



## WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on November 8, 2021 at Woodstock Police Service headquarters and via ZOOM at 3:04 p.m.

Present were: Ken Whiteford, Provincial Appointee; Mayor Trevor Birtch; Balwant Rai, Community Member (via Zoom); 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, Ron LeClair, Zone 4 Police Advisor.

Regrets: Deb Tait, City Councilor

### 1. CALL TO ORDER

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

### 2. WELCOME

Ken WHITEFORD welcomed everyone.

### 3. APPROVAL OF AGENDA

The addition of Item 9. E) Other Reports as Necessary – 911 Statistics Report

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

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

4. There were no declarations of pecuniary interest.

## 5. MINUTES

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approve the minutes of October 18, 2021 as circulated.

CARRIED.

## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. VERBAL REPORT FROM CHAIR

- K. Whiteford noted that Crime Prevention week is from November 7-13. HeartFM released an article outlining the initiatives of the WPS for this week. The WPS is recognizing the Special Victims Unit's work in relation to human trafficking. Chief Longworth added that there is a strong focus on promoting awareness through social media, a lock it or lose it campaign will be conducted, multiple ride programs, and two Coffee with a Cop events will be held.

- K. Whiteford also commented that the Oxford Situation Table was held on October 28. He recognized that the guest speaker from Scotland was effective and interesting. Oxford County has had considerable success with their situation table efforts. Chief Longworth added that Oxford County was one of the first counties to create a situation table and other communities have looked to Oxford as an example.

## 8. VERBAL REPORT FROM CHIEF

- Chief Longworth updated the Board regarding the new radio system consoles. Three new systems were installed, however, the company supplying the systems has been working to resolve bugs and tweaks with the systems. There has been some concern with transmission issues. There was a decision made to double up on officers on duty to prevent any back up issues with failed transmission of calls. This decision has been made due to safety concern. Due to the issues with the current installations, Phase 1 of the consoles has held up moving into Phase 2.

- The Police Handover Protocol has been finalized with the local hospitals. This is a requirement of the Ministry and is in the process of being signed by all parties. A media launch is coming in the next few weeks. Chief Longworth advised that previously when a detainee was apprehended under the Mental Health Act and transported to hospital, officers would be required to remain at the hospital until those in custody were seen by the

doctor. With the new agreement in place, the hospital can take custody of those detained, conduct a risk analysis and ensure there is security staff available for the handover.

- With the recent re-opening announcements from the Province the doors to the WPS are officially open to the public starting November 1.

- Upcoming Remembrance Day ceremonies will be held in person and a number of the WPS Members will be involved in those ceremonies.

9. 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 9.

CARRIED.

10. FINANCIAL STATEMENTS

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

Resolved that the Board receive the financial statements ending October 31, 2021 in Item 10.

CARRIED.

11. 2022 SCHEDULE OF MEETING DATES

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approve the schedule of meeting dates as circulated.  
CARRIED.

12. 2022 OPERATING BUDGET PRESENTATION

Resolved that the Board approve the budget presentation to request a budget of \$17,625,918 to City of Woodstock Council.

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

CARRIED.

13. UNFINISHED BUSINESS

None.

14. CLOSED SESSION

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board adjourns to Closed Session at 4:08 pm to discuss intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c.P15, s.35 of the Ontario Police Services Act.

CARRIED.

15. CLOSED SESSION RISES

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board does now rise from Closed Session and reconvenes at 5:04 pm.

CARRIED.

16. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 9

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Trevor BIRTCH

Seconded by: Leslie FARRELL

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: Leslie FARRELL

Seconded by: Balwant RAI

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

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

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

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES - CHIEF

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

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

CARRIED.

CLOSED SESSION # 5 – SECONDMENT AGREEMENT

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board authorize the Chair to sign the attached Secondment Agreement between the Ministry of the Solicitor General, Woodstock Police Services Board and Paul Hill.

CARRIED.

CLOSED SESSION # 6 – VICTIM SUPPORT GRANT AGREEMENT

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

That the board authorize the Chair to sign the attached Transfer Payment Agreement between the Ministry of the Solicitor General and the Woodstock Police Services Board to support the Victim Services Grant.

CARRIED.

CLOSED SESSION #7 – TRANSFER FROM INSURANCE LOSS RESERVE ACCOUNT

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

That the board approves the transfer of \$16,805.64 from the WPS IT Reserve Account 0170-51159-0000 into the 2021 WPS Operating Budget.

CARRIED.

CLOSED SESSION #8 – TRANSFER FROM CAPITAL RESERVE ACCOUNT

Moved by: Trevor BIRTCH

Seconded by: Leslie FARRELL

That the board approves the transfer of \$60,839.73. from the Capital Reserve Account #0170-51166-0000 into the WPS 2021 Operating Budget to cover the costs of the attached invoices.

CARRIED.

#### CLOSED SESSION # 9 – RESERVE ACCOUNT TRANSFERS

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

1. That the board approve a transfer of funds from the Labour Relations Reserve Account #0170-51158-0000 into the Information Technology Reserve Account #0170-51159-0000 in the amount of \$150,000.

2. That the board approve a transfer of funds from the Labour Relations Reserve Account #0170-51158-0000 into the Sick Leave Severance Reserve 0180-52031 in the amount of \$33,000.

CARRIED.

#### 17. BOARD ONLY SESSION

No motion required.

#### 18. NEW BUSINESS

The Board had a discussion regarding increased security in the downtown core that the City recently approved. As part of the discussion, it was proposed that the volunteer auxiliary would be providing security. Trevor Birtch added that the auxiliary is not for this use and using the auxiliary group for downtown security is not being looked at for an expansion of their responsibilities.

Trevor Birtch noted that a Santa Claus parade committee has been formed. The parade will not be at nighttime, but he wanted the Board to know that it will be proceeding this year on December 12. He extended the request for support through the Board and the Police Service for the parade. Chief Longworth noted that WPS has already been contacted for auxiliary support and traffic controls

19. Date of Next Board Meeting MONDAY, December 13, 2021 at 3pm at the Woodstock Police Service Headquarters.

20. ADJOURNMENT

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

resolved that the Board does now adjourn at 5:08 pm

CARRIED.

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Ken Whiteford, Chair

Woodstock Police Service Board

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Trevor Birtch, Vice-Chair

Woodstock Police Service Board