



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

**DATE:** February 14, 2022

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

**LOCATION:** Virtually via Zoom

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 January 10, 2022  
**Recommendation: That the Board approves the minutes of January 10, 2022 as circulated.**
6. Business arising from the minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. 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**
10. Financial Statements – Summary for period ending January 31, 2022  
**Recommendation: That the Financial Statements as presented be accepted for information**
11. 2022 Community Survey
12. 2022 Internal Needs Survey

13. Strategic Planning Process
14. Missing Persons Act Annual Report
15. Unfinished Business
16. Closed Session
17. **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*.**
18. Motions arising from Closed Session
19. New Business (if necessary)
20. Date of Next Board meeting Monday, March 14, 2022 @ 3p.m. at Woodstock Police Service, via Zoom
21. Adjournment



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on January 10, 2021 at Woodstock Police Service headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Mayor Trevor Birtch; Balwant Rai, Community Member; Deb Tait, City Councilor (absent at 3:10 pm); 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, Marcia Shelton, Acting Inspector, Ron LeClair, Zone 4 Police Advisor.

### 1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:02 p.m.

### 2. NOMINATION AND ELECTION OF BOARD CHAIR

Moved by Trevor BIRTCH

Seconded by Leslie FARRELL

That Ken WHITEFORD be nominated as Board Chair for 2022.

CARRIED

Ken WHITEFORD agreed to let his name stand.

### 3. NOMINATIONS CLOSE

Moved by Deb TAIT

Seconded by Trevor BIRTCH

That nominations do now close.

CARRIED

### 4. ELECTION OF BOARD CHAIR

Moved by Deb TAIT

Seconded by Balwant RAI

Resolved that Ken WHITEFORD be elected Board Chair for 2022.

CARRIED

5. The meeting was then turned over to 2022 Board Chair Ken WHITEFORD.

6. 2021 NOMINATIONS FOR BOARD VICE CHAIR

Moved by Deb TAIT

Seconded by Leslie FARRELL

That Trevor BIRTCH be nominated as Board Vice Chair for 2022

CARRIED

Trevor BIRTCH agreed to let his name stand.

7. NOMINATIONS CLOSE

Moved by Deb TAIT

Seconded by Balwant RAI

That nominations do now close.

CARRIED

8. ELECTION OF BOARD VICE CHAIR

Moved by Deb TAIT

Seconded by Balwant RAI

Resolved that Trevor BIRTCH be elected Board Vice Chair for 2022.

CARRIED

9. APPROVAL OF AGENDA

Moved by: Leslie FARRELL

Seconded by: Trevor BIRTCH

Resolved that the Board approve the agenda as circulated and as amended.

*Amendments:*

*i. Amended to include a "Board Only" session after the closed session.*

*ii. Amended to include "Meeting Schedule 2022 Change" as New Business*

CARRIED.

10. There were no declarations of pecuniary interest.

11. MINUTES

Moved by Deb TAIT

Seconded by Leslie FARRELL

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

CARRIED.

12. BUSINESS ARISING FROM THE MINUTES

None.

13. VERBAL REPORT FROM CHAIR

- K. Whiteford wished the Board and WPS Staff a Happy New Year!

14. VERBAL REPORT FROM CHIEF

- Chief Longworth advised that any response in regards to COVID has been through complaint driven calls for service. WPS continues to focus on Engagement and Enforcement with Enforcement.
- Members of the WPS who have been exposed since mid-December have been off due to exposure or illness. Senior Management is encouraging the use of PPS/safety equipment, and to handle as many calls over the phone as possible to decrease exposure and transmission. The Chief noted that K. Lampman has been navigating the Public Health directives and notifying staff of any changes in the policies.
- The Ontario Police College has delayed their January intake. WPS Seconded officers that were at the College have been sent home and back to work with the WPS until February 22 and will be required to return after this date.
- Chief Longworth advised that there has been a change of foot patrol officers downtown. The officers hold a 2-year tenure. A lot of interest was received when the new positions were posted.

15. STATISTICS/REPORTS – Deputy WILKINSON

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report
- D) Report on Complaint Investigations
- E) Other Reports as necessary – 911 Statistics Report

Moved by: Trevor BIRTCH

Seconded by: Leslie FARRELL

Resolved that the Board receive all statistics and reports presented in Item 15.

CARRIED.

16. FINANCIAL STATEMENTS

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board receive the financial statements ending December 31, 2021 in Item 16.

CARRIED.

17. BY-LAW 01-2019 – AMENDMENT OF SECTION 4

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board approve the By-law 01-2019 as amended.

18. UNFINISHED BUSINESS

None.

19. CLOSED SESSION

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

Resolved that the Board adjourns to Closed Session at 3:36 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: Leslie Farrell

Seconded by: Balwant RAI

Resolved that the Board does now rise from Closed Session and reconvenes at 4:22 pm.

CARRIED.

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Deb

Seconded by: Balwant

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

CARRIED.

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

Moved by: Trevor BIRTCH

Seconded by: Deb TAIT

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of December 31, 2021.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

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

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES - CHIEF

Moved by: Leslie FARRELL

Seconded by: Trevor BIRTCH

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

CARRIED.

CLOSED SESSION # 5 - UPDATE ON 2020-2022 STRATEGIC PLAN

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

Resolved that the Board receive the update on the 2020-2022 Strategic Plan.

CARRIED

CLOSED SESSION # 6 – RESIGNATIONS

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the resignation letters considered be received by the Board.

CARRIED

22. BOARD ONLY SESSION

23. NEW BUSINESS

a. 2022 MEETING SCHEDULE

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the June meeting date be changed to June 6, 2022

24. Date of Next Board Meeting MONDAY, February 14, 2022 at 3pm  
via Zoom.

25. ADJOURNMENT

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

resolved that the Board does now adjourn at 5:00 pm

CARRIED.

*"Original Signed By"*

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Ken Whiteford, Chair  
Woodstock Police Service Board

*"Original Signed By"*

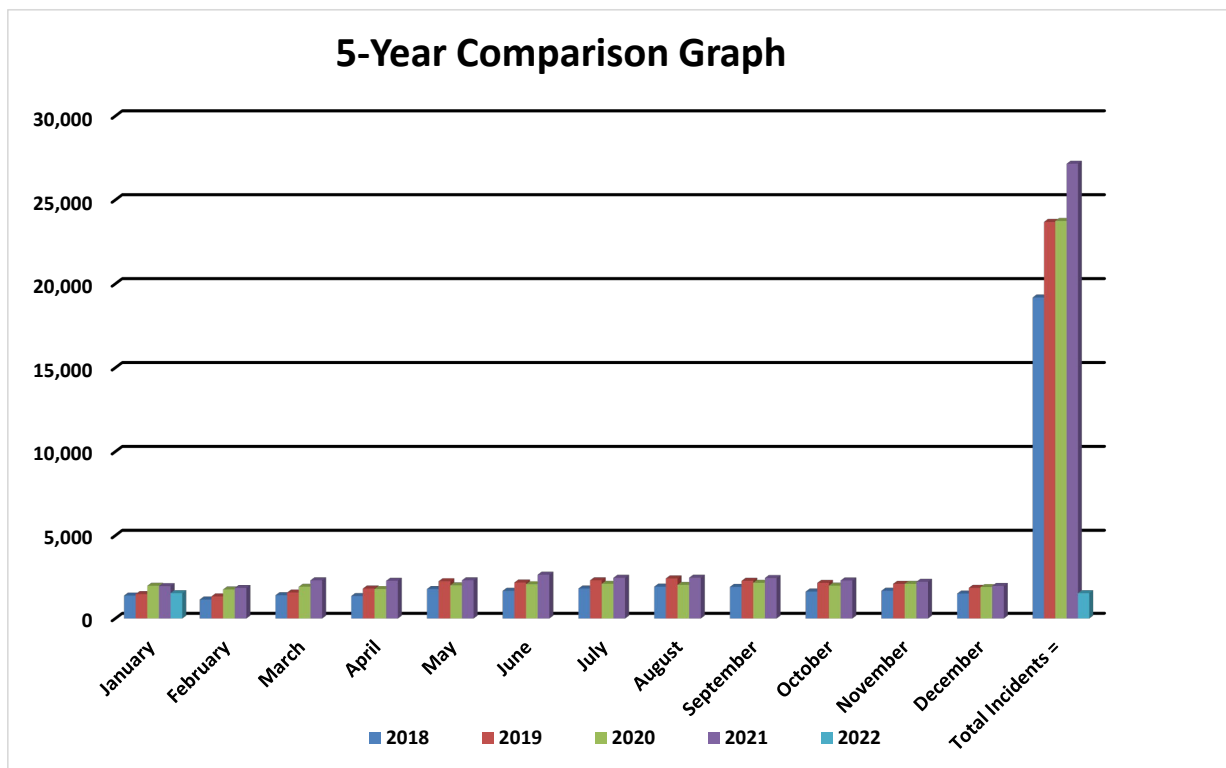
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Trevor Birtch, Vice-Chair  
Woodstock Police Service Board



## Calls For Service Report - 5 Year Comparison

	2018	2019	2020	2021	2022	5-Year Monthly Average	911 calls included
January	1,384	1,473	1,977	1,954	1,529	1,663	<b>1,780</b>
February	1,147	1,332	1,752	1,844		1,519	
March	1,405	1,567	1,918	2,303		1,798	
April	1,357	1,808	1,779	2,275		1,805	
May	1,782	2,250	1,998	2,302		2,083	
June	1,672	2,171	2,069	2,643		2,139	
July	1,809	2,304	2,095	2,456		2,166	
August	1,923	2,419	2,029	2,462		2,208	
September	1,907	2,275	2,155	2,443		2,195	
October	1,625	2,150	1,986	2,295		2,014	
November	1,675	2,089	2,094	2,215		2,018	
December	1,503	1,852	1,898	1,966		1,805	
<b>Total Incidents =</b>	<b>19,189</b>	<b>23,690</b>	<b>23,750</b>	<b>27,158</b>	<b>1,529</b>	<b>21,440</b>	
<b>Overall Difference</b>		<b>4,501</b>	<b>60</b>	<b>3,408</b>	<b>-25,629</b>		
<b>% (+/-)</b>		<b>23.46%</b>	<b>0.25%</b>	<b>14.35%</b>	<b>-94.37%</b>		



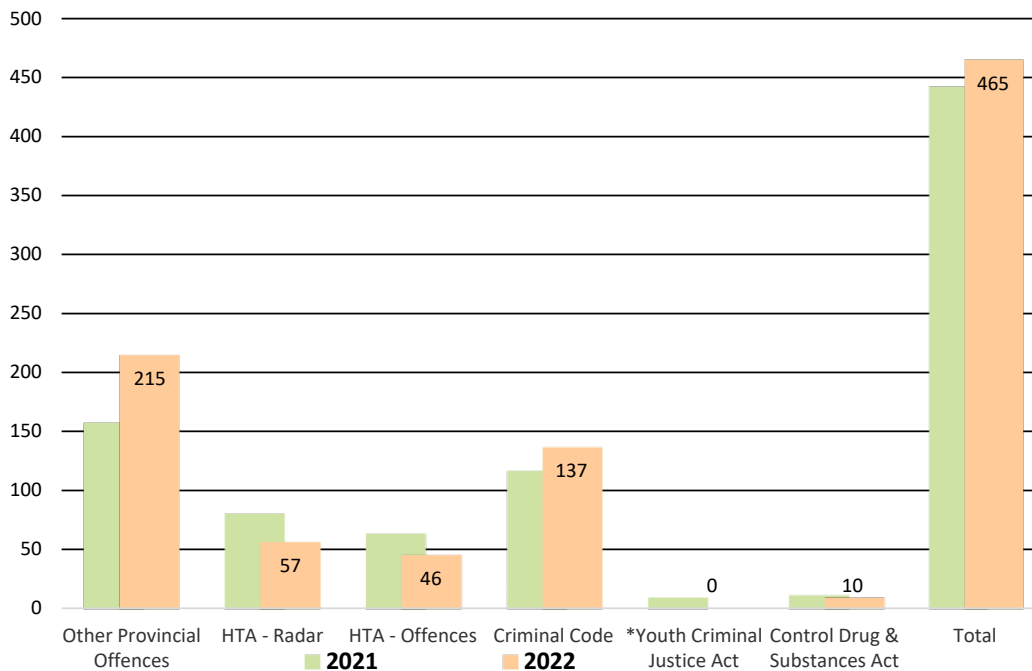




## 2021/2022 Charge Comparison -

Total	Other Provincial Offences	HTA - Radar	HTA - Offences	Criminal Code	*Youth Criminal Justice Act	Control Drug & Substances Ac	Total	
2021 (January)	158	81	64	117	10	12	442	
2022 (January)	215	57	46	137	0	10	465	
2022 % Totals	46.24%	12.26%	9.89%	29.46%	0.00%	2.15%	5.20%	2 Year % Difference

### 2021/2022 Charge Comparison - January



## 2022 Officer Stats

January											
	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 <i>Total</i>	Total
<b>Total</b>	46	18	197	57	131	6	0	10	11	43	519
										<b>OSOR</b>	27

2022-02-08



## 2022 Report Complaint Investigations

<b>Total Officers (actual authorized strength)</b>	79	
<b>Total Chief's Complaints</b>	0	
<b>Total Public Complaints</b>	2	
- Conduct	2	
- Service		
- 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	0	
Discreditable Conduct	2	
Excessive/Unnecessary Use of Force	1	
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)	0	
Informal Resolution without a Hearing	0	
- Conduct	0	
- Service	0	
- Policy	0	
Withdrawn by Complainant	0	
Unsubstantiated through investigation	0	
Police Service Act Hearing	0	
Lost jurisdiction	0	



## MEMO

TO: DEPUTY CHIEF R. WILKINSON  
FROM: SPC J. GREEN, CIVILIAN MANAGER  
DATE: 07DEC21  
**RE: 9-1-1 STATS REPORT – JANUARY 2022**

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Deputy Chief Wilkinson,

Please accept my 9-1-1 Stats Report for January 2022.

<b>TOTAL 9-1-1 CALLS RECEIVED</b>	<b>2499</b>
CALL TRANSFERRED TO O.P.P.	682
CALLS TRANSFERRED TO AMBULANCE	982
CALLS TRANSFERRED TO TILLSONBURG FIRE	15
CALLS TRANSFERRED TO OTHER AGENCIES	24
CALLS REQUIRING WOODSTOCK POLICE and/or WOODSTOCK FIRE	796
9-1-1 HANGUP INCIDENTS CREATED*	91

\* NOTE – COMMUNICATOR CREATED INCIDENT BASED ON 9-1-1 HANGUP REQUIRING FOLLOWUP BY UNIFORM PATROL or CALLBACK FOR FURTHER INFORMATION BY COMMUNICATOR

*Due to updated statistical gathering methods (BELL SMC, KOMUTEL SIT2), Communicators were not required to enter an additional 251 calls for service for dropped and/or unregistered 9-1-1 calls which led to a decrease of 70% of 911 events type occurrences.*

Respectfully submitted,

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
December 31, 2021

Name	January 1, 2021	2021 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating	Balance December 31, 2021
0180-52031 Sick Leave Severance Reserve Fund	213,724.17		1,000.90	33,000.00	97,083.00		150,642.07
0170-51152-0000 Insurance Loss Reserve	208,567.30	5,000.00					213,567.30
0170-51153-0000 Reserve for Legal Fees	199,313.34	5,000.00					204,313.34
0170-51156-0000 Reserve Building & Operations	130,343.35						130,343.35
0180-52032 Voice Radio Replacement Reserve Fund	284,123.36		1,516.78				285,640.14
0170-51157-0000 Honour Guard Reserve	2,100.80						2,100.80
0170-51158-0000 Labour Relations Reserve	258,632.91			(183,000.00)			75,632.91
0170-51159-0000 Reserve for Information Technology	169,282.49			150,000.00		16,805.64	302,476.85
0170-51161-0000 Canine Unit	11,645.95	2,000.00					13,645.95
0170-51166-0000 Capital Projects Reserve	446,773.98					60,839.73	385,934.25
0170-51171-0000 Reserve for Specialized Services & Wellness	17,855.28	1,000.00					18,855.28
0170-51172-0000 Reserve for Civilian Clothing	2,273.33						2,273.33
<b>Totals</b>	<b>1,944,636.26</b>	<b>13,000.00</b>	<b>2,517.68</b>	<b>-</b>	<b>97,083.00</b>	<b>77,645.37</b>	<b>1,785,425.57</b>
Sick Leave Severance Reserve Fund							
Original Dec 31, 2020 balance	171,266.69						
Allocation of 2020 Surplus	42,457.48						
Revised Balance	<b>213,724.17</b>						
<b>Replace Portable &amp; Mobile Radios 11083</b>							
Expense to Date	38,915.57						
Police Share - 50%	19,457.79						

Note: \$275,000 committed for radio project

Time: 1:36:21 PM

## Woodstock Police Service Board-Draft 2

<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	527,577.34	(89,120.34)	120.33
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	9,114.13	(2,114.13)	130.20
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	21,001.50	5,998.50	77.78
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	17,400.00	17,400.00	0.00	100.00
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	74,959.45	20,040.55	78.91
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	254,900.00	259,838.12	(4,938.12)	101.94
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	75,319.50	4,680.50	94.15
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	37,935.51	(17,935.51)	189.68
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	2,500.00	3,805.43	(1,305.43)	152.22
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	100,044.18	(50,044.18)	200.09
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	60,839.73	(839.73)	101.40
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	155,000.00	162,889.63	(7,889.63)	105.09
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	4,609.49	(4,609.49)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	0.00	16,805.64	(16,805.64)	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	400,000.00	507,952.52	(107,952.52)	126.99
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	20,641.10	(17,641.10)	688.04
<b>Total Revenues</b>		<b>\$2,238,014.00</b>	<b>\$2,549,873.13</b>	<b>(\$311,859.13)</b>	<b>113.94%</b>
<b><u>Expenditures</u></b>					
0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$743,460.00	\$640,094.68	\$103,365.32	86.10%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,518,591.00	\$1,543,187.70	(\$24,596.70)	101.62%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,798,256.00	\$1,678,555.91	\$119,700.09	93.34%



### Woodstock Police Service Board

<u>Account</u>	<u>Description</u>	2021 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$11,611,082.00	\$11,464,943.91	\$146,138.09	98.74%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$100,814.00	\$52,644.08	\$48,169.92	52.22%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,806,391.00	\$2,879,237.77	(\$72,846.77)	102.60%
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	\$317,049.01	(\$7,699.01)	102.49%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$321,696.00	\$245,083.09	\$76,612.91	76.19%
	<b>Total Expenditures</b>	<b>\$19,219,640.00</b>	<b>\$18,825,292.40</b>	<b>\$394,347.60</b>	<b>97.95%</b>
	<b>Total Revenues</b>	<b>(\$2,238,014.00)</b>	<b>(\$2,549,873.13)</b>	<b>\$311,859.13</b>	<b>113.94%</b>
	<b>Net Difference</b>	<b>\$16,981,626.00</b>	<b>\$16,275,419.27</b>	<b>\$706,206.73</b>	<b>95.84%</b>

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January 17, 2022

Board Report – February 2022 - OPEN SESSION

RE: 2022 Community Survey

The attached Community survey has been developed to seek input from the community as part of the development of the 2023-2025 Strategic Plan. The survey questions are consistent with the survey questions contained in the previous Community Surveys to allow for comparison of responses to previous years. The survey will be delivered by Oracle Poll, an independent third-party company that has been used in the past to conduct both internal surveys within WPS and external surveys with the community.

**Recommendation:**

**That the board approves the use of the attached Community Survey questions part of the development of 2023-2025 Strategic Plan.**

Daryl Longworth  
Chief of Police

- 1) What sources do you use to obtain information about police activities in the City of Woodstock?
  - Twitter/Instagram
  - WPS internet web site
  - Facebook
  - Radio
  - Newspaper (print & on-line)
  - television
  - Community social media forums
  
- 2) Have you ever visited the Woodstock Police Service Website
  - Yes ASKQ3
  - No SKIP TO Q5
  
- 3) Why did you visit the Woodstock Police Website?
  - To view information about the service itself
  - To view the chief's message
  - To view the Business Plan
  - To use On-line reporting of crimes feature
  - To view employment opportunities
  - To view media releases
  - To view the Woodstock Police Service Board meetings
  - To view criminal record check and Freedom of Information requests
  - Other (please specify)
  
- 4) Using a scale from one being very poor to five being very good how would you rate the content or information available on the website as being interesting, useful or helpful
  
- 5) For each type of patrol, please advise what best expresses how you feel about the number of patrols.

Should be fewer / Should remain the same / Should be more

  - Marked Cruisers
  - Bicycle
  - Foot
  
- 6) How satisfied are you with the Woodstock Police Service's level of engagement with the community through each of the following?
  - WPS web site media releases
  - Twitter/Instagram
  - Facebook
  - Newspaper
  - Radio
  - television(very unsatisfied to very satisfied)

- 7) The Woodstock Police Service provides the ability for members of the community to use an on-line reporting option for some non-emergency crimes. Have you utilized this service? Would you be willing to try this service?
- 8) What do you feel should be the policing priorities that the Woodstock Police Service should focus on?
- 9) Within the past year, have you attended the Woodstock Police Service Station reception desk?  
YES ASK Q10  
NO SKIP TO Q11
- 10) Please rate your level of satisfaction with the service you received at the front desk using the scale from one very dissatisfied to five very satisfied
- 11) Within the past year, have you telephoned the Woodstock Police Service communications centre?  
YES ASK Q12  
NO SKIP TO Q13
- 12) Please rate your level of satisfaction with the communications centre with one being very dissatisfied and five being very satisfied
- 13) Please rate your level of satisfaction with the Collision Reporting Centre?
- 14) In the past two years, have you personally had the opportunity to deal directly with or interact with a Woodstock Police Officer? Yes or No.
- 15) When you last had contact with a member of the Woodstock Police Service how would you rate that experience?
- 16) Using a scale of very unsatisfied to very satisfied, please rate the Woodstock Police Service in the following areas:
  - Being respectful
  - Their competency
  - Level of Service provided
  - Professional Appearance
  - Trustworthiness
  - Response times
  - Visible Presence
  - Showing concerns for your problems
  - Being approachable

17) Overall, do you feel the Woodstock Police Service does a good job keeping the public informed about on-going issues in Woodstock? Yes or No.

18) Do you think the Woodstock Police Service should spend more time, less time or are they currently spending the correct amount of time on the following issues?

- Drug enforcement
- Youth Crime
- Hate Crimes
- Human Trafficking
- General Traffic Enforcement
- Distracted Driving
- Speed Enforcement
- Property Crimes
- Impaired Driving
- School resources/education
- Downtown foot patrol

19) Please rate your level of agreement with the following statement using a scale from one strongly disagree to five strongly agree. "The Woodstock Police Service officers are a visible presence in my community - I see them in my neighbourhood or daily travels"

- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree

20) For each of the following locations in Woodstock, how safe you feel during daylight hours. Please use a scale from one being very unsafe to five very safe

- Your residence
- Your neighbourhood
- Parks
- While driving
- Downtown

21) For each of the following locations in Woodstock, how safe you feel at night. Please use a scale from one being very unsafe to five very safe

- Your residence
- Your neighbourhood
- Parks
- While driving
- Downtown

22) Overall, how would you rate your sense of safety in the City of Woodstock? Please use a scale from one being very unsafe to five very safe

23) Overall, how satisfied are you with the quality of policing provided by the Woodstock Police Service? Please respond using a scale from one very dissatisfied to five very satisfied.

24) Do you feel you are getting good policing value for your tax dollars?

1-yes

2-no



January 17, 2022

Board Report – February 2022 - OPEN SESSION

RE: 2022 Internal Needs Survey

The attached Internal Needs survey has been developed to seek input from WPS members as part of the development of the 2023-2025 Strategic Plan. In an effort to ensure anonymity, the survey will be delivered by Oracle Poll, an independent third-party company that has been used in the past to conduct both internal surveys within WPS and external surveys with the community. The survey will be made available to WPS members for completion over a six-week period and can be completed on line or in hard copy. In addition to informing the Strategic Plan, the survey will assist the management team in assessing the needs of the service and the members and will be used as a measurement against the similar survey conducted in the 2020 along with those conducted in the future.

**Recommendation:**

**That the board approves the use of the attached Internal Needs survey as part of the development of 2023-2025 Strategic Plan.**

Daryl Longworth  
Chief of Police

**2022 Internal Needs Survey** (draft Sept. 15, 2019)

Make your opinions count. Your knowledge and ideas assist Senior Management in determining strategic business plans and help improve the working environment of the Woodstock Police Service.

Participation in this survey is completely voluntary.

Your response is important and appreciated.

Insert further information that Oracle poll may suggest that would assist in reassuring people about anonymity.

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**Classification**

Please check the appropriate category

- Sworn
- Special Constable
- Civilian



**About the Woodstock Police Service (WPS)...**

**For each item, please select the option that best reflects your opinion.**

	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1. Overall, the WPS does a good job of providing police services to the City of Woodstock.						
2. I feel loyalty towards the WPS.						
3. I am proud to work for the WPS.						
4. I would recommend the WPS as an employer to my friends and acquaintances.						
5. A good relationship between the WPS and community is important.						
6. The WPS has made constructive attempts to enhance its relationship with the community.						
7. It is important that the WPS employees be representative of the community in terms of diversity.						
8. The WPS adapts well to the increasing diversity in the community.						
9. The WPS needs to do more to recruit female police officers.						
10. The WPS needs to do more to recruit diverse officers (e.g., ethnicity, language).						
11. I feel that the WPS encourages me to identify problems and provide input.						

**About my job and work environment ...**

	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
12. I am satisfied in my work.						
13. There are opportunities for personal growth and development in my job.						
14. I believe that I make a real contribution to the success of the WPS.						
15. The work environment motivates me to give my very best.						
16. My co-workers are respectful and supportive of me.						
17. I plan to stay with the WPS until I retire.						
18. I feel safe in my workplace.						
19. Everyone is accepted in the workplace as an equal regardless of race, colour, gender, age, disability or sexual orientation.						
20. My area is free from discrimination and harassment.						
21. I am comfortable with reporting an incident of discrimination or harassment.						
22. I am comfortable with reporting an incident of unethical behavior.						

<b>Health and Wellness ...</b>						
	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
23. The WPS does a good job of promoting employee wellness.						
24. I am satisfied with the current Employment Assistance Program.						
25. The WPS provides adequate support to help members balance work, personal and family needs.						
26. Employee morale is high.						
27. I experience a great deal of stress in my job.						
28. The WPS encourages employees to be physically fit.						
29. The physical fitness facilities and equipment are adequate.						
30. We usually have enough employees to properly staff a shift within my unit.						
31. Patrol officers are overworked with calls for service.						
32. CIB and Drug investigators are overloaded with investigations.						
33. My workload is manageable.						

<b>Internal Communications, Programs, and Systems ...</b>						
	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
34. Essential information flows effectively from the senior management (Inspectors, Deputy Chief, and Chief) to employees.						
35. Essential information flows effectively from employees to the senior management (Inspectors, Deputy Chief, and Chief) to employees.						
36. There is a good exchange of information in my work area.						
37. I feel that there is an effective system for employees to submit their ideas.						
38. The strategic priorities and objectives of the WPS are clearly communicated to employees.						
39. The process for investigating public complaints is fair to WPS employees.						
40. The process for investigating public complaints is fair to citizens.						
41. Internal investigations are conducted impartially.						
42. The WPS discipline procedure is applied uniformly throughout the WPS.						
43. When I require technical help, the Information and Technology staff provides helpful and timely assistance.						

<b>My Immediate Supervisor ...</b>						
	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
44. Treats me with respect.						
45. Does a good job of sharing essential information with me.						
46. Is open to new ideas.						
47. Gives me the support I need to do my job.						
48. Reviews my performance with me on a regular basis.						
49. Ensures that I understand what is expected of me in performing my job.						
50. Distributes the work fairly.						
51. Usually resolves problems and complaints promptly.						
52. Gives me constructive feedback.						
53. Can be relied upon to do what is right.						
54. Gives me recognition when I do a good job.						

<b>The Senior Officers within my chain of command... (Inspectors)</b>						
	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
55. Are sensitive to the problems encountered by employees.						
56. Are genuinely interested in the well-being of all employees.						
57. Follow through on promises made to employees.						
58. Are open to new ideas.						
59. Usually resolve problems and complaints promptly.						
60. Do a good job of sharing essential information with employees.						
61. Can be relied upon to do what is right.						

<b>The Senior Executive ... (includes the Chief and Deputy Chiefs)</b>						
	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
62. Are sensitive to the problems encountered by employees.						
63. Are genuinely interested in the well-being of all employees.						
64. Follow through on promises made to employees.						
65. Are open to new ideas.						
66. Usually resolve problems and complaints promptly.						
67. Do a good job of sharing essential information with employees.						
68. Can be relied upon to do what is right.						

**Performance Management, Training and Development ...**

	Don't Know or Not Applicable	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
69. The performance appraisal process is fair and equitable.						
70. The selection process for job vacancy competitions is fair and equitable.						
71. Transfer decisions are made on the basis of individual skills and experience.						
72. The promotional process is fair and equitable.						
73. The WPS provides the training I need to do my job effectively.						
74. The WPS encourages self-initiated continuous education.						
75. The WPS provides me with adequate support towards self-initiated continuous education.						
76. The quality of instruction in instructor/classroom training sessions is high.						
77. The quality of instruction for CPKN (Canadian Police Knowledge Network) e-learning sessions is high.						
78. The WPS provides me with the right equipment to do my work safely and effectively.						
79. I receive adequate firearms training to handle firearms with confidence and competence.						
80. I receive adequate training to handle encounters with persons in mental health and addictions crisis.						
81. The WPS provides adequate diversity and inclusivity training to its members.						
82. The WPS should have more opportunities for employees to receive specialized training.						



If you agree that there should be more opportunities for employees to receive specialized training, please specify what type of specialized training.

**Please rate your level of satisfaction with each of the following Job Dimensions ...**

	Don't Know or Not Applicable	Very Dissatisfied	Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
83. Salary						
84. Benefits Package (e.g., health care, dental, vision wear)						
85. Promotional Process						
86. Shift Work						
87. Hours of Work						
88. Issued Equipment						
89. Job Security						
90. Opportunity for Training						
91. The Nature of Police Work						
92. Beat Patrol Plan						
93. Communications Within the WPS						
94. Issued Uniform						
95. Opportunity for Employee Recognition						
96. Performance Appraisal Process						
97. Continuing Education Opportunities						
98. Retirement Plan						
99. Opportunity to Meet and Help People						
100. Variety in the Work						
101. Independence						
102. Discipline Process						
103. WPS Procedures						
104. Working Conditions						
105. Opportunity to Assume Responsibility						
106. Career Development Process						
107. Sense of Belonging						
108. Excitement in the Work						
109. Annual Leave						
110. Building/Facilities						
111. Employee Awards Process						
112. Access to Intelligence Information						
113. Work Space Functionality						
114. Recycling Program						
115. Relief Periods						

**Please select the response that best indicates the direction of change (if any) that you noticed during the past year for each of the following.**

	Don't Know	Increased	Decreased	Stayed the Same
116. Communication of organizational information				
117. Employee ideas being put into action				
118. Teamwork and collaboration				
119. Transparency				
120. Trust				
121. Respect				

122. What is working well at the WPS?

123. What could we improve at the WPS?

124. In an effort towards continuous improvement and optimal resource allocation, are there any existing programs that you feel should be modified, reduced or discontinued? Please include the program(s) and recommended action(s).

125. Additional Comments:

## DEMOGRAPHICS

This section will be used solely to study how different groups view the organization. Again, what can we put in here to reassure people about anonymity. We have small work units, especially in the civilian world.

### Position/Rank

- Civilian  
(Non-Supervisor)
- Constable
- Special  
Constable
- Civilian Supervisor, Sergeant or Staff Sergeant)
- Senior Officer

### Current Division

- Criminal  
Investigation
- Uniformed
- Support  
Services  
(Drugs,  
DV)
- FOI, Records, CPIC, Crime Analyst, IT or other Administrative Support
- Court Services
  
- Communications

### Shift Work?

- Y

e

o

**Patrol Officer?**

Y

e

o

**Years of Service Completed**

5

years or

less

6 - 10

years

11 -

15 years

16 -

20 years

21 + years

**Gender Identity** – What best describes your gender identity?

*Gender Identity is a person's sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex.*

Male

Female

Transgender

Two-spirited

I don't identify with any of the  
above

Prefer not to disclose



February 1, 2022

Board Report – February 2022 – OPEN SESSION

RE: 2023-2025 Strategic Planning Process

The attached document sets out the proposed planning process for the 2023-2025 WPS Strategic Plan.

**Recommendation:**

**That the board approves the timelines proposed for the 2023-2025 Strategic Planning Process.**

Daryl Longworth  
Chief of Police

**PROPOSED STRATEGIC PLANNING PROCESS**  
**Re: 2023 to 2025 Strategic Plan**

March 2022	Internal Needs Survey Report	Report completed for review by the Senior Executive.
April 2022	Community Stakeholders Survey Report	Report completed for review by Senior Executive
May 2022	Input from Senior Officers and Executive	Review of Survey Results to further develop objectives, action plans, and performance indicators and develop draft plan
June 2022	Internal Needs Survey Report	Summary report presented to WPSB at June WPSB Meeting
June 2022	Community Stakeholders Report	Summary report presented to WPSB at June WPSB Meeting
June 2022	Draft of Goals Completed	
July/August 2022	Review of draft goals with supervisory staff	Consultation with Supervisory level to further develop objectives, action plans, and performance indicators and develop draft business plan
September 2022	Draft Strategic Plan Review	Draft for review by Senior Executive and WPSB Strategic Plan Committee
September 2022	Draft Strategic Plan Review	Draft for review by WPA
September 2022	Draft Strategic Plan Review	Draft for review by supervisory staff
October 2022	Finalize Strategic Plan	
November 2022		Final Strategic Plan presented to WPSB at Public Portion of November meeting
December 2022	Distribution of Strategic Plan	Approved Strategic Plan to be posted to the WPS website for public access

*Attachment (1)*





February 7, 2022

Board Report February, 2022            OPEN SESSION

Re: Missing Person Act, 2018 (2021 Report to Ministry of Solicitor General)

The *Missing Persons Act, 2018* came into force on July 1, 2019. Section 5 of the Act provides the legislative authority that an officer may make an urgent demand to a person to produce copies of records if the officer is satisfied that there are reasonable grounds to believe that the records will assist in locating the missing person. The officer must also believe that the time taken to obtain a judicial order for said records could put the missing person at harm or that the records could be destroyed.

Under Section 8 of the *Missing Persons Act, 2018*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2021 annual report must include urgent demands made during the period of January 1, 2021 to December 31, 2021.

This report is being submitted in compliance with the Act. Outcomes of specific investigations do not form part of this report. In summary there were 54 distinct missing persons investigations in 2021. The Woodstock Police Service did not make any Urgent Demands as authorized in Section 8 of the Missing Persons Act. The attached report has been forwarded to the Ministry of the Solicitor General on the prescribed template.

**Recommendation**

**That the Board receive the Annual Report pursuant to Section 8 of the Missing Persons Act.**

Daryl Longworth  
Chief of Police

*Attachment (1)*

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

**Data Collection**

**Period of data collection**

Start Date (yyyy/mm/dd) 2021/01/01	End Date (yyyy/mm/dd) 2021/12/31
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Name of Police Force  
Woodstock Police Service

**Detachment Location (if applicable)**

Unit Number	Street Number 615	Street Name Dundas St.,	PO Box
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City/Town Woodstock	Province ON	Postal Code N4S 1E1
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Total Number of Urgent Demands made 0	Number of Missing Persons Investigations in which a demand was made 0
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**Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands**

Records	Description	Total number of times demanded
Records containing contact information or other identifying information		0
Photos, videos, or other records containing visual representation		0
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location		0
Records of employment information		0
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>		0
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>		0
Records that related to a student of an educational institution		0
Records containing travel and accommodation information		0

Records	Description	Total number of times demanded
Records of financial information		0
Other records		0