



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

**DATE: April 11, 2022**

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

**LOCATION: Woodstock Police Service Headquarters and via Zoom**

1. Call to Order
2. Welcome
3. Election of the Acting Vice-Chair  
**Recommendation: That ----- be elected Acting Vice-Chair of the WPSB for the year 2022.**
4. Approval of Agenda  
**Recommendation: The Board approves the agenda as circulated (or with the following additions)**
5. Declaration of Pecuniary Interest
6. Approval of Minutes from March 14, 2022  
**Recommendation: That the Board approves the minutes of March 14, 2022 as circulated.**
7. Business arising from the minutes
8. Verbal Report from the Chair
9. Verbal Report from the Chief
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 10 be received**
11. Financial Statements – Summary for period ending March 31, 2022  
**Recommendation: That the Financial Statements as presented be accepted for information**
12. Municipal Elections Act – Rules for Use of Board Resources

13. 2021 Woodstock Police Service Auxiliary Unit Report – Deputy Chief
14. Unfinished Business
15. Closed Session
16. **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*.**
17. Motions arising from Closed Session
18. New Business (if necessary)
19. Date of Next Board meeting Monday, May 16, 2022 @ 3p.m. at Woodstock Police Service, via Zoom
20. Adjournment



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on March 14, 2022 via ZOOM at 3:00 p.m.

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

Also in attendance were Chief Daryl Longworth, Kristi Lampman, Human Resources Coordinator, Marcia Shelton, Inspector, Ron LeClair, Zone 4 Police Advisor.

### 1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:14 p.m.

### 2. APPROVAL OF AGENDA

Moved by: Deb TAIT

Seconded by: Balwant RAI

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

3. There were no declarations of pecuniary interest.

### 4. MINUTES

Moved by: Balwant RAI

Seconded by: Deb TAIT

Resolved that the Board approve the minutes of February 14, 2022 as circulated.  
CARRIED.

### 5. BUSINESS ARISING FROM THE MINUTES

None.

## 6. VERBAL REPORT FROM CHAIR

K. Whiteford thanked the Chief for his presentation to City Council on March 3, 2022. The final decision on the budget presentation is this week. K. Whiteford noted that the amount of drug related overdoses was eye-opening.

## 7. VERBAL REPORT FROM CHIEF

- Chief Longworth advised the Board that WPS is in the process of completing an Employee Census to provide information to be used toward the draft Diversity Plan. He was expecting the draft Diversity Plan to be completed by April, however, feels as though it is best to wait until the census information has been received to complete same. Chief Longworth noted that the new expected date of completion will be closer to June.

- A commitment was made at the most recent meeting of the Anti-Racism Committee wherein the committee would look to organizing community events and having WPS involved

- The Polar Plunge will be occurring later this month. Multiple members of WPS will be participating, details will need to be finalized in regards to the format of the event

- A memo was received from the Ministry today outlining the changes to the Police Record Checks Reform Act. As of April 1, 2022 there will no longer be a charge for volunteers. This change will not equate to a major loss of revenue for WPS.

## 8. STATISTICS/REPORTS – Chief LONGWORTH

- 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: Leslie FARRELL

Seconded by: Deb TAIT

Resolved that the Board receive all statistics and reports presented in Item 8.

CARRIED.

9. FINANCIAL STATEMENTS

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board receive the financial statements ending February 28, 2022 in Item 9.

CARRIED.

10. USE OF FORCE ANNUAL REPORT

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board receives the report.

CARRIED.

11. FREEDOM OF INFORMATION ANNUAL REPORT

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board receives the report for information.

CARRIED.

12. UNFINISHED BUSINESS

None.

13. CLOSED SESSION

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board adjourns to Closed Session at 3:37 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: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board does now rise from Closed Session and reconvenes at 4:24 pm.

CARRIED.

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

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: Balwant RAI

Seconded by: Deb TAIT

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of February 28, 2022.  
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: Deb TAIT

Seconded by: Leslie FARRELL

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

CLOSED SESSION # 5 – PINCOMBE NOMINATION

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board support the nomination of WPS Cst. Jesse Van Parys for the Pincombe Memorial Bursary.  
CARRIED.

CLOSED SESSION # 6 – 2021 PUBLIC SECTOR SALARY DISCLOSURE

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board receive the report on the 2021 Public Sector Salary Disclosure.  
CARRIED.

CLOSED SESSION # 7 – LETTER OF RESIGNATION

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board accepts the letter of resignation from Steve McEwen.  
CARRIED.

16. BOARD ONLY SESSION

REPORT No. 03-2022

Moved by: Leslie FARRELL

Seconded by: Deb TAIT

Resolved that the Board approves the recommendation in Closed Session Report 03-2022.

CARRIED.

REPORT No. 04-2022

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approves the recommendation in Closed Session Report 04-2022.

CARRIED.

17. NEW BUSINESS

May 2022 WPSB Meeting Conflict

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the scheduled May 9, 2022 WPSB Meeting be moved to May 16, 2022 due to a member conflict.

18. Date of Next Board Meeting MONDAY, April 11, 2022 at 3pm via Zoom and at the Woodstock Police Service Headquarters.

19. ADJOURNMENT

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board does now adjourn at 4:31 pm

CARRIED.

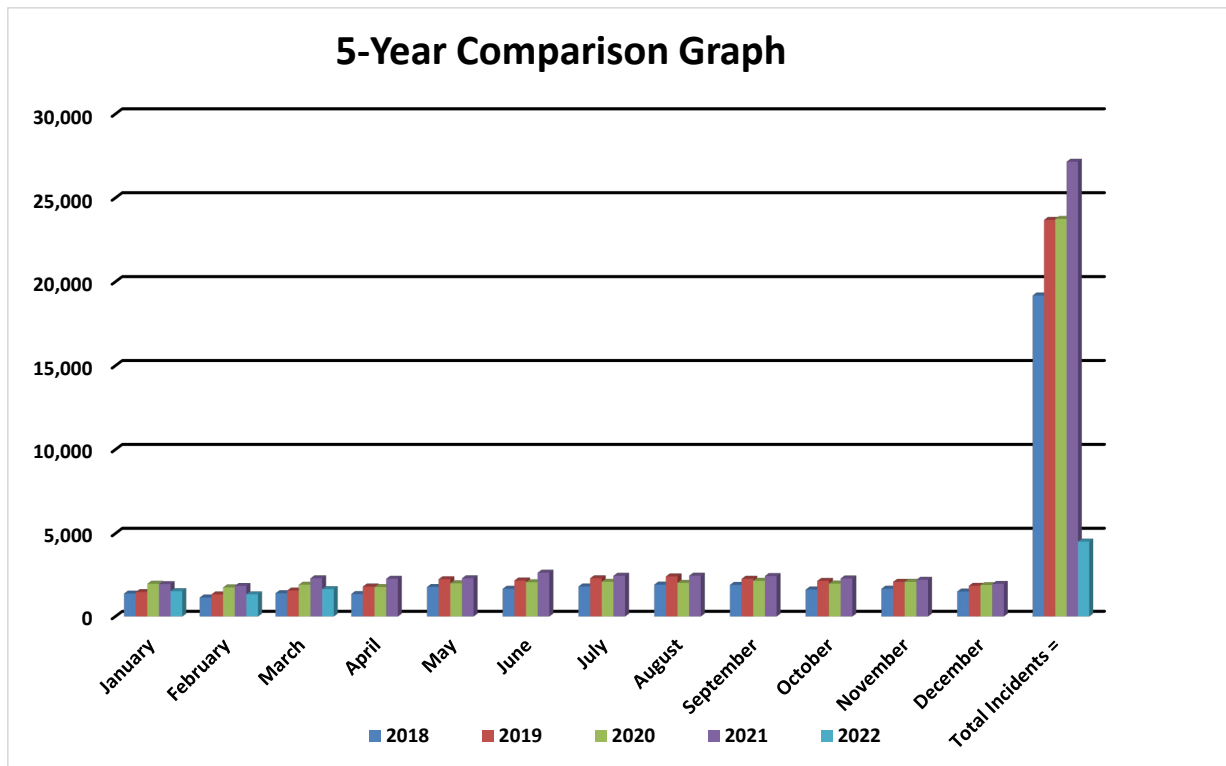
*"Original Signed By"*

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Ken Whiteford, 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	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		1,805	
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>4,519</b>	<b>21,440</b>	
<b>Overall Difference</b>		<b>4,501</b>	<b>60</b>	<b>3,408</b>	<b>-22,639</b>		
<b>% (+/-)</b>		<b>23.46%</b>	<b>0.25%</b>	<b>14.35%</b>	<b>-83.36%</b>		









## 2021/2022 Charge Comparison

	Other Provincial Offences	HTA - Radar	HTA - Offences	Criminal Code	*Youth Criminal Justice Act	Control Drug & Substances Act	Total		
<b>2021 (Jan.- Mar.)</b>	288	170	174	500	12	44	<b>1188</b>		
<b>2022 (Jan.- Mar.)</b>	288	173	138	405	0	48	<b>1052</b>		
<b>% Change</b>	<b>0%</b>	<b>2%</b>	<b>-26%</b>	<b>-23%</b>	<b>####</b>	<b>8%</b>	<b>-13%</b>		

## 2022 Officer Stats

**March**

	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>	44	15	1	66	144	9	0	24	12	34	349
										30	

2022-04-05



## 2022 Report Complaint Investigations

<b>Total Officers (actual authorized strength)</b>	84	
<b>Total Chief's Complaints 2022</b>	0	
<b>Total Public Complaints 2022</b>	4	
- Conduct	2	
- Service	2	
- Policy		
<b>TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION</b>	0	
<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	1	
Unlawful/Unnecessary Exercise of Authority	1	
Unsatisfactory Work Performance	1	
Other Service Complaints - Unknown		
<b><u>Resolutions</u></b>		
Not Dealt with- Section 59 (frivolous, vexatious, bad faith, outdated, not affected)	1	
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	
Early Resolution	1	



## MEMO

TO: DEPUTY CHIEF R. WILKINSON  
FROM: SPC J. GREEN, CIVILIAN MANAGER  
DATE: 04APR22  
**RE: 9-1-1 STATS REPORT – FEBRUARY 2022**

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Deputy Chief Wilkinson,

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

<b>TOTAL 9-1-1 CALLS RECEIVED</b>	<b>2361</b>
CALL TRANSFERRED TO O.P.P.	707
CALLS TRANSFERRED TO AMBULANCE	869
CALLS TRANSFERRED TO TILLSONBURG FIRE	15
CALLS TRANSFERRED TO OTHER AGENCIES	19
CALLS REQUIRING WOODSTOCK POLICE and/or WOODSTOCK FIRE	751
9-1-1 HANGUP INCIDENTS CREATED*	80

\* 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 240 calls for service for dropped and/or unregistered 9-1-1 calls which led to a decrease of 75% of 911 events type occurrences.***

Respectfully submitted,

911 CAD EVENT TYPES ENTERED FEBRUARY 2021 = 320  
911 CAD EVENT TYPES ENTERED FEBRUARY 2022 = 80  
DIFFERENCE OF 240 EVENTS or 75%



## MEMO

TO: DEPUTY CHIEF R. WILKINSON  
FROM: SPC J. GREEN, CIVILIAN MANAGER  
DATE: 04APR22  
**RE: 9-1-1 STATS REPORT – MARCH 2022**

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Deputy Chief Wilkinson,

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

<b>TOTAL 9-1-1 CALLS RECEIVED</b>	<b>2622</b>
CALL TRANSFERRED TO O.P.P.	775
CALLS TRANSFERRED TO AMBULANCE	938
CALLS TRANSFERRED TO TILLSONBURG FIRE	19
CALLS TRANSFERRED TO OTHER AGENCIES	18
CALLS REQUIRING WOODSTOCK POLICE and/or WOODSTOCK FIRE	872
9-1-1 HANGUP INCIDENTS CREATED*	70

\* 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 259 calls for service for dropped and/or unregistered 9-1-1 calls which led to a decrease of 78% of 911 events type occurrences.***

Respectfully submitted,

911 CAD EVENT TYPES ENTERED MARCH 2021 = 329  
911 CAD EVENT TYPES ENTERED MARCH 2022 = 70  
DIFFERENCE OF 259 EVENTS or 78%

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
March 31, 2022

Name	January 1, 2022	2022 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating	Balance March 31, 2022
0180-52031 Sick Leave Severance Reserve Fund	<b>764,881.31</b>	10,000.00					<b>774,881.31</b>
0170-51152-0000 Insurance Loss Reserve	<b>213,567.30</b>	5,000.00					<b>218,567.30</b>
0170-51153-0000 Reserve for Legal Fees	<b>204,313.34</b>						<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>247,489.14</b>						<b>247,489.14</b> <b>Note: \$236,084.43 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>75,632.91</b>					75,000.00	<b>632.91</b>
0170-51159-0000 Reserve for Information Technology	<b>302,476.85</b>					134,000.00	<b>168,476.85</b>
0170-51161-0000 Canine Unit	<b>13,645.95</b>						<b>13,645.95</b>
0170-51166-0000 Capital Projects Reserve	<b>385,934.25</b>					20,000.00	<b>365,934.25</b>
0170-51171-0000 Reserve for Specialized Services & Wellness	<b>18,855.28</b>						<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>2,361,513.81</b>	15,000.00	-	-	-	229,000.00	<b>2,147,513.81</b>
Sick Leave Severance Reserve Fund							
Original Dec 31, 2021 balance	151,224.66						
Allocation of 2021 Surplus	613,656.65						
Revised Balance	<b>764,881.31</b>						

Time: 4:03:11 PM

## Woodstock Police Service Board - March 31, 2022

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> Y.T.D.	DIFFERENCE	Percentage Spent
<b><u>Revenues</u></b>					
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	49,350.00	49,350.00	50.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	527,577.00	0.00	527,577.00	0.00
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	15,000.00	251,250.00	5.63
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	25,000.00	39,937.50	(14,937.50)	159.75
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	0.00	12,750.00	0.00
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	3,360.50	19,639.50	14.61
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-	40,000.00	2,990.00	37,010.00	7.48
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	10,222.48	74,777.52	12.03
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	257,794.00	65,006.87	192,787.13	25.22
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	0.00	51,541.00	0.00
0500-69210-0000	SOCIAL SERVICES RELIEF FUND-OXFORD COUNT	0.00	9,000.00	(9,000.00)	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	55,036.50	24,963.50	68.80
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	398.51	19,601.49	1.99
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	3,500.00	34.80	3,465.20	0.99
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	50,044.18	(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	38,901.83	295,393.17	11.64
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	64,240.29	400,759.71	13.82
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	8,017.55	11,982.45	40.09
<b>Total Revenues</b>		<b>\$2,699,899.00</b>	<b>\$411,541.01</b>	<b>\$2,288,357.99</b>	<b>15.24%</b>
<b><u>Expenditures</u></b>					
0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$758,261.00	\$156,772.86	\$601,488.14	20.68%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,659,310.00	\$382,569.80	\$1,276,740.20	23.06%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,854,359.00	\$365,756.65	\$1,488,602.35	19.72%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$12,153,901.00	\$2,790,864.25	\$9,363,036.75	22.96%



Time: 4:03:13 PM

## Woodstock Police Service Board - March 31, 2022

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$101,671.00	\$19,178.94	\$82,492.06	18.86%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,966,687.00	\$656,489.33	\$2,310,197.67	22.13%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$10,000.00	\$0.00	\$10,000.00	0.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$63,900.00	\$72,145.04	(\$8,245.04)	112.90%
0500-72250-0000	POLICE - BUIDING MAINTENANCE EXPENSES	\$331,000.00	\$88,328.95	\$242,671.05	26.69%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$308,900.00	\$58,868.17	\$250,031.83	19.06%
	<b>Total Expenditures</b>	<b>\$20,207,989.00</b>	<b>\$4,590,973.99</b>	<b>\$15,617,015.01</b>	<b>22.72%</b>
	<b>Total Revenues</b>	<b>(\$2,699,899.00)</b>	<b>(\$411,541.01)</b>	<b>(\$2,288,357.99)</b>	<b>15.24%</b>
	<b>Net Difference</b>	<b>\$17,508,090.00</b>	<b>\$4,179,432.98</b>	<b>\$13,328,657.02</b>	<b>23.87%</b>



April 5, 2022

Board Report – April, 2022 – OPEN SESSION

RE: ***WPSB Policy – Rules For The Use of WPSB Resources During an Election Year – Municipal Elections Act, 1996***

As provided for in section 46 of the *Police Services Act*, “[N]o municipal police officer shall engage in political activity, except as the regulations permit.” Ontario Regulation 554/91 governs the political activities of municipal police officers.

Generally, the Regulation sets out permissible political activities for municipal police officers, distinguishing situations in which officers are off duty and not in uniform. The Regulation also provides for certain exceptions where officers have taken a leave of absence from a police service.

In addition to the regulations set out within the *Police Services Act*, Section 88.18 of the *Municipal Elections Act, 1996, as amended* (MEA) requires municipalities and local boards to establish rules and procedures for the use of municipal and board resources during the election campaign period before May 1<sup>st</sup> of an election year.

On March 17, 2022 Woodstock City Council approved a policy to meet the City’s obligations under the MEA. As the Woodstock Police Services Board is a separate entity, the board is required to develop their own policy. The attached document has been prepared as a draft for the board to review, amend and/or adopt in order to meet the requirements of the MEA.

**Recommendation:**

**That the Board approve the attached draft policy on Rules for the Use of WPSB Resources During the Election Period pursuant to the Municipal Elections Act.**

Daryl Longworth  
Chief of Police



# Woodstock Police Services Board Policy

<b>Directive Type</b> *****		<b>Issue Number</b> *****	
<b>Distribution:</b> ALL MEMBERS		<b>Subject</b> Municipal Election Act – Rules for Use of Board Resources During Election	
<b>Replaces</b>	<b>Effective Date</b> *****	<b>Re-evaluation Date</b>	
<b>Related Standards/Legislation/Directive</b> Police Services Act, Adequacy Standards Regulation		<b>Expiration Date</b>	
<b>Approved By</b> Ken Whiteford, Chair WPSB		<b>Revised</b>	
<b>Special Instructions</b>		<b>Originator</b> Chief of Police , Daryl Longworth	

## Purpose & Background

As provided for in section 46 of the *Police Services Act*, “[N]o municipal police officer shall engage in political activity, except as the regulations permit.” Ontario Regulation 554/91 governs the political activities of municipal police officers.

Generally, the Regulation sets out permissible political activities for municipal police officers, distinguishing situations in which officers are off duty and not in uniform. The Regulation also provides for certain exceptions where officers have taken a leave of absence from a police service.

In addition to the regulations, set out within the *Police Services Act*, The *Municipal Elections Act, 1996, as amended* (MEA) requires municipalities and local boards to establish rules and procedures for the use of municipal and board resources during the election campaign period.

The Act also provides that the City and by extension, the board, cannot make a contribution (including money, goods, and services) to any candidate or registered third party advertiser during an election.

Therefore, the Chief of Police shall ensure that the Woodstock Police Service (WPS), being governed by the Woodstock Police Services Board (WPSB) shall adhere to the following rules and procedures.

Any use of WPSB resources by or on behalf of candidates, registered third party advertisers, their representatives, or staff for election campaign purposes would be considered a contribution. As a campaign contribution may take the form of money, goods, or services, any use of corporate resources for election campaign purposes is not permitted.

Nothing in this policy shall preclude a Member of Council from performing their duty as an Elected Official or WPSB Board Member nor inhibit them from representing the interests of their constituents. WPSB recognizes that Elected Officials are responsible to serve their constituents and fulfill their responsibilities until the end of their term, but a clear separation must exist between the Elected Official's role as a candidate and their role as a Member of Council or the WPSB board.

## Application

This policy applies to municipal and school board elections or by-elections and to campaigns related to by-laws or questions on the ballot. This policy also applies, with necessary modifications, to the use of resources during provincial and federal election campaign periods.

## Definitions

“Campaign material” means material in any media, including but not limited to print, displays, electronic, radio, television, and online sources including websites and social media, used to promote, support or oppose a candidate or question on the ballot. Campaign material also includes but is not limited to signs, banners, literature, pamphlets, brochures, cards, posters, placards, buttons/pins, pictures, clothing, car wraps, and other paraphernalia.

“Campaigning” means any activity that seeks to promote or oppose a candidate, registered third party advertiser or question on a ballot during an election period that is meant to elicit support or opposition. Campaigning does not include the appearance of Elected Officials, other candidates or registered third party advertisers at an event in their personal capacity without the display of any signage or graphic which identifies the individual as a candidate or registered third party advertiser and without the solicitation of votes. Campaigning does not include the appearance of Elected Officials at an event in their capacity as Elected Officials without the display of any signage or graphic which identifies the individual as a candidate or registered third party advertiser and without the solicitation of votes.

"Election period" means the official campaign period of an election. For a regular municipal and school board election, the election period commences on May 1 of an election year and ends on Voting Day. For a provincial or federal election, the election period commences on the day the writ for the election is issued or a by-election is called and ends on Voting Day.

"Employee" means any individual working for, or receiving compensation from, WPSB, including those in part-time, seasonal, or contract positions.

## Administration

The Chief of Police shall ensure that WPS resources, events, assets, equipment, vehicles, and facilities may not be used for campaigning except as identified in this policy.

### 1. Access to WPS Property during an Election Period

- 1.1 WPS operated facilities, may not be used for any campaigning. This restriction includes all candidates' meetings/debates.
- 1.2 Campaign material may not be erected or displayed on or adjacent to a WPS operated facility. This restriction does not include adjacent private property or public boulevards which are not adjacent to the WPSB operated facilities.
- 1.3 Candidates registered third party advertisers or political parties, or anyone acting on their behalf, may not distribute campaign material on or in WPS operated property or at WPS events.
- 1.4 Photographs of WPS facilities or vehicles may be used in campaign materials to identify these as a community asset.

### 2. Use of Corporate Technology and Digital Resources

- 2.1 Corporate resources or services such as, but not limited to, computers, cell phones, smart phones, telephones, tablets, printers, scanners, copiers, e-mail, file storage, voicemail, or any other equipment or technology owned by the WPSB or WPS, may not be used for any campaigning.
- 2.2 Websites, domains, and social media accounts that are operated or funded by the WPS shall not include any campaign material.
- 2.3 The WPSB or WPS logo, other similarly branded corporate resources or property and other digital assets may not be used on any campaign material or for campaigning or included on any election campaign related website or social media accounts.
- 2.4 Photos, videos or other material which has been created by WPS employees or with WPSB resources.

### **3. Attending City Events during an Election Period**

- 3.1 Candidates, registered third party advertisers or political parties are permitted to attend WPSB events, or events held at WPSB facilities, in either their capacity as Board Members, Elected Officials or as private citizens but may not campaign while in attendance. No campaign material may be posted or disseminated at WPSB events.
- 3.2 Elected Officials are permitted to attend WPSB organized events or events held at WPSB facilities and act as ceremonial participants in their capacity as Elected Officials, including speaking at the event and partaking in ceremonial activities.

### **4. WPS Employees**

In accordance with the WPS Employee Code of Conduct and in addition to any requirements placed upon WPS employees as set out in the *Police Services Act*, the Chief of Police shall ensure that:

- 4.1 WPS employees shall not engage in campaigning during their working hours or anytime they are receiving remuneration from the City of Woodstock, not including scheduled time off such as vacation or a leave of absence.
- 4.2 WPS employees may engage in campaigning outside of working hours as long as those activities are separate from their official positions and duties. Employees must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work. No vehicles, technology, or other resources that are owned or leased by the WPSB shall be used while engaging in campaigning.
- 4.3 WPS employees shall not wear any clothing, such as a uniform or badge, which identifies them as a WPS employee while engaging in campaigning. Candidates may not post photographs of themselves with WPSB employees in uniform.
- 4.4 Requests for personal meetings with the Chief of Police or other WPS personnel will be accommodated subject to resource and time constraints and will be available for all candidates and registered third party advertisers.

### **5. WPS Committees**

The Chief of Police shall ensure that:

- 5.1 WPS advisory committee resources, social media accounts, services, publications, events, and equipment may not be used for campaigning.

- 5.2 WPS committees shall not engage in campaigning activity as to not create a perceived or actual conflict of interest.
- 5.3 Individual committee members may engage in campaigning outside of their roles and positions as WPS Committee members.

# Woodstock Police Service 2021 Auxiliary Unit



COVID-19 continued to affect the Woodstock Police Service Auxiliary Unit resulting in a reduction of requests for Community Events, a temporary suspension of Patrols and a reduction of Training. Despite the challenges of 2021, our dedicated team of 18 Auxiliary members stepped up when requested by WPS and our Community.

The year started with Auxiliary members joining the Woodstock Police Service Coldest Night of the Year (CNOY) Team assisting our team to raise over \$5,500 for those experiencing hurt, hunger and homelessness.

Members continued to assist to keep our Community safe during General Patrols, Protests, Downtown Foot Patrols, BIA Pop Up events, the Fireworks Display, Remembrance Day, and the Santa Claus Parade etc.

Auxiliary members attended and supported 18 Community Events, attending 23 Community Event days.

The Auxiliary Unit commenced the year with 18 members and with the retirement of five Auxiliary members, the Unit completed the year with 13 members.

The Woodstock Police Service Auxiliary Unit completed 260 hours of Community Events, 277 hours of General Patrols, 242 hours of Training, and 78 hours of Administrative Duties for a total commitment of 857 hours in 2021.

The year ended with a successful Fill-A-Cruiser event. Auxiliary members along with Chief Daryl Longworth and Deputy Chief Rod Wilkinson assisted our Community by collecting over \$5,000 of food and cash donations filling seven cruisers with donated food items for the Salvation Army Food Bank.

## **Statistics 2021**

- Community Events: 260 hours (18 Events / 23 Days)
- Patrol: 277 hours
- Training: 242 hours
- Administration: 78 hours
- Total hours: 857
- Start: 18 members
- Retirement: 5 members
- Finish: 13 members

## **Community Events 2021**

- 21JAN21: Anti-Lockdown Protest
- 20FEB21: Coldest Night Of The Year (CNOY)
- 30MAY21: Anti-Lockdown Protest
- 21JUL21: Assist Foot Patrol (AUG 3, 4, 5)
- 13AUG21: Assist Cadets OC Spray
- 19AUG21: BIA Pop Up
- 17SEP21: Fireworks Display



- 15OCT21: Assist Cadets OC Spray
- 16OCT21: Special Olympics Torch Run
- 30OCT21: Devil's Night Patrol
- 31OCT21: Halloween Patrol
- 06NOV21: Ambi Kare - celebration of Multiculturalism, Diversity and Inclusion
- 11NOV21: Remembrance Day
- 26NOV21: Lock It Or Lose It (DEC 10, 17)
- 11DEC21: Fill A Cruiser Sobeyes
- 11DEC21: Salvation Army Kettle
- 12DEC21: Santa Claus Parade
- 18DEC21: Assist WPS Radio Testing

### **Community Event Totals**

- 18 Separate Events
- 23 Days Attending Events

### **10 Year Totals**

<b><u>Auxiliary Unit Totals</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b>General Patrol</b>	689	1210	1200	1663	1729	1658	1610	1229	1320	275	277
<b>Community Events</b>	1130	985	924	1323	1268	1118	972	1106	2123	305	260
<b>Training</b>	331	290	445	313	552	340	542	321	766	284	242
<b>Administration</b>	127	154	258	310	374	382	437	431	435	111	78
<b>Total Hours 2020</b>	<b>2,277</b>	<b>2,639</b>	<b>2,827</b>	<b>3,609</b>	<b>3,923</b>	<b>3,498</b>	<b>3,561</b>	<b>3,087</b>	<b>4,644</b>	<b>975</b>	<b>857</b>

