



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday, January 08, 2018 at the Woodstock Police Service Headquarters, 615 Dundas Street, Woodstock at 4:15 p.m. Present were: Mary Anne Silverthorn, Chair, Provincial Appointee; Nancy O'Grady, Vice Chair, Provincial Appointee; Sandra Carnegie, Member, 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

Marilyn Pearson called the meeting to order at 4:15 p.m. and welcomed everyone to the meeting. Marilyn then carried out the duties of the election of the Board Chair for 2018 by calling for nominations.

#### 1. 2018 NOMINATIONS FOR BOARD CHAIR

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

that Mary Anne Silverthorn be nominated as Board Chair for 2018. CARRIED

Mary Anne agreed to let her name stand.

#### 2. NOMINATIONS CLOSE

Moved by Mary Anne Silverthorn

Seconded by Shawn Shapton

that nominations do now close. CARRIED

#### 3. ELECTION OF BOARD CHAIR

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that Mary Anne Silverthorn be elected Board Chair for 2018. CARRIED

The meeting was then turned over to 2018 Board Chair Mary Anne Silverthorn.

#### 4. 2018 NOMINATIONS FOR BOARD VICE CHAIR

Moved by Mayor Trevor Birtch that Nancy O'Grady be nominated as Board Vice Chair for 2018

Mary Anne Silverthorn vacated the Chair to participate in the election process. Marilyn conducted the election process for Vice Chair by asking for a seconder to Mayor Birtch's motion.

Seconded by Mary Anne Silverthorn

The nomination was CARRIED.

Nancy O'Grady agreed to let her name stand.

Marilyn then asked for any other nominations for Board Vice Chair

Moved by Sandra Carnegie that Shawn Shapton be nominated Vice Chair for 2018

The motion failed for lack of a seconder.

5. NOMINATIONS CLOSE

Moved by Mayor Trevor Birtch  
Seconded by Mary Anne Silverthorn  
that nominations do now close. CARRIED

6. ELECTION OF BOARD VICE CHAIR

Moved by Mayor Trevor Birtch  
Seconded by Mary Anne Silverthorn  
resolved that Nancy O'Grady be elected Board Vice Chair for 2018. CARRIED

Mary Anne Silverthorn resumed her position as Chair for the balance of the meeting.

7. APPROVAL OF AGENDA

Moved by Mayor Trevor Birtch  
Seconded by Sandra Carnegie  
resolved that the Board approves the Agenda as circulated. CARRIED

8. MINUTES – DECEMBER 11, 2017

Moved by Nancy O'Grady  
Seconded by Mayor Trevor Birtch  
resolved that the Board approves the Minutes of December 11, 2017 as typed and circulated. CARRIED

VERBAL REPORT FROM THE CHAIR

- Chair Silverthorn thanked the Board for their support in electing her Chair for 2018
- 2018 has the potential of being a busy year with contract negotiations, budget preparation, opening ceremony for the new police addition, and the October Municipal Election.

VERBAL REPORT FROM THE CHIEF OF POLICE

- Chief Renton advised it was a busy Christmas Season.
- December 14 – The Drug/Intel Unit were involved in a fentanyl drug seizure
- Chief reported on the drug strategy committee with an RFP being developed and hiring of consultants. Ongoing meetings are being scheduled.
- Narcan kit training has been completed, receiving funding from the Ministry will be the next issue to have addressed.
- Mental Health calls for service – a Grant has been developed to have a social worker funded to accompany officers on mental health calls
- Sex Assault review with Philip Mandel is ongoing
- Calls for Service – higher trend being noted, Inspector Hess working with the WPA for the next 3-4 months to ensure an “apples to apples” comparison
- Mental Health Issues being reviewed, 2 officers in attendance at WGH and wait times was part of the discussion

9. COMMUNICATIONS

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the following Communications be received by the Board:

- a) Jill Ferguson dated November 2017 re: respect shown by WPS – funeral procession
- b) K. Anttila, Western Region Ceremonial Unit Coordinator, Hamilton-Wentworth Ceremonial Unit Coordinator re: funeral procession led by WPS
- c) Warden David Mayberry, County of Oxford, dated January 3, 2018, re: Local Court Security Advisory Committee CARRIED

10. MEDIA RELATIONS

Moved by Shawn Shapton

Seconded by Sandra Carnegie

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

11. 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) 2012-2017 Calls for Service Report
- c) 2016/2017 Charge Comparison Report
- d) 2017 Report on Complaint Investigations Report
- e) 2017 Oct – Dec - High School Liaison Officer Report – Cst. Tyler Allard
- f) 2017 October – December - Canine Officer Report – Cst. Skillings
- g) 2017 Forensic Identification Year End Report
- h) 2012-2017 Criminal Record Check Statistics (Profile Screening Services)
- i) 2017 WPS Dress Down Days - Contributions & Donations made to local Charities CARRIED

UNFINISHED BUSINESS

NEW BUSINESS

12. OAPSB ZONE 4 – 2018 MEMBERSHIP FEES

Moved by Shawn Shapton

Seconded by Sandra Carnegie

resolved that the Board approves the 2018 renewal of Ontario Association of Police Services Board (OAPSB) Zone 4 Membership Fees in the amount of \$50.00. CARRIED

13. OAPSB – 2018 MEMBERSHIP FEE RENEWAL

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board approves the 2018 renewal of Ontario Association of Police

Services Board (OAPSB) membership fees in the amount of \$3,217.19. CARRIED

14. CAPG – 2018 MEMBERSHIP FEES

Moved by Mayor Trevor Birtch

Seconded by Sandra Carnegie

resolved that the Board approves the 2018 renewal of Canadian Association of Police Governance (CAPG) membership fees in the amount of \$743.00. CARRIED

15. 2018 MILEAGE –SCHEDULE A OF BY-LAW #02-2010 - SAME RATE AS CITY OF WOODSTOCK

Moved by Shawn Shapton

Seconded by Nancy O’Grady

resolved that the 2018 Consumer Price Index increase for Mileage at \$.53 km be implemented by the Board. CARRIED

CAPG UPDATE

Mary Anne advised that after participating in a “viewing session” of the CAPG “Members only” portal – it is easy to access and manage.

16. BUILDING ADDITION

Moved by Sandra Carnegie

Seconded by Nancy O’Grady

resolved that the verbal updates on the building addition/renovation project be received by the Board. CARRIED

- A.P. Hurley Construction is working in the front office area and lobby
- Everstrong Construction will be working on the list of deficiency items
- WPS is at the 2<sup>nd</sup> year mark of the construction addition/renovation project

17. CLOSED SESSION

Moved by Nancy O’Grady

Seconded by Mayor Trevor Birtch

resolved that the Board adjourns to Closed Session at 4:45 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

18. CLOSED SESSION RISES

Moved by Shawn Shapton

Seconded by Nancy O’Grady

resolved that the Board does now rise from Closed Session and reconvenes at 5:00 p.m. CARRIED

MOTIONS ARISING FROM CLOSED SESSION - #19- #30

19. CLOSED SESSION AGENDA

Moved by Sandra Carnegie

Seconded by Shawn Shapton

resolved that the Board approves the Closed Session Agenda. CARRIED

20. PERSONNEL – STAFFING REPORT

Moved by Sandra Carnegie

Seconded by Nancy O'Grady

resolved that the Board receives the Staffing Report dated January 3, 2018.  
CARRIED

21. PERSONNEL – CLOSED SESSION #3

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board receives correspondence under #3 in Closed Session.  
CARRIED

22. PERSONNEL – CONTINUING EDUCATION REQUEST

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

resolved that the Board approves the tuition to a Member to advance education to obtain Bachelor of Forensic Identification at Laurentian University by taking a Credit – Aspects – Firearms and Evidence” with tuition fee of \$734.00 starting January 8, 2018. Reimbursement to take place upon successful completion of each course and receipt fee of tuition invoice. CARRIED

23. 2017 ATTENDANCE RECORD SUMMARY

Moved by Shawn Shapton

Seconded by Sandra Carnegie

resolved that the Board approves continuing the Attendance Recognition Program for full-time Uniform and Civilian Members currently serving the Woodstock Police Service who in 2017 had “0” Sick Days and 3 or less Sick Days as detailed in the 2017 Attendance Record Summary Report dated December 31, 2017. CARRIED

24. 2017 SICK TIME USAGE REPORT

Moved by Sandra Carnegie

Seconded by Nancy O'Grady

resolved that the Board receives the 2017 Sick Time Usage Report dated January 8, 2018. CARRIED

25. OPERATING STATEMENT – DATED JANUARY 02, 2018

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

resolved that the Board receives the Operating Statement dated January 2, 2018.  
CARRIED

26. CLOSED SESSION – REPORT #6

Moved by Mayor Trevor Birtch

Seconded by Shawn Shapton

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

27. CLOSED SESSION - REPORT #7

Moved by Shawn Shapton

Seconded by Sandra Carnegie

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

28. 2018 CONTRACT NEGOTIATIONS

Moved by Shawn Shapton

Seconded by Mayor Trevor Birtch

resolved that the Board engage the services of Mr. Laird Crooks, Human Resources Manager, City of Woodstock, for 2018 contract negotiations between the Woodstock Police Services Board and the Woodstock Police Association. CARRIED

29. 2018 CONTRACT CONSULTATION

Moved by Shawn Shapton

Seconded by Sandra Carnegie

resolved that the Board authorizes the negotiator to consult with Mr. Glenn Christie as required during 2018 contract negotiations and at request of Board as needed.

CARRIED

30. CLOSED SESSION - REPORT #11

Moved by Nancy O'Grady

Seconded by Mayor Trevor Birtch

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

31. ADJOURNMENT

Moved by Mayor Trevor Birtch

resolved that the Board does now adjourn at 7:05 p.m. CARRIED

The next meeting to be held on Monday, February 12, 2018 at the Woodstock Police Service Headquarters at 4:15 p.m.

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Mary Anne Silverthorn, Chair  
Woodstock Police Services Board

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Nancy O'Grady, Vice Chair  
Woodstock Police Services Board