



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: November 14, 2022

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 additions)
4. Declaration of Pecuniary Interest
5. Approval of Minutes from October 17, 2022
Recommendation: That the Board approves the minutes of October 17, 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 October 31, 2022
Recommendation: That the Financial Statements as presented be accepted for information
11. Operating Budget Presentation
12. Unfinished Business

13. Closed Session

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*.

14. Motions arising from Closed Session

15. New Business (if necessary)

16. Date of Next Board meeting Monday, December 12, 2022 @ 3:00 p.m. at Woodstock Police Service and via Zoom

17. Adjournment



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on October 17, 2022 via ZOOM and at Woodstock Police Services at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Deb Tait, Council Representative; Leslie Farrell, Provincial Appointee; Balwant Rai, Community Appointee; and Amy Hartley, WPSB EA.

Also in attendance were Chief Rod Wilkinson, Deputy Chief Nick Novacich, Kristi Lampman, Human Resources Coordinator, David Tilley, Zone 4 Police Advisor.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by: Leslie FARRELL

Seconded by: Deb TAIT

Resolved that the Board approve the agenda as circulated.
CARRIED.

3. There were no declarations of pecuniary interest.

4. MINUTES

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board approve the minutes of September 12, 2022 as circulated.
CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

- K. Whiteford asked regarding the contract with Rural Fire Departments and notification of same. Chief Wilkinson noted that none of the Fire Chiefs chose to meet with him to discuss the notification. No formal meeting was requested to discuss next steps.

6. VERBAL REPORT FROM CHAIR

- Conference report provided from K. Whiteford regarding the CAPG Conference in Saskatoon.

- Chair Whiteford extended thanks and appreciation for those who participated in the Swearing in Ceremony for Chief Wilkinson and Deputy Chief Novacich and specifically thanked Marci Shelton for being MC and singing the national anthem.

- On behalf of the Board, Chair Whiteford expressed condolences to the families and victims in Innifisil. Chief Wilkinson noted that an offer has been extended to members of WPS to travel to the ceremony and funeral. He indicated that some officers knew the individuals personally through their career and training.

7. VERBAL REPORT FROM CHIEF

- Chief Wilkinson advised the Board that the exterior of the building has been painted. This was supposed to be completed in 2020 as a capital improvement project however it was delayed.

- The Tim Hortons Smile Cookie campaign occurred recently and a number of WPS Members attended to volunteer and decorate the cookies. Many cookies were created and volunteer hours were shared.

- WPS Communicators attended the Southgate Centre to provide a presentation on what to expect when you call into the communications centre. This presentation helps members of the Southgate Centre know what to expect and hear when they call 911.

- On September 3, 2022, 10 officers were engaged to manage the crowd and event at the Trews Concert as part of Cowapalooza. There was one weapons call made and some of the attendees needed to be evacuated.

- September 16, 2022 an investigation of a suspicious vehicle led to large

drug bust. Charges were laid for drug possession and trafficking, as well as impaired operation of a motor vehicle.

- Operation Impact was held over Thanksgiving weekend. A number of charges were laid including an impaired driving offense, speeding and seat belt charges. Over 600 vehicles were checked as part of the operation.

8. COMMUNICATIONS

Moved by: Leslie FARRELL

Seconded by: Deb TAIT

Resolved that the Board receive the letter from Municipality of East Ferris dated September 22, 2022.

CARRIED.

9. STATISTICS/REPORTS – Deputy NOVACICH

A) Calls for Service Statistics

B) Calls for Service Report

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: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board receive the financial statements ending September 30, 2022 in Item 10.

CARRIED.

11. CAPITAL BUDGET REQUEST 2023-2024

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approve the 2023 Woodstock Police Service Capital Budget request to carry over the outstanding approved 2021 and 2022 projects 1(a)-(b) in the amount of \$110,000.00.

And resolved that the Board approve the Woodstock Police Service 2023 Capital Budget outlined in #2 and #3 above in the amount of \$41,500.00 to replace the booking desk and hire a renovation consultant at 615 Dundas St., Woodstock.

CARRIED.

12. UNFINISHED BUSINESS

None

13. CLOSED SESSION

Moved by: Leslie FARRELL

Seconded by: Deb TAIT

Resolved that the Board adjourns to Closed Session at 3:44 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: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board does now rise from Closed Session and reconvenes at 4:45 pm.

CARRIED.

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Leslie FARRELL

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: Deb TAIT

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of September 30, 2022.

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 – DEPUTY CHIEF

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

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

CLOSED SESSION # 5 – TUITION REIMBURSEMENT REQUEST

Moved by: Balwant RAI

Seconded by: Deb TAIT

Resolved that the board defer the matter for further information.
CARRIED.

CLOSED SESSION # 6 – RESIGNATION OF AUXILIARY MEMBER

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board accept the resignation letter of the Auxiliary Member.
CARRIED.

CLOSED SESSION # 7 – OPERATIONAL BUDGET DISCUSSION

Discussion was held. Further discussion and review will occur at November meeting.

16. NEW BUSINESS

None

17. Date of Next Board Meeting MONDAY, November 14, 2022 at 3pm via Zoom and at the Woodstock Police Service Headquarters.

18. ADJOURNMENT

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board does now adjourn at 4:48 pm
CARRIED.

"Original Signed By"

Ken Whiteford, Chair
Woodstock Police Service Board

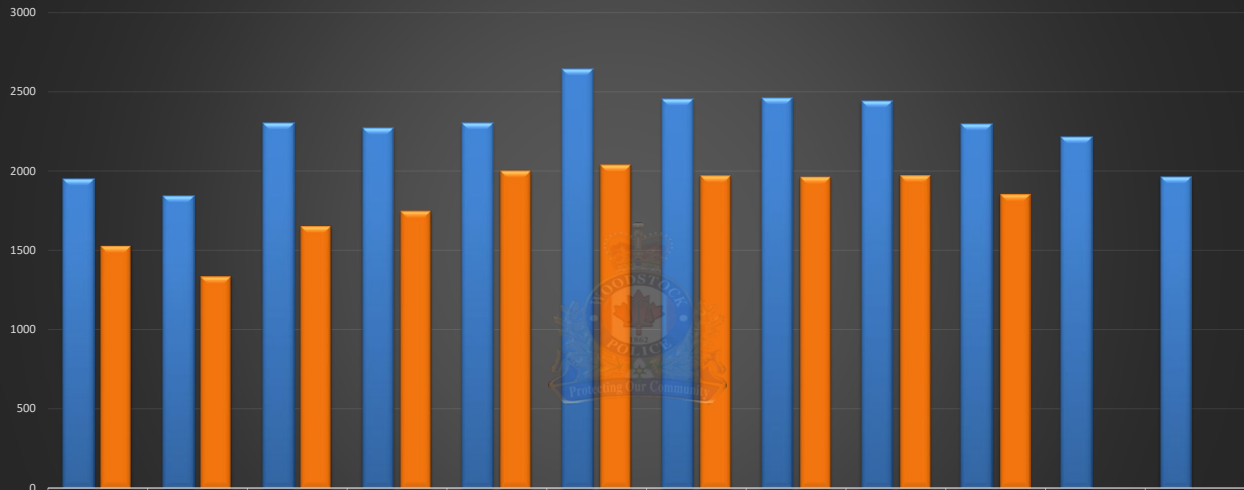
"Original Signed By"

Leslie Farrell, Acting Vice Chair
Woodstock Police Service Board

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 year to date	2021 year to date	Remarks
Calls for Service	1	Incidents		1529	1337	1653	1749	2001	2039	1971	1963	1973	1855			18070	29179	
	2	911 Calls		1780	1577	1912	2053	2326	2730	2802	3222	3190	3168			24760		
	3			0												0		
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents						28	34	38	20	19			139		
			Foot Beat Hours						78.75	90.25	88.75		59			316.75		
	2	Bike & Park	Park patrol													0		
			Bike patrol						3	1	2					6		
3	Focused Patrols														0			
Criminal Investigation Services	1	Impaired Driving		6	3	9	3	7	6	14	2	6	6			62	41	
	2	Criminal Charges		131	112	144	129	149	108	116	131	153	123			1296	1650	
	3	Controlled Drugs and Substance Act														0		
				10	14	24	10	12	4	13	2	35	33			157	146	
4	Youth Criminal Justice		0	0	0	0	13	3	22	3	12	3			56	69		
Police Complaints	1	Public/internal Complaints														-		
	2																	
	3																	
Road Safety	1	HTA Radar		57	50	66	35	69	61	53	26	32	30			479	679	
	2	HTA Offences		46	48	44	44	35	34	82	55	49	49			486	624	
	3	Provincial Offence (LLA, CAIA, TPA)		18	11	15	16	14	9	18	36	31	15			183	259	
	4	By-Law / Parking		197	46	1	60	5	1	1	2	2	6			321	380	
																-		
																-		
Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 year to date	2021 year to date	Remarks
	1																	
	2																	
	3																	
	1																	
ADDITIONAL POINTS OF INTEREST																		

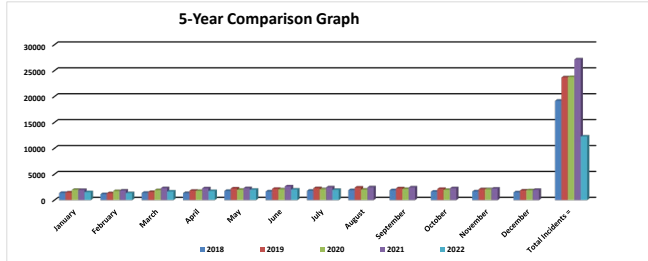
	2021	2022
Jan	1954	1529
Feb	1844	1337
Mar	2303	1653
April	2275	1749
May	2302	2001
June	2643	2039
July	2456	1971
Aug	2462	1963
Sept	2443	1973
Oct	2295	1855
Nov	2215	0
Dec	1966	0

2022 WPS Calls for Service

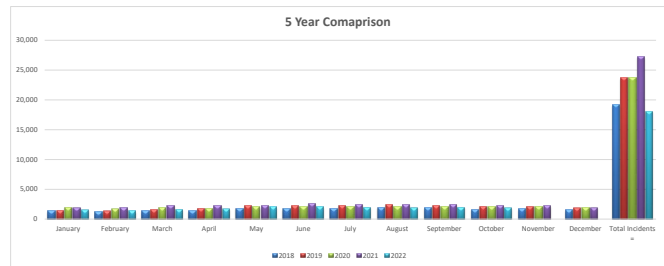


	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	1954	1844	2303	2275	2302	2643	2456	2462	2443	2295	2215	1966
2022	1529	1337	1653	1749	2001	2039	1971	1963	1973	1855	0	0

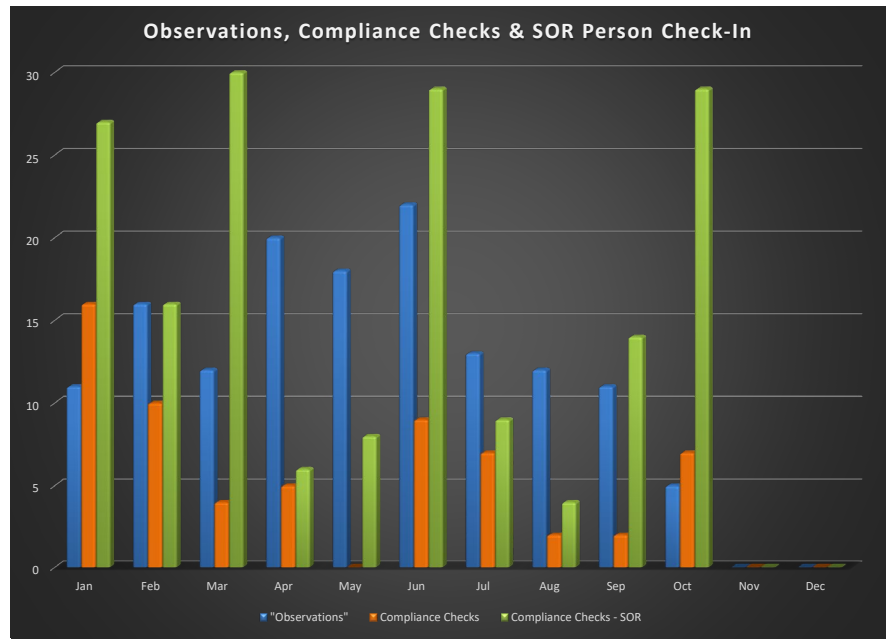
	2018	2019	2020	2021	2022	5 Year Monthly Average	911 calls included
January	1,384	1,473	1,977	1,954	1,529	1,663	1,780
February	1,147	1,332	1,752	1,844	1,337	1,482	1,577
March	1,405	1,567	1,918	2,303	1,653	1,769	1,912
April	1,357	1,808	1,779	2,275	1,749	1,794	2,053
May	1,782	2,250	1,998	2,302	2,001	2,067	2,326
June	1,672	2,171	2,069	2,643	2,039	2,119	2,730
July	1,809	2,304	2,095	2,456	1,971	2,127	2,802
August	1,923	2,419	2,029	2,462	1,963	2,159	3,222
September	1,907	2,275	2,155	2,443	1,973	2,151	3,190
October	1,625	2,150	1,986	2,295	1,855	1,982	3,168
November	1,675	2,089	2,094	2,215	0	1,615	0
December	1,503	1,852	1,898	1,966	0	1,444	0
Total Incidents =	19,189	23,630	23,750	27,158	18,070	21,440	
Overall Difference	-4,941	4,441	-3,204	-9,088			
% (+/-)	23.46%	0.25%	14.35%	-33.46%			



Prepared by R. Wilkinson - June 2, 2022



	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	11	16	27
Feb	16	10	16
Mar	12	4	30
Apr	20	5	6
May	18	0	8
Jun	22	9	29
Jul	13	7	9
Aug	12	2	4
Sep	11	2	14
Oct	5	7	29
Nov	0	0	0
Dec	0	0	0
	139	61	172





**2022 Report
Complaint Investigations**

Total Officers (actual authorized strength)	85	
Total Chief's Complaints 2022	2	
Total Public Complaints 2022	6	
- Conduct	3	
- Service	3	
- Policy		
TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION	3	
TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION	2	
<u>Allegations</u>		
Incivility/Insubordination	0	
Neglect of Duty	1	
Discreditable Conduct	6	
Excessive/Unnecessary Use of Force	1	
Unlawful/Unnecessary Exercise of Authority	1	
Unsatisfactory Work Performance	1	
Other Service Complaints - Unknown		
<u>Resolutions</u>		
Not Dealt with- Section 59 (frivolous, vexatious, bad faith, outdated, not affected)	2	
Informal Resolution without a Hearing	0	
- Conduct	2	
- Service	0	
- Policy	0	
Withdrawn by Complainant	1	
Unsubstantiated through investigation	0	
Police Service Act Hearing	0	
Lost jurisdiction	0	
Early Resolution	1	

Time: 1:05:30 PM

Woodstock Police Service Board - October 31, 2022

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$0.00	\$15,000.00	0.00%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	98,700.00	98,700.00	0.00	100.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	527,577.00	326,364.36	201,212.64	61.86
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	0.00	7,000.00	0.00
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	266,250.00	291,052.19	(24,802.19)	109.32
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	25,000.00	155,452.13	(130,452.13)	621.81
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,727.35	22.65	99.82
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63040-0000	POLICE - PROFILE SCREENING	23,000.00	10,231.00	12,769.00	44.48
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-	40,000.00	19,012.52	20,987.48	47.53
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	75,624.19	9,375.81	88.97
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	257,794.00	217,451.90	40,342.10	84.35
0500-69205-0000	COUNTY 911	47,092.00	0.00	47,092.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	51,541.00	51,541.00	0.00	100.00
0500-69210-0000	SOCIAL SERVICES RELIEF FUND-OXFORD COUN	0.00	9,000.00	(9,000.00)	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	67,393.00	12,607.00	84.24
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	6,751.79	13,248.21	33.76
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	3,500.00	658.29	2,841.71	18.81
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	5,747.58	252.42	95.79
0500-69223-0000	SALE OF USED VEHICLES	0.00	18,971.94	(18,971.94)	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	50,000.00	50,044.18	(44.18)	100.09
0500-69240-0000	TRANS FROM RESERVE RE LABOUR RELATIONS	75,000.00	0.00	75,000.00	0.00
0500-69244-0000	TRANS FROM RESERVE FOR CAPITAL PROJECTS	20,000.00	0.00	20,000.00	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	334,295.00	207,295.85	126,999.15	62.01
0500-69255-0000	WSIB SURPLUS REFUND	0.00	127,523.52	(127,523.52)	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	140.35	(140.35)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	134,000.00	0.00	134,000.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	465,000.00	448,140.10	16,859.90	96.37
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	4,430.00	(4,430.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	14,693.83	5,306.17	73.47
Total Revenues		\$2,699,899.00	\$2,236,347.07	\$463,551.93	82.83%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$758,261.00	\$533,760.03	\$224,500.97	70.39%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,659,310.00	\$1,305,516.39	\$353,793.61	78.68%

Woodstock Police Service Board - October 31, 2022

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> Y.T.D.	DIFFERENCE	Percentage Spent
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,854,359.00	\$1,407,597.66	\$446,761.34	75.91%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$12,153,901.00	\$9,784,839.26	\$2,369,061.74	80.51%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$101,671.00	\$58,922.23	\$42,748.77	57.95%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,966,687.00	\$2,502,081.57	\$464,605.43	84.34%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$10,000.00	\$9,600.00	\$400.00	96.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$63,900.00	\$73,847.76	(\$9,947.76)	115.57%
0500-72246-0412	POLICE - SPECIAL VICTIMS UNIT GRANT-OTHR CH	\$0.00	\$1,935.47	(\$1,935.47)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$331,000.00	\$273,200.29	\$57,799.71	82.54%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$308,900.00	\$282,040.44	\$26,859.56	91.31%
	Total Expenditures	\$20,207,989.00	\$16,233,341.10	\$3,974,647.90	80.33%
	Total Revenues	(\$2,699,899.00)	(\$2,236,347.07)	(\$463,551.93)	82.83%
	Net Difference	\$17,508,090.00	\$13,996,994.03	\$3,511,095.97	79.95%

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
October 31, 2022

Name	January 1, 2022	2022 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating	Balance October 31, 2022
0180-52031 Sick Leave Severance Reserve Fund	764,881.31	10,000.00	4,360.53				779,241.84
0170-51152-0000 Insurance Loss Reserve	213,567.30	5,000.00					218,567.30
0170-51153-0000 Reserve for Legal Fees	204,313.34						204,313.34
0170-51156-0000 Reserve Building & Operations	130,343.35						130,343.35
0180-52032 Voice Radio Replacement Reserve Fund	247,489.14		3,513.70				251,002.84
0170-51157-0000 Honour Guard Reserve	2,100.80						2,100.80
0170-51158-0000 Labour Relations Reserve	75,632.91					75,000.00	632.91
0170-51159-0000 Reserve for Information Technology	302,476.85					134,000.00	168,476.85
0170-51161-0000 Canine Unit	13,645.95						13,645.95
0170-51166-0000 Capital Projects Reserve	385,934.25					20,000.00	365,934.25
0170-51171-0000 Reserve for Specialized Services & Wellness	18,855.28						18,855.28
0170-51172-0000 Reserve for Civilian Clothing	2,273.33						2,273.33
Totals	2,361,513.81	15,000.00	7,874.23	-	-	229,000.00	2,155,388.04

**Note: \$236,084.43
committed for
radio project**

Replace Portable & Mobile Radios 11083

Expense to Date	555,452.90
City contribution	(275,000.00)
Police Share	280,452.90
Financed in 2021 from Police Reserve Fund	(38,915.57)
Balance to finance in 2022	241,537.33