



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday April 20, 2020 via teleconference call at 4:00 p.m. Present were: Mary Anne Silverthorn, Chair, Provincial Appointee, Mayor Trevor Birtch, Deb Tait, City Councillor, Balwant Rai, Community Member and Ken Whiteford, Provincial Appointee. Also in attendance were Chief Daryl Longworth, Deputy Chief Darren Sweazey, Acting Inspector Kevin Talsma, Kristi Lampman, Human Resources Coordinator, Lynne Dunlop, Interim Executive Assistant to the Board and two guests, Chris Herapath, Zone 4 Advisor, and Greg Colgan, Woodstock Sentinel Review.

Regrets: Inspector Marcia Shelton

1. CALL TO ORDER

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

PROCEDURAL MOTION

Moved by Ken Whiteford

Seconded by Balwant Rai

Whereas society in general is faced with numerous challenges relating to the COVID-19 pandemic; and

Whereas the Woodstock Police Services Board is not in a position to have an in-person meeting due to precautions put in place as a consequence of the pandemic;

Now therefore, the Woodstock Police Services Board suspend the rules of procedure governing the proceedings of the Board as provided for in Section 3.3 of Board By-law 01-2019 to enable a meeting of the Board to proceed on April 20, 2020 by teleconferencing or any other appropriate means to circumvent the need for the meeting to be in-person and allow the Board the freedom to organize and conduct the meeting as it sees fit. CARRIED

2. WELCOME

Chair Silverthorn welcomed Greg Colgan, Woodstock Sentinel Review reporter, Chris Herapath, Zone 4 advisor, and Acting Inspector Kevin Talsma who will be attending Police Service Board meetings for the next three months while he is serving as an Acting inspector.

3. APPROVAL OF AGENDA

Moved by Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board approve the agenda with additions. CARRIED

4. There were no declarations of pecuniary interest.

5. MINUTES - MARCH 9, 2020

Moved by Ken Whiteford

Seconded by Trevor Birtch

resolved that the Board approve the minutes of March 9, 2020 as circulated.
CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There were no items arising from the March 9 minutes.

7. VERBAL REPORT FROM CHAIR

- Almost immediately following the March 9, the entire world tuned upside down. Buildings were closed and business not deemed as necessary services ceased to be. However, the WPS being an emergency service carried on with many changes.
- Chief –Thank you for your ongoing leadership thought all of this unknown territory. From your memo to the board dated April 4, we were made aware of just some of the very proactive measures that were put in place or ready just in case.

Please convey to Shaylyn – congratulations for her amazing work. Her hand in organizing the parade of emergency vehicles to thank and show support to the hospital staff, her support to the families of the staff by keeping the children involved in activities and her ongoing press releases to keep everyone up to date and informed. The most recent release entitled Report of “Recent Scams” was most informative for all.

- The April “What’s on Woodstock” featured an article entitled: Police Services a building block in a downtown turnaround. In that article there was an explanation of the downtown officers and their role; and also many references to other partnerships with police and M-Heart –(Mental Heart Engagement and Response Team) and an expression of other partnerships that have been created with the police, and Oxford County Community Health, the BIA and the United Way.

The article concludes by stating that "the perception of safety and security downtown is as important as the reality and having a viable police presence in the core is demonstratively effective at assuring the public that the downtown is a safe space". Personally, I hope that the citizens of Woodstock take this article to heart. From comments made to me, a police presence on the streets is making a difference. Thank you to those involved in that programme and the other partnerships.

8. VERBAL REPORT FROM CHIEF

- The majority of our time over the past 5 weeks as an Executive has been spent responding to the COVID pandemic:
 - Ensuring our staff is taken care
 - Proper PPE and training
 - Processes on meetings, briefings, training
 - Processes on response to calls and deployment to mitigate risk of exposure
 - Communication/Messaging - with public - with members
- Keeping up with the volume of information coming from public health and the Ministry
- Our staff is in good health and good spirits. We have thrown a lot of information and have made a significant amount of changes within the organization in a very short period. I have heard of very few complaints. Our members have adapted very quickly to a constantly evolving situation.
- We are well-staffed and we continue to be out there, responding to calls from the public.
- The number of calls for service dropped in the initial week of the crisis however are back up to their normal volume, however there has been a change in the numbers of certain types of calls we are receiving
 - Theft, mischief and shoplifting calls are down
 - By-Law, suspicious persons and landlord/tenant calls are up
- We have responded to 106 calls relating to enforcing the Emergency Management Orders
- We are enforcing the orders, but that does not necessarily translate into ticketing. We have taken a measured approach primarily aimed at education and issuing warnings and only considering charges where absolutely necessary
- For the most part we have found that people have been very considerate and mindful of what's happening
- We have issued one ticket for a violation

Mayor Trevor Birtch thanked the Chief for the work of Police Services throughout the pandemic: "Education is going a long way in the community."

9. STATISTICS/REPORTS - DEPUTY

- A) Calls for Service Statistics - Jan.- Mar. 2020 and previous year
- B) Calls for Service Report - Jan. - Mar. 2020 and previous years
- C) Charge Comparison Report - Jan.- Mar. 2020 and previous year
- D) Report on Complaint Investigations - 2020

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board receive all statistics and reports presented in Item 9.

CARRIED

10. FINANCIAL STATEMENTS

The Chief reports that final 2019 budget figures have been released. Police Services was over budget by approx. \$23, 000 (0.16 %). The 2020 budget was passed by Woodstock Council last week.

11. WOODSTOCK POLICE SERVICE ANNUAL REPORT 2018

Moved by Deb Tait

Seconded by Balwant Rai

resolved that the Board approve the Annual Report 2018. CARRIED

Chair Silverthorn thanked all those who helped to compile this report which will be available at the Woodstock Police Service website

12. UNFINISHED BUSINESS

Woodstock Sentinel Review reporter Greg Colgan left the meeting. (4:25 pm)

13. CLOSED SESSION

14. Moved by Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board adjourns to Closed Session at 4:25 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.P15, s.35 of the Ontario Police Services Act. CARRIED

At 4:50 pm Chris Herapath and Lynne Dunlop left the Conference call and the Board moved into a Board Only session.

15. CLOSED SESSION RISES

Moved by Trevor Birtch

Seconded by Balwant Rai

resolved that the Board does now rise from Closed Session and reconvenes at 5:20 pm CARRIED

The Executive team and Lynne rejoined the meeting.

MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 9

1. CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Trevor Birtch

Seconded by Deb Tait

resolved that the Board approves the Closed Session Agenda with additions. CARRIED

2. CLOSED SESSION # 2 - PERSONNEL REPORTS

a)&b) STAFFING REPORT and STAFFING ACTIVITY

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board receives for information the Staffing Report and Staffing Activity Report from the Chief dated as of April 2020 CARRIED

c) NOMINATIONS FOR PINCOMBE BURSARY

Moved by Balwant Rai

Seconded by Trevor Birtch

resolved that the Board supports the Chief's second nomination for the Pincombe Bursary. CARRIED

d) LEAVE OF ABSENCE REQUEST

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board authorize a LOA for S/Cst. Matthew Foster pursuant to Article 13 of the current Collective Bargaining Agreement for a six-month period effective April 20, 2020. CARRIED

3. CLOSED SESSION # 3 - 2020 CONTRACT NEGOTIATIONS

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board approve the ratification of the terms and conditions of the Senior Officers' agreement as per the email vote held on March 13-15, 2020.

4. CLOSED SESSION # 4 - CYBER INCIDENT UPDATE

The Chief requests that this item be removed from future agendas.

5. CLOSED SESSION # 5 - COVID-19 - CHIEF

Received for information

6. CLOSED SESSION # 6 - OVERTIME - CHIEF

a) Uniform and Civilian Monthly Reports

b) Monthly Overtime tracking

Moved by Trevor Birtch

Seconded by Ken Whiteford

resolved that the Board receives for information the Overtime Reports. CARRIED

7. CLOSED SESSION # 7a) - FINANCIAL REVIEW 2019

Moved by Balwant Rai

Seconded by Trevor Birtch

resolved that the Board approves the final financial reports for 2019 as presented. CARRIED

7. CLOSED SESSION # 7b) - RESERVE FUND

The Board received for information the financial report received today concerning the Woodstock Police Service Reserve Fund as of March 31,2020.

8. CLOSED SESSION # 8 - BUDGET 2020

The 2020 budget will be available for the May meeting.

9. CLOSED SESSION # 9 - DECENTRALIZED COMPUTER AIDED DISPATCH AGREEMENT

Moved by Trevor Birtch

Seconded by Deb Tait

resolved that the Board authorize the Chair to sign the attached agreement between Justice Technology Services - Ministry of the Solicitor General and the Woodstock Police Service as per the email vote April 7, 2020. CARRIED

10. CLOSED SESSION # 10 - CIVIL REMEDIES GRANT

Moved by Deb Tait

Seconded by Ken Whiteford

resolved that the Board approves the previously endorsed agreement between the Ministry of the Attorney General and the Woodstock Police Services Board in support of the Education Leads to Prevention Program. CARRIED

11. CLOSED SESSION # 11 - COVID-19 POLICY

Moved by Trevor Birtch

Seconded by Balwant Rai

resolved that the Board approve the policy of the Woodstock Police Services Board with respect to Ontario Regulation 120/20 - Order Under Section 7.0.2(4) of the *Emergency Management and Civil Protection Act - Access to COVID-19 Status Information By Specified Persons* that the Chief of Police shall develop a policy that identifies the circumstances in which specified members of the Woodstock Police Service may access, use, disseminate and retain protected information about an individual who has tested positive for the COVID-19 coronavirus. CARRIED

12. CLOSED SESSION # 12 - STATUS OF LEGAL CASES INCLUDING FROM MARCH - CHIEF

no update

16. PROCEDURAL MOTION

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Woodstock Police Services Board re-institute Section 3.3 of Board By-law 01-2019 to govern Board proceedings moving forward. CARRIED.

17. NEW BUSINESS

Upcoming Events

- The Award Ceremony and Reception and the Auxiiary Dinner have been cancelled.
- The OAPSB May Conference has been postponed to the Fall.
- The CAPG August Conference/Meeting has been postponed to the Fall.

18. Date of Next Board Meeting Mon. May 11, 2020 at 4 pm at the Woodstock Police Service Headquarters.

18. ADJOURNMENT

Moved by Balwant Rai

Seconded by Ken Whiteford

resolved that the Board does now adjourn at 5:25 pm CARRIED

Mary Anne Silverthorn, Chair
Woodstock Police Services Board

Mayor Trevor Birtch, Vice Chair
Woodstock Police Services Board