



## WOODSTOCK POLICE SERVICES BOARD

### PUBLIC MEETING AGENDA

**Date:** November 8, 2021

**Time:** 3:00 p.m.

**Location:** Woodstock Police Service Headquarters and Via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda  
**Recommendation: The Board approves the agenda as circulated (or with the following amendments)**
4. Declaration of Pecuniary Interest
5. Approval of Minutes from October 18, 2021  
**Recommendation: That the Board approves the minutes of October 18, 2021 as circulated**
6. Business arising from the minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Statistics/Reports from the Deputy Chief
  - a. Calls for Service Statistic
  - b. Calls for Service Report
  - c. Charge Comparison
  - d. Report on Complaint Investigations
  - e. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received**
10. Financial Statements – Summary for period ending October 31, 2021  
**Recommendation: That the Financial Statements as presented be accepted for information**
11. 2022 Schedule of Meeting Dates
12. 2022 Operating Budget Presentation
13. Unfinished Business

## 14. Closed Session

**Recommendation:** That the Board adjourns to Closed Session at \_\_\_\_\_ p.m. 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*.

## 15. Motions arising from Closed Session

## 16. New Business (if necessary)

## 17. Date of Next Board meeting Monday, December 13, 2021 @ 3:00 p.m. at Woodstock Police Service Headquarters

## 18. Adjournment



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on October 18, 2021 at Woodstock Police Service headquarters and via ZOOM at 3:04 p.m.

Present were: Ken Whiteford, Provincial Appointee; Balwant Rai, Community Member (via Zoom); Leslie Farrell, Provincial Appointee; Deb Tait, City Councilor and Amy Hartley, WPSB EA.

Also in attendance were Chief Daryl Longworth, Deputy Chief Rod Wilkinson, Kristi Lampman, Human Resources Coordinator, Ron LeClair, Zone 4 Police Advisor.

### 1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:04 p.m.

### 2. WELCOME

Ken WHITEFORD welcomed everyone.

### 3. APPROVAL OF AGENDA

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board approve the agenda as circulated.

CARRIED.

4. There were no declarations of pecuniary interest.

### 5. MINUTES

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approve the minutes of September 13, 2021 as circulated.

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None

7. VERBAL REPORT FROM CHAIR

- On behalf of the Board, K. Whiteford thanked the organizers of the Service Awards and Graduation Ceremony. He noted that the event was very well organized and thoughtful. He was pleased to see the all the families of the graduates in attendance.

8. VERBAL REPORT FROM CHIEF

- A number of drug charges were laid and continue to increase. Because these investigations are joint force operations they do not necessarily result in charges by our local officers. WPS Officers have been assisting Stratford, Waterloo, Guelph, Toronto and York officers in their investigations which have led to multiple arrests. Chief Longworth noted that these investigations disrupt the flow of drugs into smaller towns and cities.

- Chief Longworth echoed K. Whiteford's compliments of the awards ceremony and also thanked those in attendance and organizers.

- On October 13 there was a City of Woodstock BIA Meeting wherein the City and County met regarding the downtown core. During the meeting Chief Longworth explained the police services role and highlighted the need for increased social services. Utilizing the community partners in health and social services will be beneficial, and more funding is required and that the investment should be made in these services rather than increased police presence. It has been noted that foot patrol in the downtown core does not impact crime, however it does impact people's perception of safety. The BIA has organized a meeting for all parties, and Sergeant Dacola will be attending regularly as a representative for the Chief and WPS.

- Chief Longworth notified the Board that the Civilian Police Academy will be starting again in November. The program had to end due to COVID-19 but is being reinstated and those that were a part of the program will be able to finish the remaining six sessions required.

9. STATISTICS/REPORTS – Deputy WILKINSON

- A) Calls for Service Statistics
- B) Calls for Service Report – memo attached regarding 911 calls
- C) Charge Comparison Report
- D) Report on Complaint Investigations

Moved by: Leslie FARRELL

Seconded by: Deb TAIT

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

CARRIED.

10. FINANCIAL STATEMENTS

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board receive the financial statements ending September 30, 2021 in Item 10.

CARRIED.

11. 2022-2023 CAPITAL BUDGET REQUEST

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

1. That the Board approve the 2022 Woodstock Police Service Capital Budget request to carry over the outstanding approved 2021 projects 1(a)-(b) in the amount of \$285,000.00, subject to status of completion as of December 30, 2021.

2. That the Board approve the Woodstock Police Service 2022 Capital Budget outlined in #2 above in the amount of \$85,000.00 to replace the 8 Lavatory wash basin and toilet combinations in the WPS Cell Block.

3. That the Board approve the Woodstock Police Service 2023 Capital Budget outlined in #3 above in the amount of \$75,000.00 to renovate the existing Board Room #1 at WPS to increase the seating capacity within.

CARRIED.

12. 911 PPSAP AGREEMENT – EXTENSION

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

That the Board authorize the Chair to sign the attached one-year extension to the current PPSAP Agreement between the County of Oxford and the Woodstock Police Services Board.

CARRIED.

13. UNFINISHED BUSINESS

14. CLOSED SESSION

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board adjourns to Closed Session at 3:40 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: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board does now rise from Closed Session and reconvenes at 3:59 pm.

CARRIED.

16. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 6

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board approve the Closed Session Agenda as circulated.

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT  
b) STAFFING ACTIVITY

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of September 30, 2021.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by: Leslie FARRELL

Seconded by: Deb TAIT

Resolved that the Board receive the monthly tracking report for information.

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES - CHIEF

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board receive the updates presented in Item #4.

CARRIED.

CLOSED SESSION # 5 – NFP – 2021 BENEFITS

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board receive the report.

CARRIED.

CLOSED SESSION # 6 – 2022 CAPITAL BUDGET DISCUSSION

No motion required.

17. BOARD ONLY SESSION

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board receive Closed Session Report No. 11-2021.

CARRIED.

18. NEW BUSINESS

19. Date of Next Board Meeting MONDAY, November 8, 2021 at 3pm  
at the Woodstock Police Service Headquarters.

20. ADJOURNMENT

Moved by: Deb TAIT

Seconded by: Balwant RAI

resolved that the Board does now adjourn at 4:00 pm

CARRIED.

*"Original Signed By"*

---

Ken Whiteford, Chair  
Woodstock Police Service Board

*"Original Signed By"*

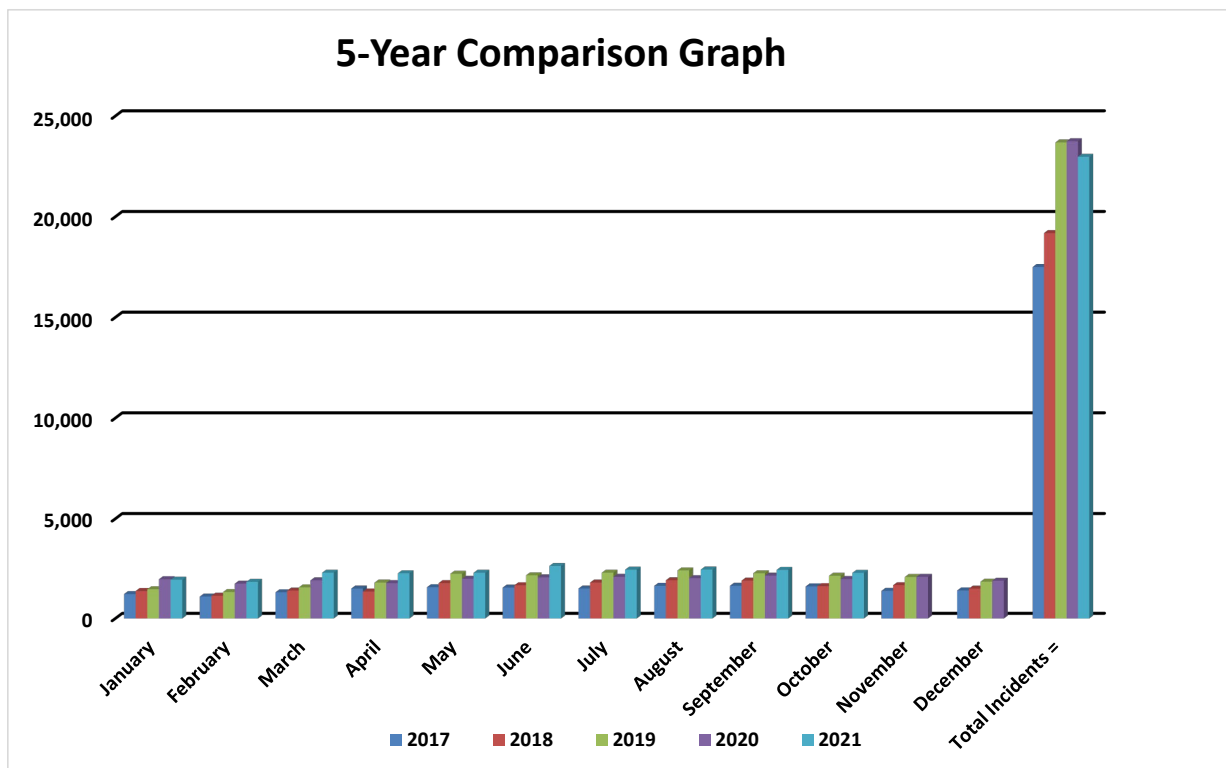
---

Trevor Birtch, Vice-Chair  
Woodstock Police Service Board

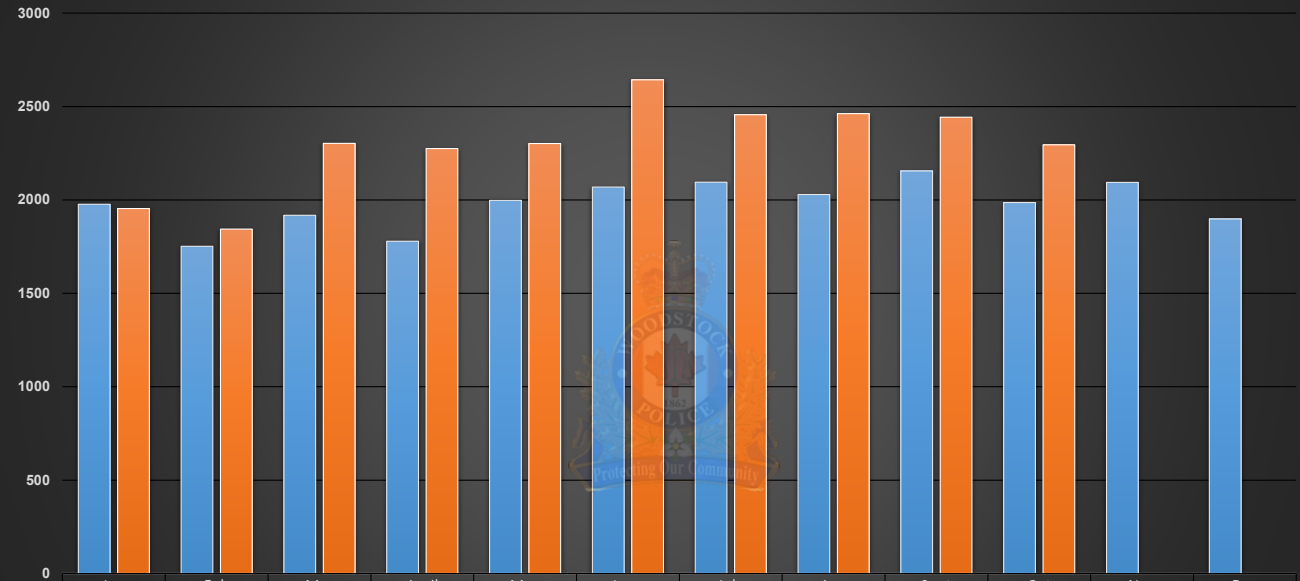


## Calls For Service Report - 5 Year Comparison

	2017	2018	2019	2020	2021	<i>5-Year Monthly Average</i>
January	1,229	1,384	1,473	1,977	1,954	1,603
February	1,105	1,147	1,332	1,752	1,844	1,436
March	1,318	1,405	1,567	1,918	2,303	1,702
April	1,506	1,357	1,808	1,779	2,275	1,745
May	1,575	1,782	2,250	1,998	2,302	1,981
June	1,556	1,672	2,171	2,069	2,643	2,022
July	1,508	1,809	2,304	2,095	2,456	2,034
August	1,643	1,923	2,419	2,029	2,462	2,095
September	1,647	1,907	2,275	2,155	2,443	2,085
October	1,615	1,625	2,150	1,986	2,295	1,934
November	1,391	1,675	2,089	2,094		1,812
December	1,412	1,503	1,852	1,898		1,666
<b>Total Incidents =</b>	<b>17,505</b>	<b>19,189</b>	<b>23,690</b>	<b>23,750</b>	<b>22,977</b>	<b>18,347</b>
<b>Overall Difference</b>		<b>1,684</b>	<b>4,501</b>	<b>60</b>	<b>-773</b>	
<b>% (+/-)</b>		<b>9.62%</b>	<b>23.46%</b>	<b>0.25%</b>	<b>-3.25%</b>	



## 2021 WPS Calls for Service



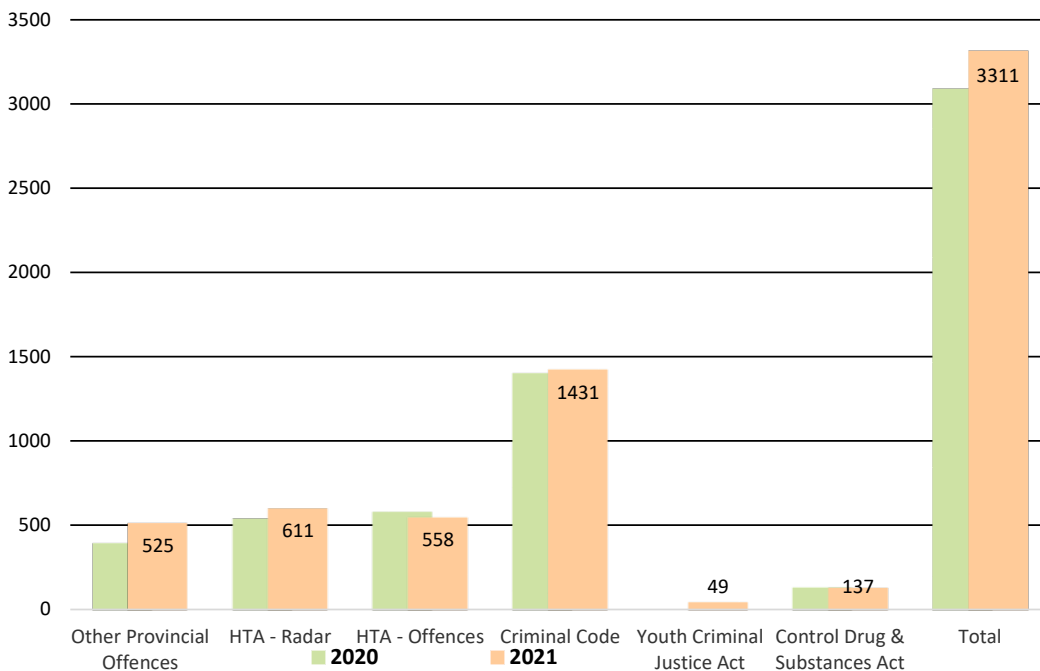
■ 2020	1977	1752	1918	1779	1998	2069	2095	2029	2155	1986	2094	1898
■ 2021	1954	1844	2303	2275	2302	2643	2456	2462	2443	2295		



**2020/2021 Charge  
Comparison - January - Oct.**

Total	Other Provincial Offences	HTA - Radar	HTA - Offences	Criminal Code	Youth Criminal Justice Act	Control Drug & Substances Act	Total	
<b>2020 (Jan-Oct.)</b>	402	550	590	1409	0	138	<b>3089</b>	
<b>2021 (Jan-Oct.)</b>	525	611	558	1431	49	137	<b>3311</b>	
<b>2021 % Totals</b>	<b>15.86%</b>	<b>18.45%</b>	<b>16.85%</b>	<b>43.22%</b>	<b>1.48%</b>	<b>4.14%</b>	<b>7.19%</b>	<b>2 Year % Difference</b>

**2020/2021 Charge Comparison - January - Oct.**



## 2021 Officer Stats

October

	HTA - Offences	Other Provincial Offence (LLA, CAIA, TPA)	Traffic - Parking Violations & Bylaw	HTA - Radar	Criminal Code	Criminal Code - Impaired Charges	Youth Criminal Justice Act	Control Drug & Substances Act
<b>Total</b>	<b>46</b>	<b>18</b>	<b>17</b>	<b>26</b>	<b>91</b>	<b>3</b>	<b>8</b>	<b>13</b>

2021-11-01



<b>Observations</b>	<b>Compliance Checks</b>	<b>Total</b>
17	31	270



## 2021 Report Complaint Investigations

<b>Total Officers (actual authorized strength)</b>	79	
<b>Total Chief's Complaints</b>	1	
<b>Total Public Complaints</b>	9	
- Conduct	7	
- Service	2	
- Policy		
<b>TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION</b>	1	
<b>TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION</b>	1	
<b><u>Allegations</u></b>		
Incivility/Insubordination	0	
Neglect of Duty	0	
Discreditable Conduct	2	
Excessive/Unnecessary Use of Force	0	
Unlawful/Unnecessary Exercise of Authority	0	
Unsatisfactory Work Performance	0	
Other Service Complaints - Unknown		
<b><u>Resolutions</u></b>		
Not Dealt with- Section 59 (frivolous, vexatious, bad faith, outdated, not affected)	5	
Informal Resolution without a Hearing	0	
- Conduct	0	
- Service	0	
- Policy	0	
Withdrawn by Complainant	1	
Unsubstantiated through investigation	2	
Police Service Act Hearing	0	
Lost jurisdiction	0	

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
October 31, 2021

Name	January 1, 2021	2021 Contributions	Reserve Fund Interest Earned	Expenditures	Transferred to Operating	Balance October 31, 2021
0180-52031 Sick Leave Severance Reserve Fund	<b>213,724.17</b>		1,000.90	1,755.00		<b>212,970.07</b>
0170-51152-0000 Insurance Loss Reserve	<b>208,567.30</b>	5,000.00				<b>213,567.30</b>
0170-51153-0000 Reserve for Legal Fees	<b>199,313.34</b>	5,000.00				<b>204,313.34</b>
0170-51156-0000 Reserve Building & Operations	<b>130,343.35</b>					<b>130,343.35</b>
0180-52032 Voice Radio Replacement Reserve Fund	<b>284,123.36</b>		1,516.78			<b>285,640.14</b> <b>Note: \$275,000 committed for radio project</b>
0170-51157-0000 Honour Guard Reserve	<b>2,100.80</b>					<b>2,100.80</b>
0170-51158-0000 Labour Relations Reserve	<b>258,632.91</b>					<b>258,632.91</b>
0170-51159-0000 Reserve for Information Technology	<b>169,282.49</b>					<b>169,282.49</b>
0170-51161-0000 Canine Unit	<b>11,645.95</b>	2,000.00				<b>13,645.95</b>
0170-51166-0000 Capital Projects Reserve	<b>446,773.98</b>					<b>446,773.98</b>
0170-51171-0000 Reserve for Specialized Services & Wellness	<b>17,855.28</b>	1,000.00				<b>18,855.28</b>
0170-51172-0000 Reserve for Civilian Clothing	<b>2,273.33</b>					<b>2,273.33</b>
<b>Totals</b>	<b>1,944,636.26</b>	13,000.00	2,517.68	1,755.00	-	<b>1,958,398.94</b>

Sick Leave Severance Reserve Fund	
Original Dec 31, 2020 balance	171,266.69
Allocation of 2020 Surplus	42,457.48
<b>Revised Balance</b>	<b>213,724.17</b>

**Replace Portable & Mobile Radios 11083**

Expense to Date	38,915.57
Police Share - 50%	19,457.79

Time: 3:00:46 PM

## Woodstock Police Service Board

<u>Account</u>	<u>Description</u>	2021 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<b><u>Revenues</u></b>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$15,593.00	(\$593.00)	103.95%
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	438,457.00	395,683.02	42,773.98	90.24
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	4,806.04	2,193.96	68.66
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	266,250.00	266,250.00	0.00	100.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	100,000.00	175,000.00	(75,000.00)	175.00
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,573.46	176.54	98.62
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63040-0000	POLICE - PROFILE SCREENING	27,000.00	19,779.50	7,220.50	73.26
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	17,400.00	0.00	17,400.00	0.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	60,000.00	22,587.06	37,412.94	37.65
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	95,000.00	50,674.82	44,325.18	53.34
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	254,900.00	214,650.76	40,249.24	84.21
0500-69205-0000	COUNTY 911	46,169.00	46,169.00	0.00	100.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	95,088.00	95,088.00	0.00	100.00
0500-69215-0000	POLICE - ALARM BYLAW REVENUE	0.00	1,500.00	(1,500.00)	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	66,719.50	13,280.50	83.40
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	33,768.91	(13,768.91)	168.85
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	2,500.00	3,458.64	(958.64)	138.35
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	0.00	6,000.00	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	50,000.00	50,000.00	0.00	100.00
0500-69229-0000	DONATIONS - CANINE UNIT	8,500.00	10,500.00	(2,000.00)	123.53
0500-69244-0000	TRANS FROM RESERVE FOR CAPITAL PROJECTS	60,000.00	0.00	60,000.00	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	155,000.00	124,541.00	30,459.00	80.35
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	2,643.40	(2,643.40)	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	400,000.00	374,507.84	25,492.16	93.63
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	3,879.34	(3,879.34)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	3,000.00	19,911.30	(16,911.30)	663.71
<b>Total Revenues</b>		<b>\$2,238,014.00</b>	<b>\$2,010,284.59</b>	<b>\$227,729.41</b>	<b>89.82%</b>

**Expenditures**

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$743,460.00	\$504,879.96	\$238,580.04	67.91%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,518,591.00	\$1,188,156.32	\$330,434.68	78.24%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,798,256.00	\$1,352,437.17	\$445,818.83	75.21%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$11,611,082.00	\$9,192,540.45	\$2,418,541.55	79.17%



## Woodstock Police Service Board

<u>Account</u>	<u>Description</u>	2021 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$100,814.00	\$43,245.52	\$57,568.48	42.90%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,806,391.00	\$2,473,690.26	\$332,700.74	88.15%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$10,000.00	\$4,560.00	\$5,440.00	45.60%
0500-72250-0000	POLICE - BUIDING MAINTENANCE EXPENSES	\$309,350.00	\$232,430.98	\$76,919.02	75.14%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$321,696.00	\$180,508.92	\$141,187.08	56.11%
	<b>Total Expenditures</b>	<b>\$19,219,640.00</b>	<b>\$15,172,385.83</b>	<b>\$4,047,254.17</b>	<b>78.94%</b>
	<b>Total Revenues</b>	<b>(\$2,238,014.00)</b>	<b>(\$2,010,284.59)</b>	<b>(\$227,729.41)</b>	<b>89.82%</b>
	<b>Net Difference</b>	<b>\$16,981,626.00</b>	<b>\$13,162,101.24</b>	<b>\$3,819,524.76</b>	<b>77.51%</b>
		=====	=====	=====	=====



**WOODSTOCK POLICE SERVICES BOARD**  
**2022 SCHEDULE OF MEETINGS/CONFERENCES/EVENTS**

Date	Time	Meetings/Training & Conferences/Events	Location
<b>2022</b>			
Monday, January 10	3:00 pm	WPSB Monthly Meeting	Division 1
Wednesday, January 12	12:00 pm	Bi-Annual Meeting of Board/Commission Chairs	Via Zoom
Monday, February 14	3:00 pm	WPSB Monthly Meeting	Division 1
Wednesday, March 2	9:00 am	Zone 4 Meeting	Via Zoom
Monday, March 14	3:00 pm	WPSB Monthly Meeting	Division 1
Monday, April 11	3:00 pm	WPSB Monthly Meeting	Division 1
Monday, May 9	3:00 pm	WPSB Monthly Meeting	Division 1
Wednesday, May 11	9:00 am	Zone 4 Meeting	Via Zoom
Monday, June 13	3:00 pm	WPSB Monthly Meeting	Division 1
Monday, September 12	3:00 pm	WPSB Monthly Meeting	Division 1
Wednesday, September 28	9:00 am	Zone 4 Meeting	Via Zoom
Monday, October 17	3:00 pm	WPSB Monthly Meeting	Division 1
Monday, November 14	3:00 pm	WPSB Monthly Meeting	Division 1
Monday, December 12	3:00 pm	WPSB Monthly Meeting	Division 1

**Pending:**

OAPSB Spring Conference  
CAPG Conference  
City of Woodstock Budget Presentation