, 2<sup>nd</sup> Edition, Canada Course. Upon proof of successful completion of the course with receipt fee, reimbursement will be made. CARRIED

28. ADJOURNMENT

Moved by Shawn Shapton

resolved that the Board does now adjourn at 5:52 p.m. CARRIED

Woodstock Police Services Board  
March 20, 2017

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The next meeting to be held on Monday, April 10, 2017 at the Woodstock Police Service Headquarters at 4:15 p.m.

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Mary Anne Silverthorn, Vice Chair  
Woodstock Police Services Board

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Shawn Shapton, Past Chair  
Woodstock Police Services Board