WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on Monday February 24, 2020 at the Police Headquarters, 615 Dundas Street, Woodstock 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 Rod Wilkinson, 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.

1. CALL TO ORDER
Chair Silverthorn called the meeting to order at 4:00 p.m.

2. WELCOME
Chair Silverthorn welcomed Greg Colgan, Woodstock Sentinel Review reporter, and Chris Herapath, the newly appointed Zone 4 advisor, who gave a brief summary of his work experience.

3. INTRODUCTION / EDUCATION - CHIEF
This item will be moved to a future meeting

4. APPROVAL OF AGENDA
Moved by Deb Tait
Seconded by Balwant Rai
resolved that the Board approve the agenda with additions. CARRIED

5. There were no declarations of pecuniary interest.

6. MINUTES - JANUARY 13, 2020
Moved by Ken Whiteford
Seconded by Trevor Birtch
resolved that the Board approve the minutes of January 13, 2020 as circulated. CARRIED

7. BUSINESS ARISING FROM THE MINUTES

Follow- up correspondence has been sent.

8. VERBAL REPORT FROM CHAIR

- Chair Silverthorn attended the OAPSB 2020 Governance Summit on January 30 in Toronto - see written report circulated with the agenda
- Chair Silverthorn attended the CAPG Governance Summit on February 3 in Toronto - see written report circulated with the agenda
- The bargaining process has been completed with the Uniform and Civilian staff
- Chair Silverthorn and Chief Longworth attended the first meeting of the Community Safety Wellbeing Plan Advisory Committee on February 24. This committee will develop a county-wide wellbeing plan
- Members Silverthorn, Rai and Whiteford attended the Zone meeting in Oakville on Feb. 18 where the Executive Director of OAPSB made a presentation on the upcoming changes in Regulations (available online)

9. VERBAL REPORT FROM CHIEF

- Continuing Recruiting for: Constable for April; S/Csts; Cadets. Time consuming process, great deal of work, led by Inspector, Acting Inspector and Sargent Beattie
- Attended OACP Labour Conference with Inspector Wilkinson
  Many organizations continue to struggle with staffing issues related to people off on WSIB
  Met the new OOIPRD director
  Focused on reform
  - early resolutions, informal resolutions, meeting timelines which presently they only meet about 10% of the time.
- Attended OACP Board of Directors Mtg
- Attended OACP Zone Mtg last week in Oakville
- NG911 – as you know there is a significant impact on our budget in 2020 and 2021 to meet the CRTC requirements to continue operating as a Primary 911 Centre
  There has been some discussion with the Ministry to impose a levy fee to recoup costs with the revenue generated going back to the police services operating a Primary PSAP
- Court Security Funding – 4% reduction in our court security funding from the province in 2020 when our costs continue to rise
  Call on the Ministry for sustainable funding into the future at a true cost recovery basis
  right now it is approximately 60%
- Mheart Funding – still awaiting response on our funding application submitted to both the LHIN and the Ontario Health Team

Met with Ernie Hardeman last week and arranging a meeting for next week with the Ontario Health Team lead for our area

- Polar Plunge – March 9th 3pm-5pm – in partnership with Fanshawe College to raise funds for Special Olympics
- Had our first Advisory Meeting of the Community Safety and Well Being Plan earlier today
- March Past Graduation for our 4 recruits at OPC will be on April 1st at 1pm. If there are any board members planning to attend, please let me know so I can advise OPC on numbers.

10. STATISTICS/REPORTS - DEPUTY

A) Calls for Service Statistics - January 2020 and previous year

B) Calls for Service Report - January 2020 and previous years

C) Charge Comparison Report - January 2020 and January 2019

D) Report on Complaint Investigations - 2020

E) Other Reports

1. 2019 CIIC (Collection of Identifying Information in Certain Circumstances) Report

2. Report for High School Resource/Mental Health Co-ordination/Media Relations Sept 2019 - Jan. 2020

3. Community Service Officer Report Sept. - Dec. 2019

4. Canine Statistics Report 2019

5. Use of Force Statistics 2019 and compared to 2018

Moved by Trevor Birtch
Seconded by Deb Tait
resolved that the Board receive all statistics and reports presented in Item 10.

CARRIED

10. FINANCIAL STATEMENTS

The Chief has received preliminary final budget figures for 2019 (indicating a minimal overspending as per the 2019 budget) and should be able to present the final 2019 budget figures in March

11. UNFINISHED BUSINESS

Chair Silverthorn has received the letter of retirement from Deputy Chief Sweazey, effective July 31, 2020. The Chief and the Chair both expressed their appreciation for the Deputy Chief Sweazey's significant positive impact on the community and the police force. This letter will be dealt with in the closed session. Woodstock Sentinel Review reporter Greg Colgan left the meeting. (4:40 pm)

12. CLOSED SESSION

13. Moved by Trevor Birtch
Seconded by Deb Tait
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.P15, s.35 of the Ontario Police Services Act. CARRIED

14. CLOSED SESSION RISES
Moved by Trevor Birtch
Seconded by Balwant Rai
resolved that the Board does now rise from Closed Session and reconvenes at 5:35 pm CARRIED

MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 9

1. CLOSED SESSION # 1 - CLOSED SESSION AGENDA
Moved by Trevor Birtch
Seconded by Balwant Rai
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 Balwant Rai
Seconded by Deb Tait
resolved that the Board receives for information the Staffing Report and Staffing Activity Report from the Chief dated as of Feb. 18 2020 CARRIED

c) COURSE EXPENSES - INSPECTOR SHELTON

Moved by Deb Tait
Seconded by Ken Whiteford
resolved that the Board approve the reimbursement of expenses submitted by Inspector Shelton. CARRIED

d) CORRESPONDENCE

Moved by Ken Whiteford
Seconded by Trevor Birtch
resolved that the Board receives for information the following Correspondence:

- an official letter for retirement purposes as of July 31 2020 from Deputy Chief Sweazey
- a letter of thanks from Marilyn Pearson

CARRIED

e) RETIREMENT OF DEPUTY CHIEF

Moved by Ken Whiteford
Seconded by Balwant Rai
resolved that the Board accept with regret the letter for retirement purposes from Deputy Chief Sweazey, effective July 31, 2020.
CARRIED
Board members extended congratulatory comments to the Deputy Chief for his service and commitment to the Police Force and the community.

f) RETENTION OF DOCUMENTS

Moved by Balwant Rai
Seconded by Trevor Birtch
resolved that the Board authorizes the Chair to review, to update and to sort extraneous/outdated Board material and make provision for those no longer necessary. CARRIED

3. CLOSED SESSION # 3 - 2020 CONTRACT NEGOTIATIONS
Moved by Ken Whiteford
Seconded by Trevor Birtch
resolved that the Board ratify the terms of the Collective Agreement for both Uniform and Civilian as reported in the Chair's memo of January 23, 2020. This vote was approved by email on January 30, 2020. CARRIED

4. CLOSED SESSION # 4 - CYBER INCIDENT
Verbal update - Chief - received for information

5. CLOSED SESSION # 5 - OVERTIME
a) Uniform and Civilian Monthly Reports
b) Monthly Overtime tracking
Received for information

6. CLOSED SESSION # 6 - FINANCIAL REVEW 2019
Chief - received for information

7. CLOSED SESSION # 7 - BUDGET 2020
The budget presentation to Council is scheduled for Thursday March 5 at 7 pm

8. CLOSED SESSION # 8 - OTHER BUSINESS

a)TRANSFER FROM LEGAL RESERVE TO SICK LEAVE RESERVE
Moved by Ken Whiteford
Seconded by Deb Tait
resolved that the Board approves the transfer of $200,000 from the WPS Reserve for Legal Fees Account 0170-51153-0000 into the Sick Leave Severance Reserve Fund Account 0180-52031-0525. CARRIED

b) LEGAL EXPENSE BILL
Moved by Trevor Birtch
Seconded by Ken Whiteford
resolved that the Board approve the payment of invoice received from Hicks Morley for the month of December 2019. CARRIED

c) SICK TIME USAGE
Moved by Balwant Rai
Seconded by Deb Tait
resolved that the Board approves continuing the Attendance Recognition Program for full-time Uniform and Civilian Members employed for a minimum of one year, before being eligible, and currently on duty with the Woodstock Police Service, who in 2019 had "0" Sick Days and 3 or less Sick Days as detailed in the 2019 Attendance Record Summary Report dated December 31, 2019. CARRIED

9. CLOSED SESSION # 9 - STATUS OF LEGAL CASES INCLUDING FROM JAN. - CHIEF
no update

15. NEW BUSINESS
Upcoming Events - Budget Presentation to Council on March 5 at 7 pm
Graduation at the College - April 1
Awards Ceremony and Reception - April 27 in the Toyota Room of WDDS
Auxiliary Appreciation Dinner - May 14 - RSVP to Becky Jonker by April 22

16. Date of Next Board Meeting Mon. March 9, 2020 at 4 pm at the Woodstock Police Service Headquarters. To accommodate the Chief's attendance at the Polar Plunge, a Board-only session will be held at 4 pm followed by the regular Board meeting at 5 pm

17. The Board took a brief break at 5:45 pm to sign documents.

18. CLOSED SESSION

19. Moved by Trevor Birtch
Seconded by Deb Tait
resolved that the Board adjourns to Closed Session at 5:55 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.P15, s.35 of the Ontario Police Services Act. CARRIED

20. CLOSED SESSION RISES
Moved by Trevor Birtch
Seconded by Balwant Rai
resolved that the Board does now rise from Closed Session and reconvenes at 6:22 pm CARRIED

Councillor Tait left the meeting at 6:05 pm

The Inspector, Acting Inspector and the Human Resources Coordinator left the meeting.

The Board met with the Chief and the Deputy in Closed session. Following questions the Chief and the Deputy left the meeting. Action following the session:

21. CLOSED SESSION - ITEM 1- REQUEST FROM DEPUTY
Moved by Trevor Birtch
Seconded by Ken Whiteford
Resolved that the Board receive the request from the Deputy for information. CARRIED

The Board met with the Chief for comments from him and a discussion. The Chief left the meeting and the following action took place.

22. CLOSED SESSION - ITEM 2 - HIRING PROCESS FOR DEPUTY
Moved by Trevor Birtch
Seconded by Ken Whiteford
Resolved that the Board, in order to fill the vacancy of the Deputy Chief, work in conjunction with City HR and the Chief to begin the process of advertising for a Deputy Chief internally and externally as soon as possible. CARRIED

22. ADJOURNMENT
Moved by Balwant Rai
Seconded by Ken Whiteford
resolved that the Board does now adjourn at 6:30 pm CARRIED

Mary Anne Silverthorn, Chair
Woodstock Police Services Board

Mayor Trevor Birtch, Vice Chair
Woodstock Police Services Board