



## **WOODSTOCK POLICE SERVICES BOARD**

The Woodstock Police Services Board met on Monday May 11, 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, Inspector Marcia Shelton, Acting Inspector Kevin Talsma, Kristi Lampman, Human Resources Coordinator, Lynne Dunlop, Interim Executive Assistant to the Board and guest, Greg Colgan, Woodstock Sentinel Review.

### **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 May 11, 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 everyone and noted that Chris Herapath, Zone 4 Advisor, is unable to join our meeting today.

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 - APRIL 20, 2020

Moved by Deb Tait

Seconded by Trevor Birtch

resolved that the Board approve the minutes of April 20, 2020 as circulated.  
CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There were no items arising from the April 20 minutes.

7. VERBAL REPORT FROM CHAIR

- There have been many messages on Social media including a Memorial to Fallen Officers – locally adapted because not able to gather in large groups for a provincial meeting usually at the Legislature in Toronto. Service was narrated by Shaylyn. Very meaningful for all. Thanks to all for the planning and participation. Many visual messages thank different groups for food etc –pizza, Tim’s coffee etc.  
Many displays of officers on the front yard with signs—stay safe etc
- Video messages by the City – I have seen two – Mayor and the Chief – Great positive messages by both – Chief in particular indicating to the citizens the work of the Service ongoing and reiterating staying safe. Summer Youth Baseball initiative very creative –took me back to you 100 days plan and follow up about your desire to explore the potential for a Rookie Baseball program etc
- Police Week – emphasis on services available and a little about them. This morning I heard about the forensic investigations and Michelle Wilkinson was quoted – there was a good explanation. Then I went to 104.7 where they indicated a good article and it highlighted Police week. Education for the public is good and it is very important that the people of Woodstock understand the great capacity of this Service.
- Shaylyn's commitment to Facebook posts and media articles continues to be a great source of info for all. This a.m. she explained Police Week, its history and some the usual activities and why it is not possible to do those things but some ideas of what would be happening and continued to reiterate staying safe.

- Chief, please convey our sincere appreciation to each and every staff member for the amazing work that continues to take place from this station not just this week but every day. You were so correct when you were quoted saying, "During the COVID19 pandemic – our police officers have literally been putting their lives on the line to serve our community ---" Thank you to all!!!

#### 8. VERBAL REPORT FROM CHIEF

- This is police week, which is usually a great opportunity for us to showcase our police service and the extraordinary talent of the people that make up this organization. Back in December, we were planning for open houses and community displays. But now, we are trying to accomplish this through radio interviews and virtually, on line. Just last week, while unable to physically participate in the Annual Provincial Police Memorial Day, we did honour the day with a very emotional video with our Honour Guard that is available for viewing on our website. That day is always an opportunity to reflect on the potential dangers that each of our members take on every day when they put on this uniform.
- I do want to recognize the very real danger that our members have been exposed to over the last 8 weeks. They continue to respond, to patrol, to enforce the law and to care, despite the risk posed to them and their families, should they become infected. Health care is obviously at the forefront of this battle but I do want to acknowledge the leadership and dedication of our members who have been an integral part of keeping this community moving forward, for navigating the many provincial orders and guidelines that have been put in place and providing a sense of security to many in our community who may have been anxious or concerned during these uncertain times.
- COVID stats – just reached 200 COVID related calls over the weekend. 7 charges laid
- For the first time in 8 weeks our leadership team has been able to start to focus on things other than our response to COVID and to return to some of the strategic planning and projects that we had started that have been put on hold since mid-March.

We have started discussing Life after COVID:

- Members returning back to work from working from home
- Safeguards moving forward
- Training
- Debrief
  
- May 9<sup>th</sup> offered a webinar on Mental Health delivered by a local psychotherapist designed specifically to our members. – planning for a conference in the fall that will include our partners in Fire and EMS
  
- We did a little restructuring of our deployment for the months of April and May in order to put additional patrol officers on the street and take steps to limit the risk of mass exposure and illness of entire work units or platoons. At this point we have decided that, barring any unforeseen change in the environment, we will return to standard deployment going into June
  
- Still no word on additional funding for Mheart Program
  
- As you know, the May intake at OPC has been postponed. Although we are not sure exactly what it will look like, we are fairly certain that some version of it will commence within the next several weeks.
  
- Youth Baseball League – partnered with Oxford County Housing, Big Brothers/Big Sisters to organize a youth baseball program for Woodstock youth whose family or financial circumstance would prevent them from participating in sport. We are continuing planning for the program in the hopes that the environment will allow for the delivery of the program in July and August. (Note from the Mayor: the Council did approve the financial request for this program and suggests that in future years this could be included in the budget proposal to Council)
  
- I've got your back 911 decals to be placed in the back window of our police cruisers – Back in 2014 a group of paramedics launched an online #ivegotyourback911 campaign to draw attention to the increase and rise of mental health issues within the First Responder Community.

- Through heavy and dedicated online presence the campaign gained worldwide recognition as a place for First Responders to share ideas, resources, and photos of support for one another. The campaign supports all those who have to deal with traumatic incidents in the workplace and the decals on our cruisers is a visible reminder to our members of the need to be vigilant and aware of how they are feeling as well as our ongoing support for their mental wellness.

The Chief invited Insp. Shelton to speak about the work she has been doing with the Fee Structure and Retention By-laws as well as her attendance at a Diversity and Inclusion Conference.

- in response to the information gathered at 2 conferences, Inspector Shelton and Stephanie De Clark are developing a mentoring program to encourage recruitment of persons from diverse communities
- Inspector Shelton has developed a pamphlet for police officers with information about the cultures and religious practices of our diverse population and is looking into some online training possibilities
- the Inspector hopes to have information to present at the June Board meeting about the Records Check Fee Schedule and is updating the Retention Policy which she hopes to have ready for September

#### 9. STATISTICS/REPORTS - DEPUTY

- A) Calls for Service Statistics - Jan.- April 2020 and previous year
- B) Calls for Service Report - Jan. - April 2020 and previous years
- C) Charge Comparison Report - no written report; down 42 over this time last year
- D) Report on Complaint Investigations - as of May 11, 2020

Moved by Trevor Birtch

Seconded by Ken Whiteford

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

CARRIED

10. UNFINISHED BUSINESS

Woodstock Sentinel Review reporter Greg Colgan left the meeting. (4:33 pm)

13. CLOSED SESSION

14. Moved by Balwant Rai  
Seconded by Deb Tait

resolved that the Board adjourns to Closed Session at 4:35 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

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 5:00 pm CARRIED

MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 9

1. CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Deb Tait  
Seconded by Ken Whiteford

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 Trevor Birtch

resolved that the Board receives for information the Staffing Report and Staffing Activity Report from the Chief dated as of May 11 2020 CARRIED

c) NOMINATIONS FOR PINCOMBE BURSARY

Moved by Balwant Rai  
Seconded by Deb Tait

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

3. CLOSED SESSION # 3 - COVID-19 - CHIEF

Received for information

4. CLOSED SESSION # 4 - OVERTIME - CHIEF

The monthly tracking report is received for information.

5. CLOSED SESSION # 5a) - FINANCIAL REVIEW 2020 - CHIEF

Moved by Ken Whiteford

Seconded by Balwant Rai

resolved that the Board approves the 2020 Financial Budget Statement dated May 6 2020 as presented. CARRIED

5. CLOSED SESSION # 5 b) - RESERVE FUND UPDATE - CHIEF

Received for information.

6. CLOSED SESSION # 6 - INVOICE FROM HICKS MORLEY

Moved by Balwant Rai

Seconded by Deb Tait

resolved that the Board approves payment of the legal invoice from Hicks Morley in the amount of \$2534,03. CARRIED

7. CLOSED SESSION # 7 - BUSINESS PLAN 2020-2022 DRAFT - CHIEF

Moved by Deb Tait

Seconded by Trevor Birtch

resolved that the Board create a committee comprised of Ken Whiteford and Balwant Rai to work with the Chief on finalizing the 2020-2022 Business Plan. CARRIED

8. CLOSED SESSION # 8 - STATUS OF LEGAL CASES - CHIEF

no update

16. PROCEDURAL MOTION

Moved by Ken Whiteford

Seconded by Trevor Birtch

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

On behalf of the Board, Chair Silverthorn congratulated Deputy Chief Sweazey for his outstanding career which has spanned three decades in service to Police Services and the community. She wished him all the best in his new endeavours and adventures and has asked the Chief to pass on to the Deputy Chief an envelope on behalf of the Board.

The Chief expressed thanks and congratulations to D/Chief Sweazey for his commitment and dedication to this police service and this community over the past 30 years. Over the years he has played a significant role in just about all of the major investigations that this service has undertaken over the past 30 years. More recently as Deputy Chief and Acting Chief, he has played a significant role in shaping the Woodstock Police Service into the professional organization that it is today. His work ethic and integrity are something we can all aspire to. "On a personal note, he has been of huge assistance to me and I have leaned on him quite a bit over the past 8 months." He will be missed.

Board members also expressed thanks to the Deputy Chief, noting that his dedication and his encouragement to others have been most appreciated.

The Deputy Chief thanked everyone and noted that he has been a proud member of the Police Force and proud to have served his community.

The Chief thanked outgoing Chair Silverthorn who has been a Board member for 14 years and who always had the best interests of this police service and how we serve the community at heart. The Chief noted:

- Since my return and over the past 8 months her support for this organization is very evident and has not gone unnoticed by me or by everyone else in this organization
- her leadership during the most recent contract negotiations with both association was evident in its swift and successful resolution
- she and I have had numerous conversations on my vision for the future for this organization and she has been extremely supportive and I am saddened to know that she won't be around to see it to its completion.
- on behalf of the entire organization I want to thank her for her many years of commitment and support. She brings a great deal of experience and hard work to the position and she will be greatly missed.

Board members also expressed their appreciation for all that Chair Silverthorn has done for Police Services, locally as well as provincially and federally. They noted that she has brought the police force image to the forefront in the community, has provided guidance to City Council and has been professional, hard-working and supportive. Board member Whiteford looks forward to reading her memoirs!

Chair Silverthorn expressed appreciation for all the support that she has received in her work with Police Services and is so proud of all that has been accomplished by the Woodstock Police Service and by the Board.

18. Date of Next Board Meeting Mon. June 8, 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 5:20 pm CARRIED

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Mary Anne Silverthorn, Chair  
Woodstock Police Services Board

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Mayor Trevor Birtch, Vice Chair  
Woodstock Police Services Board