



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

DATE: May 10, 2021

Time: 3:00 p.m.

LOCATION: Via Zoom and Woodstock Police Service Headquarters

1. Call to Order
2. Welcome
3. Approval of Agenda  
**Recommendation: The Board approves the agenda as circulated (or with the following additions)**
4. Declaration of Pecuniary Interest
5. Approval of Minutes from April 12, 2021  
**Recommendation: That the Board approves the minutes of April 12, 2021 as circulated.**
6. Business arising from the minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Correspondence – Proposed Regulations under the Community Safety and Policing Act, 2019
10. Statistics/Reports – 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**
11. Financial Statements – Summary for period ending April 30, 2021  
**Recommendation: That the Financial Statements as presented be accepted for information**
12. Unfinished Business
13. Closed Session
14. **Recommendation: That the Board adjourns to Closed Session at \_\_\_\_\_ 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.**
15. Motions arising from Closed Session
16. New Business (if necessary)
17. Date of Next Board meeting Monday, June 14, 2021 @ 3p.m. at Woodstock Police Service, via Zoom
18. Adjournment



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on April 12, 2021 at Woodstock Police Service headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Mayor Trevor Birtch, Provincial Appointee; Balwant Rai, Community Member; Leslie Farrell, Provincial Appointee; and Amy Hartley, WPSB EA

Also in attendance were Chief Daryl Longworth; Deputy Chief Rod Wilkinson; Kristi Lampman, Human Resources Coordinator; Kevin Talsma, Acting Inspector; Marci Shelton, Inspector; Duane Sprague, Police Service Advisor, Zone 4; Kathleen Saylor, Woodstock Sentinel Review

Regrets: Deb Tait

1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:00 p.m.

2. WELCOME

Ken WHITEFORD welcomed everyone

3. APPROVAL OF AGENDA

Moved by Trevor BIRTCH

Seconded by Balwant RAI

Resolved that the Board approve the agenda as circulated.

CARRIED

4. There were no declarations of pecuniary interest.

5. MINUTES –March 8, 2021

Moved by Trevor BIRTCH

Seconded by Balwant RAI

Resolved that the Board approve the minutes of March 8, 2021 as circulated

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

None

## 7. VERBAL REPORT FROM CHAIR

- Chair Whiteford acknowledged the passing of Ron Fraser, previous WPS Chief, and extended condolences on behalf of the Board. Chief Longworth advised that a small honour guard was allowed and present at the gathering for the ceremony for former Chief Fraser

## 8. VERBAL REPORT FROM CHIEF

- The 2021 Budget was approved by City Council on March 18
- Advised that WPS headquarters have had to be closed again to the public due to the recent provincial shutdown order. WPS is still answering calls for service and are addressing these both in person and via other means if possible. Stated that WPS officers remain on the streets enforcing laws
- Involvement with City by-law enforcement continues to enforce rules and regulations as necessary, however, the community as a whole has been respectful and responsive to the changing restrictions
- WPS have responded to 152 COVID related complaints since January 1, 2021 and have laid 7 charges in 2021. There have been 634 COVID related complaints since the pandemic began
- Chief Longworth advised the Board that April 11<sup>th</sup>- 17<sup>th</sup> is National Communicators Week and extended recognition and appreciation for WPS communicators who handle 911 and dispatch calls for both the police and fire services
- Chief Longworth advised that a Peer Support Team is in the process of being formed. Twelve members have been selected for the team and training has been arranged at the end of May

## 9. STATISTICS/REPORTS – Deputy WILKINSON

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report
- D) Report on Complaint Investigations

Moved by Balwant RAI

Seconded by Leslie FARRELL

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

CARRIED

10. FINANCIAL STATEMENTS

Moved by Trevor BIRTCH

Seconded by Balwant RAI

resolved that the Board receive the financial statements ending April 9, 2021.

CARRIED

11. NOMINATION FOR PINCOMBE MEMORIAL BURSARY

Moved by Leslie FARRELL

Seconded by Trevor BIRTCH

Resolved that the Board support the Nomination of WPS Cst. Johnston for the Pincombe Memorial Bursary.

CARRIED

12. UNFINISHED BUSINESS

None

CLOSED SESSION

Moved by Balwant RAI

Seconded by Leslie FARRELL

resolved that the Board adjourns to Closed Session at 3:30 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

13. CLOSED SESSION RISES

Moved by Trevor BIRTCH

Seconded by Leslie FARRELL

resolved that the Board does now rise from Closed Session and reconvenes at 4:11 pm.

CARRIED

14. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 10

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Balwant RAI

Seconded by Leslie FARRELL

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

CARRIED

CLOSED SESSION # 2 - PERSONNEL REPORTS

a) STAFFING REPORT and b) STAFFING ACTIVITY

Moved by Trevor BIRTCH

Seconded by Leslie FARRELL

resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of April 12, 2021.

CARRIED

CLOSED SESSION # 3 - COVID-19 - CHIEF

The Board resolved that Closed Session #3 – COVID 19 Report be removed from the closed agenda as it is dealt with in the open session.

CLOSED SESSION # 4 - OVERTIME - CHIEF

Moved by Balwant RAI

Seconded by Leslie FARRELL

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

CARRIED

CLOSED SESSION # 5 – Status of Legal Cases

Moved by Leslie FARRELL

Seconded by Balwant RAI

resolved that the Board receive for information the Status of Legal Cases as presented by Deputy WILKINSON.

CARRIED

CLOSED SESSION # 6 – Approval of Hicks Morley Invoice

Moved by Leslie FARRELL

Seconded by Trevor BIRTCH

Resolved that the board receives the report on the 2020 Public Sector Salary Disclosure dated March 1, 2021.

CARRIED

CLOSED SESSION # 7 – RIDE Grant

Moved by Balwant RAI

Seconded by Trevor BIRTCH

resolved that the Board receive Report Number 05-2021 as information.

CARRIED

CLOSED SESSION #8– Leave of Absence

Moved by Leslie FARRELL

Seconded by Balwant RAI

Resolved that the Board authorize the recommendation provided for in Report Number 06-2021 dated April 7, 2021.

CARRIED

CLOSED SESSION #9 – 2021 Court Security Funding

Moved by Trevor BIRTCH

Seconded by Balwant RAI

Resolved that the board receive Report Number 07-2021 dated April 6, 2021 as information.

CARRIED

CLOSED SESSION #10 – Extension of Seconded Officer Agreement with OPC- PC Paul Hill

Moved by Leslie FARRELL

Seconded by Balwant RAI

Resolved that the board approve the request in Report Number 08-2021 dated April 6, 2021.

CARRIED

CLOSED SESSION #11 – Secondment Agreement with the Ontario Police College

Moved by Trevor BIRTCH

Seconded by Leslie FARRELL

Resolved that the board authorize the recommendation in Report Number 09-2021 dated April 9, 2021.

CARRIED

CLOSED SESSION #12- Other Items

None

15. NEW BUSINESS

None

16. Date of Next Board Meeting MONDAY, May 10, 2021 at 3pm at the Woodstock Police Service Headquarters.

17. ADJOURNMENT

Moved by Trevor BIRTCH

Seconded by Balwant RAI

resolved that the Board does now adjourn at 4:15 pm

CARRIED

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Ken Whiteford, Chair  
Woodstock Police Service Board

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Trevor Birtch, Vice-Chair  
Woodstock Police Service Board

# Important opportunity for New Regulations - Proposed Regulations under the Community Safety and Policing Act, 2019

Holly Doty <oapsb@oapsb.ca>

Mon 2021-05-03 8:00 AM

To: Holly Doty <oapsb@oapsb.ca>

 1 attachments (31 KB)

21-0047 - All Chiefs Memo - Proposed Regulations under the Community Safety and Policing Act.pdf;

Greetings Members,

I hope you had a good weekend.

Please be advised that SOLGEN is requesting comments on the following draft regulations **(attachment refer and link):**

1. Oaths and affirmations for police officers, First Nation Officers, special constables, auxiliaries and police service board members,
2. Composition of the Ontario Provincial Police (OPP) Governance Advisory,
3. A review and revision period for community safety and well-being (CSWB) plans,
4. Suspension without pay, and
5. Chief's referral to the Law Enforcement Complaints Agency

**To submit your comments please open the attached file and click on the questionnaire and submit your comments per question.**

Comments can be submitted from April 23 to June 7, 2021.

Thank you

*Please do not submit your answers to me directly,*

Holly Doty, CMP

**Ontario Association of Police Services Boards**

180 Simcoe St, London, ON N6B 1H9

T: 1-800-831-7727 | C: 519.636.7707

[oapsb@oapsb.ca](mailto:oapsb@oapsb.ca)



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Proposed Regulations under the *Community Safety  
and Policing Act, 2019***

<b>DATE OF ISSUE:</b>	<b>April 26, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>June 7, 2021</b>
<b>INDEX NO.:</b>	<b>21-0047</b>
<b>PRIORITY:</b>	<b>High</b>

As you know, to bring the *Community Safety and Policing Act, 2019* (CSPA) into force, the Ministry of the Solicitor General (ministry) has been working on developing regulations, and engaging with policing, community and Indigenous partners, on a number of matters under the CSPA.

At this time, the ministry is requesting public and stakeholder input on proposed regulations related to:

1. [Oaths and affirmations for police officers, First Nation Officers, special constables, auxiliaries and police service board members,](#)
2. [Composition of the Ontario Provincial Police \(OPP\) Governance Advisory,](#)
3. [A review and revision period for community safety and well-being \(CSWB\) plans,](#)
4. [Suspension without pay,](#) and
5. [Chief's referral to the Law Enforcement Complaints Agency.](#)

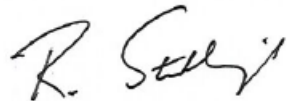
The ministry welcomes your comments and feedback, which can be provided by visiting Ontario's Regulatory Registry at the above hyperlinks. Comments can be submitted from April 23 to June 7, 2021. If it is preferred, the ministry is happy to meet with any member separately to discuss their feedback on the above.

Additional regulations will be posted in the future. As they become available for comment, we will continue to notify you.

We appreciate your continued support, advice and guidance to help us modernize policing in Ontario.

Thank you, as always, for your continued efforts to help keep our communities safe and healthy.

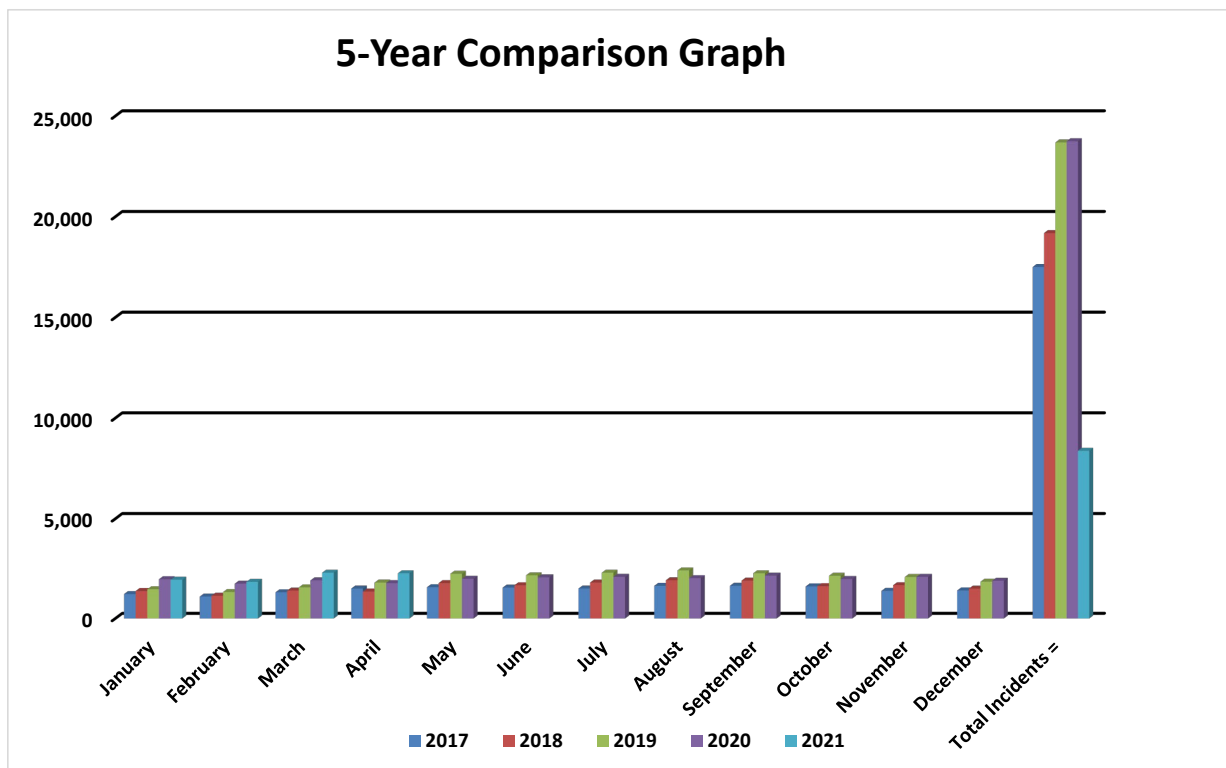
Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings". The signature is written in a cursive, slightly slanted style.

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

## 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		1,901
June	1,556	1,672	2,171	2,069		1,867
July	1,508	1,809	2,304	2,095		1,929
August	1,643	1,923	2,419	2,029		2,004
September	1,647	1,907	2,275	2,155		1,996
October	1,615	1,625	2,150	1,986		1,844
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>8,376</b>	<b>18,347</b>
<b>Overall Difference</b>		<b>1,684</b>	<b>4,501</b>	<b>60</b>	<b>-15,374</b>	
<b>% (+/-)</b>		<b>9.62%</b>	<b>23.46%</b>	<b>0.25%</b>	<b>-64.73%</b>	



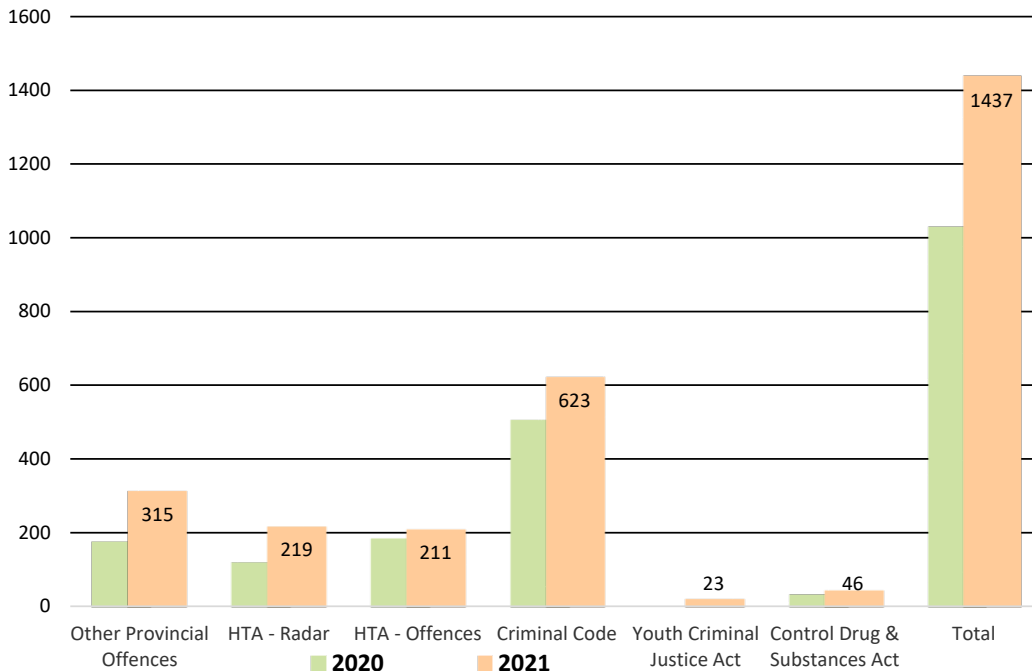




**2020/2021 Charge  
Comparison - January - April**

Total	Other Provincial Offences	HTA - Radar	HTA - Offences	Criminal Code	Youth Criminal Justice Act	Control Drug & Substances Ac	Total	
2020 (Jan-April)	178	122	187	507	0	35	1029	
2021 (Jan-April)	315	219	211	623	23	46	1437	
2021 % Totals	21.92%	15.24%	14.68%	43.35%	1.60%	3.20%	39.65%	2 Year % Difference

**2020/2021 Charge Comparison - January - April**



## 2021 Officer Stats

April

	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	Observations	Compliance Checks	Total
Total	37	20	7	38	121	2	11	2	9	13	260



## 2021 Report Complaint Investigations

<b>Total Officers (actual authorized strength)</b>	79	
<b>Total Chief's Complaints</b>	0	
<b>Total Public Complaints</b>	3	
- Conduct	2	
- Service	1	
- Policy		
<b>TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION</b>	0	
<b>TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION</b>	2	
<b><u>Allegations</u></b>		
Incivility/Insubordination	0	
Neglect of Duty	1	
Discreditable Conduct	0	
Excessive/Unnecessary Use of Force	0	
Unlawful/Unnecessary Exercise of Authority	1	
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)	0	
Informal Resolution without a Hearing	0	
- Conduct	0	
- Service	0	
- Policy	0	
Withdrawn by Complainant	1	
Unsubstantiated through investigation	0	
Police Service Act Hearing	0	
Lost jurisdiction	0	

Time: 11:10:57 AM

## 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	\$0.00	15000.00	0.00%
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	438,457.00	0.00	438457.00	0.00
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	3,752.26	3247.74	53.60
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	266,250.00	66,562.50	199687.50	25.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	100,000.00	100,000.00	0.00	100.00
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	13,953.46	(1203.46)	109.44
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10000.00	0.00
0500-63040-0000	POLICE - PROFILE SCREENING	27,000.00	5,577.00	21423.00	20.66
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	17,400.00	0.00	17400.00	0.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	60,000.00	8,012.25	51987.75	13.35
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	95,000.00	18,317.14	76682.86	19.28
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	254,900.00	86,083.68	168816.32	33.77
0500-69205-0000	COUNTY 911	46,169.00	0.00	46169.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	95,088.00	0.00	95088.00	0.00
0500-69215-0000	POLICE - ALARM BYLAW REVENUE	0.00	300.00	(300.00)	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	55,669.50	24330.50	69.59
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	11,245.84	8754.16	56.23
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	2,500.00	1,245.02	1254.98	49.80
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	0.00	6000.00	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	0.00	4,500.00	(4500.00)	0.00
0500-69244-0000	TRANS FROM RESERVE FOR CAPITAL PROJECTS	60,000.00	0.00	60000.00	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	155,000.00	41,175.21	113824.79	26.57
0500-69261-0000	DONATIONS - DIRECTIVE 130WPS	8,500.00	0.00	8500.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	400,000.00	110,111.81	289888.19	27.53
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	3,000.00	0.00	3000.00	0.00
	<b>Total Revenues</b>	<b>\$2,238,014.00</b>	<b>\$576,505.67</b>	<b>1661508.33</b>	<b>25.76%</b>

**Expenditures**

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$743,460.00	\$215,108.59	528351.41	28.93%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,518,591.00	\$420,097.42	1098493.58	27.66%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,798,256.00	\$505,984.07	1292271.93	28.14%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$11,611,082.00	\$3,568,193.79	8042888.21	30.73%



Time: 11:11:00 AM

## Woodstock Police Service Board

<u>Account</u>	<u>Description</u>	2021 BUDGET	<u>ACTUAL</u> Y.T.D.	DIFFERENCE	Percentage Spent
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$100,814.00	\$22,296.53	78517.47	22.12%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,806,391.00	\$1,215,262.82	1591128.18	43.30%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$10,000.00	\$0.00	10000.00	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$309,350.00	\$88,424.52	220925.48	28.58%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$321,696.00	\$72,552.45	249143.55	22.55%
	<b>Total Expenditures</b>	<b>\$19,219,640.00</b>	<b>\$6,107,920.19</b>	<b>13111719.81</b>	<b>31.78%</b>
	<b>Total Revenues</b>	<b>(\$2,238,014.00)</b>	<b>(\$576,505.67)</b>	<b>(1661508.33)</b>	<b>25.76%</b>
	<b>Net Difference</b>	<b>\$16,981,626.00</b>	<b>\$5,531,414.52</b>	<b>11450211.48</b>	<b>32.57%</b>
		=====	=====	=====	=====

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
April 30, 2021

Name	January 1, 2021	2021 Contributions	Reserve Fund Interest Earned	Expenditures	Transferred to Operating	Balance April 30, 2021
Sick Leave Severance Reserve Fund	<b>213,723.77</b>		338.06			<b>214,061.83</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>
Voice Radio Replacement Reserve Fund	<b>284,123.36</b>		560.83			<b>284,684.19</b>
0170-51157-0000 Honour Guard Reserve	<b>2,100.80</b>					<b>2,100.80</b>
0170-51161-0000 Canine Unit	<b>11,645.95</b>	2,000.00				<b>13,645.95</b>
0170-51171-0000 Reserve for Specialized Services & Wellness	<b>17,855.28</b>	1,000.00				<b>18,855.28</b>
0170-51159-0000 Reserve for Information Technology	<b>169,282.49</b>					<b>169,282.49</b>
0170-51158-0000 Labour Relations Reserve	<b>258,632.91</b>					<b>258,632.91</b>
0170-51166-0000 Capital Projects Reserve	<b>446,773.98</b>					<b>446,773.98</b>
0170-51172-0000 Reserve for Civilian Clothing	<b>2,273.33</b>					<b>2,273.33</b>
Totals	<b>1,944,635.86</b>	13,000.00	898.89	-	-	<b>1,958,534.75</b>
Sick Leave Severance Reserve Fund						
Original Dec 31, 2020 balance	171,266.29					
Allocation of 2020 Surplus	42,457.48					
Revised Balance	<b>213,723.77</b>					

Note: \$275,000 committed for radio project