



## WOODSTOCK POLICE SERVICES BOARD

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

Present were: Ken Whiteford, Provincial Appointee; Mayor Trevor Birtch; 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, Acting Inspector, Duane Sprague, Zone 4 Police Advisor.

### 1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:03 p.m.

### 2. APPROVAL OF AGENDA

Moved by: Trevor BIRTCH

Seconded by: Leslie FARRELL

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

3. There were no declarations of pecuniary interest.

### 4. MINUTES

Moved by Leslie FARRELL

Seconded by Trevor BIRTCH

Resolved that the Board approve the minutes of January 10, 2022 as circulated.  
CARRIED.

### 5. BUSINESS ARISING FROM THE MINUTES

None.

6. VERBAL REPORT FROM CHAIR

K. Whiteford discussed the fundraiser "Coldest Night of the Year", and wanted to congratulate the Chief and the Woodstock Police Service for the incredible amount of money that has been pledged thus far being over \$10,000. Out of all of the teams involved in the fundraiser, this team is in the top 5 for amount of money raised in the County.

7. VERBAL REPORT FROM CHIEF

- Chief Longworth advised that the Peer Support Team launched in September. A year-end report noted that there were at least 10 contacts made to the Team per month.

- The Omicron COVID variant was impacting the WPS. There were a number of staffing challenges, however they continued to maintain adequate staffing and safety measures.

- Chief Longworth noted that a truck convoy passed through the City of Woodstock last Saturday. The WPS were in contact with the organizers and the OPP to ensure safety and security of all citizens. Chief Longworth kept the CAO and the Board Chair apprised of the event. He advised that the convoy took 90 minutes to pass through the City with about 400 vehicles in attendance. Other than a disruption to traffic flows, no other concerns or problems occurred.

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: Trevor BIRTCH

Seconded by: Balwant RAI

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 January 31, 2022 in Item 9.

CARRIED.

10. COMMUNITY SURVEY

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

Resolved that the Board approves the use of the attached Community Survey questions as part of the development of 2023-2025 Strategic Plan.

CARRIED.

11. INTERNAL NEEDS SURVEY

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approves the use of the attached Internal Needs survey as part of the development of the 2023-2025 Strategic Plan.

CARRIED.

12. STRATEGIC PLANNING PROCESS

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

Resolved that the Board approves the timelines proposed for the 2023-2025 Strategic Planning Process.

CARRIED.

13. MISSING PERSONS ACT ANNUAL REPORT

Moved by: Leslie FARRELL

Seconded by: Trevor BIRTCH

Resolved that the Board receive the Annual Report pursuant to Section 8 of the Missing Persons Act.

CARRIED.

14. UNFINISHED BUSINESS

None.

15. CLOSED SESSION

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

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.

16. CLOSED SESSION RISES

Moved by: Balwant

Seconded by: Leslie

Resolved that the Board does now rise from Closed Session and reconvenes at 4:30 pm.

CARRIED.

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Balwant RAI

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: Trevor BIRTCH

Seconded by: Balwant RAI

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of January 31, 2022.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by: Leslie FARRELL

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: Trevor BIRTH

Seconded by: Leslie FARRELL

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

CARRIED.

CLOSED SESSION # 5 – CPST REVIEW

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

Resolved that the Board receive the report.

CARRIED.

CLOSED SESSION # 6 – PINCOMBE NOMINATION

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board support the nomination of WPS Cst. Kelly Hackney for the Pincombe Memorial Bursary.

CARRIED.

CLOSED SESSION # 7 – PARENTAL LEAVE REQUEST

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board approves the Parental Leave for PC Brian Phan from April 11- May 21, 2022.

CARRIED.

CLOSED SESSION #8 – REPORT No. 01-2022

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board adopt Report No. 01-2022

CARRIED.

CLOSED SESSION #9 – REPORT No. 02-2022

Moved by: Leslie FARRELL

Seconded by: Balwant RAI

Resolved that the Board adopt Report No. 01-2022

CARRIED.

18. BOARD ONLY SESSION

19. NEW BUSINESS

a. MEETING FORMAT

It was determined that the meeting format will continue to be a hybrid method, allowing both virtual and in-person attendance.

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

21. ADJOURNMENT

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

resolved that the Board does now adjourn at 4:46 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