**WOODSTOCK POLICE SERVICE BOARD**

**PUBLIC MEETING AGENDA**

**DATE: Monday, November 9, 2020**

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

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

1. Call to Order
2. Welcome
3. Procedural Motion
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 October 19, 2020
   **Recommendation: That the Board approves the minutes of October 19, 2020 as circulated.**
7. Business arising from the minutes
8. Verbal Report from the Chair
9. Verbal Report from the Chief
10. Communications
11. Statistics/Reports – Deputy
    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**

12. Financial Statements – Summary for period ending October 31, 2020
13. Changes required to WPSB By-Law 04-2010
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 to 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, December 14th, 2020 @ 3p.m. at Woodstock Police Service, via Zoom
20. Procedural Motion
21. Adjournment

# WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on October 19, 2020 at Woodstock Police Service headquarters and via ZOOM at 3:00 p.m.

Present were via ZOOM: Provincial Appointee, Mayor Trevor Birtch (late); Balwant Rai, Community Member; Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; Deb Tait, City Councilor; Amy Hartley, WPSB EA; Greg Colgan, Woodstock Sentinel Review; Chris Herapath, Police Service Advisor, Zone 4;

Also in attendance were Chief Daryl Longworth, Deputy Chief Rod Wilkinson, Kristi Lampman, Human Resources Coordinator, Becky Jonker, Executive Assistant to Senior Administration, Acting Inspector Heidi Becks

Absent: Inspector Marci Shelton

1. CALL TO ORDER
Ken WHITEFORD called the meeting to order at 3:05 p.m.

PROCEDURAL MOTION
Moved by Deb TAIT
Seconded by Leslie FARRELL

Whereas society in general is faced with numerous challenges relating to the COVID-19 pandemic; and

Whereas the Woodstock Police Service Board is not in a position to have an in-person meeting due to precautions put in place as a consequences of the pandemic;

Now therefore, the Woodstock Police Service Board suspend the rules of procedure governing the proceedings of the Board as provided in Section 3.3 of Board By-Law 01-2019 to enable a meeting of the Board to proceed on October 19, 2020 by teleconferencing or any other appropriate means to circumvent the need for the meeting to be in-person and allow the Board the freedom to organize and conduct the meeting as it sees fit. CARRIED.

2. WELCOME
Ken WHITEFORD welcomed everyone in absence of Acting Chair, Trevor BIRTCH

3. APPROVAL OF AGENDA
Moved by Deb TAIT
Seconded by Leslie FARRELL
Resolved that the Board approve the agenda as circulated. CARRIED

4. There were no declarations of pecuniary interest.

5. MINUTES – September 14, 2020

Moved by Deb TAIT
Seconded by Leslie FARRELL
Resolved that the Board approve the minutes of September 14, 2020 save and except for the following change:

> *14. 2020 NOMINATIONS FOR BOARD CHAIR and VICE CHAIR*
> *Moved by Deb TAIT*
> *Seconded by Balwant RAI*
>
> *Motion put forward that Trevor BIRTCH continue to hold the position of Chair until end of 2020 and Ken WHITEFORD continue to **FILL** the position of Vice Chair until the end of 2020. Both BIRTCH and WHITEFORD agreed.*
> *The motion was CARRIED.*

CARRIED

6. BUSINESS ARISING FROM THE MINUTES
None

7. VERBAL REPORT FROM CHAIR
Chair Trevor BIRTCH not present (arrived late to meeting)

8. VERBAL REPORT FROM CHIEF

Welcome new EA to Board Amy HARTLEY.

Introduce Acting Inspector Heidi Becks. Heidi started with us in 1998 and has spent a good portion of her career in either Criminal Investigations or Drug Enforcement. Heidi was just promoted to the rank of S/Sgt in the spring.

- Looking after Operations
- Conducting a review of our cadet program
- Conducting a work load analysis and structure of our civilian clerical staff

I would like to thank the board on behalf of the members for the appreciation lunch provided. Number of positive comments have been received.

Update on the Community Safety and Policing Act - The Ministry is now targeting the new act to be in force December 2021 subject to the ongoing regulatory development work

- Some pieces of the Act, such as the SIU Act and the filling of the Inspector General have been implemented but the majority will not be in place until 2022.

Community Safety and Well-Being Plan – work is ongoing and we are currently trying to get input from the community via a community survey - safewelloxford.ca. I sit on the committee. Mary Anne SILVERTHORN's spot on the committee is open now that her term is over. Chair BIRTCH was advised of this vacancy; ZOOM meetings have been taking place;

MHEART – We welcomed our MHEART crisis workers back into our office and back on patrol with our officers on October 13th. Since April, they have been available to us on an on-call basis only.

The Ministry is presently conducting a review of how court security and prisoner transportation is conducted across the province. At present we receive $438,000 from the province for court security which equates to about 50% of our costs. As the courts continue to change in response to the pandemic it is difficult to forecast what our costs may be moving forward. At this point there is no guarantee of what the funding envelope will look like in 2021 however, with the review slated to be completed in the spring followed by a review by government, I would anticipate that the current funding may remain in place for 2021.

9. <u>STATISTICS/REPORTS – Deputy WILKINSON</u>

A) Calls for Service Statistics
B) Calls for Service Report
C) Charge Comparison Report
D) Report on Complaint Investigations

Moved by Deb TAIT
Seconded by Leslie FARRELL
resolved that the Board receive all statistics and reports presented in Item 9. CARRIED

10. FINANCIAL STATEMENTS

Revenue is being received from Government grants

20th pay period of the year complete (approx. 77%)

Revenues are short due to COVID pandemic; Secondment payments from OPC are down because Officer was sent back in April until October

Civil Remedies Grant is a new grant that was not budgeted for; applied and got funding; grant was for public education for topic of Human Trafficking; was supposed to be done in April but was put on hold; available to use until March 31, 2021; funding might not be used; Closer review of at December meeting

Inclusivity training - $5000.00 donation to be shared between police and fire; LONGWORTH and BIRTCH attended a Sikh club motorcycle rally for emergency service workers; funds to be put toward equity and diversity training; WPS currently has training planned for November and spring 2021; donation made on behalf of Woody;

TRANS FROM RESERVE FOR CAPITAL PROJECTS – previously was for vehicle purchases; money from operating into capital to pay for vehicle costs; $105,000.00 is anticipated cost for vehicles; once we have full costs for vehicles at December meeting will make request to transfer from reserves; may not need and would suggest keeping in reserve

Revenue PAID DUTY and PAID DUTY ADMINISTRATION – monies come from events run by private organizations that need police security; WPS supplies vehicles, fuels, officer; revenue may be down as there are currently no events being held, however, there is also no costs so no budgetary impacts

Moved by Deb TAIT
Seconded by Leslie FARRELL

resolved that the Board receive the financial statements ending September 30, 2020 in Item #10.

CARRIED

11. CAPTIAL BUDGET SUBMISSION

Moved by Ken WHITEFORD
Seconded by Balwant RAI
Resolved that the Board approves the 2021-2022 Capital Budget Submission as presented by Chief Longworth in Item 11.
CARRIED

12. UNFINISHED BUSINESS

B. RAI advised leaving message for male in Brantford regarding Diversity Committee; LONGWORTH advised that Media Release will be going out this week identifying who is on the committee and advise seeking local member; looking to expand committee

13. CLOSED SESSION

Moved by Balwant RAI
Seconded by Deb TAIT
resolved that the Board adjourns to Closed Session at 3:38 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 Ken WHITEFORD
Seconded by Balwant RAI
resolved that the Board does now rise from Closed Session and reconvenes at 4:05 pm CARRIED

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA
Moved by Leslie FARRELL
Seconded by Ken WHITEFORD
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 Deb TAIT
Seconded by Balwant RAI
resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of October 19, 2020 – CARRIED

CLOSED SESSION # 3 - COVID-19 - CHIEF

Moved by Balwant RAI
Seconded by Leslie FARRELL
resolved that the Board receives for information the verbal report of Chief LONGWORTH – CARRIED

CLOSED SESSION # 4 - OVERTIME - CHIEF
Moved by Balwant RAI
Seconded by Ken WHITEFORD
resolved that the Board receive the monthly tracking report for information. CARRIED

CLOSED SESSION # 5 – LEAVE OF ABSENCE – REQUEST
Moved by Deb TAIT
Seconded by Balwant RAI
resolved that the Board receives with regret for information the correspondence dated October 2, 2020 requesting a Leave of Absence from a Special Police Constable. CARRIED

CLOSED SESSION # 6 – OTHER BUSINESS
None

CLOSED SESSION # 7 - STATUS OF LEGAL CASES - CHIEF
Moved by Balwant RAI
Seconded by Leslie FARRELL
resolved that the Board receive the status updates presented in Item #7. CARRIED

CLOSED SESSION #8– OTHER ITEMS IF NECESSARY
None

16. NEW BUSINESS
None

17. PROCEDURAL MOTION
Moved by: Ken WHITEFORD
Seconded by Balwant RAI
Resolved that the Woodstock Police Services Board re institute Section 3.3 of Board By-Law 01-2019 to govern Board proceedings moving forward. CARRIED

18. Date of Next Board Meeting MONDAY, November 9, 2020 at 3pm at the Woodstock Police Service Headquarters.

19. ADJOURNMENT

Moved by Ken WHITEFORD
Seconded by Balwant RAI
resolved that the Board does now adjourn at 4:13 pm  CARRIED

_____
Trevor Birtch, Acting Chair
Woodstock Police Service Board

_____
Woodstock Police Service Board

HALTON POLICE BOARD

EXCELLENCE IN GOVERNANCE

To: The Regional Municipality of Halton
The City of Burlington
The Town of Halton Hills
The Town of Milton
The Town of Oakville
Canadian Police Boards

From: Rob Burton, Chair, Halton Police Board

Date: October 30, 2020

Re: International Holocaust Remembrance Alliance Definition of Antisemitism

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Dear Sirs/Mesdames:

On June 25, 2019, the Hon. Pablo Rodriguez, PC, MP, then-Minister of Canadian Heritage and Multiculturalism, announced that the Government of Canada would adopt the International Holocaust Remembrance Alliance's (IHRA) definition of anti-Semitism as part of *Building a Foundation for Change: Canada's Anti-Racism Strategy 2019–2022.*

The IHRA's definition, explained further at its website https://www.cija.ca/ihra/, is as follows:

> "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

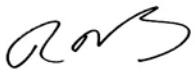
Accordingly, at its meeting of October 29, 2020, the Halton Police Board adopted the following resolution:

> THAT the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism as adopted by the Parliament of Canada be endorsed by the Halton Police Board, and;
>
> THAT the Board Chair write a letter to the Councils of the Regional Municipality of Halton, the City of Burlington, the Town of Halton Hills, the Town of Milton, the

Town of Oakville and all Police Boards in Canada encouraging them to endorse the IHRA definition.

I invite you to consider adopting a similar resolution at your respective Councils and Boards in order to demonstrate support for Canada's Jewish Community.

Sincerely,

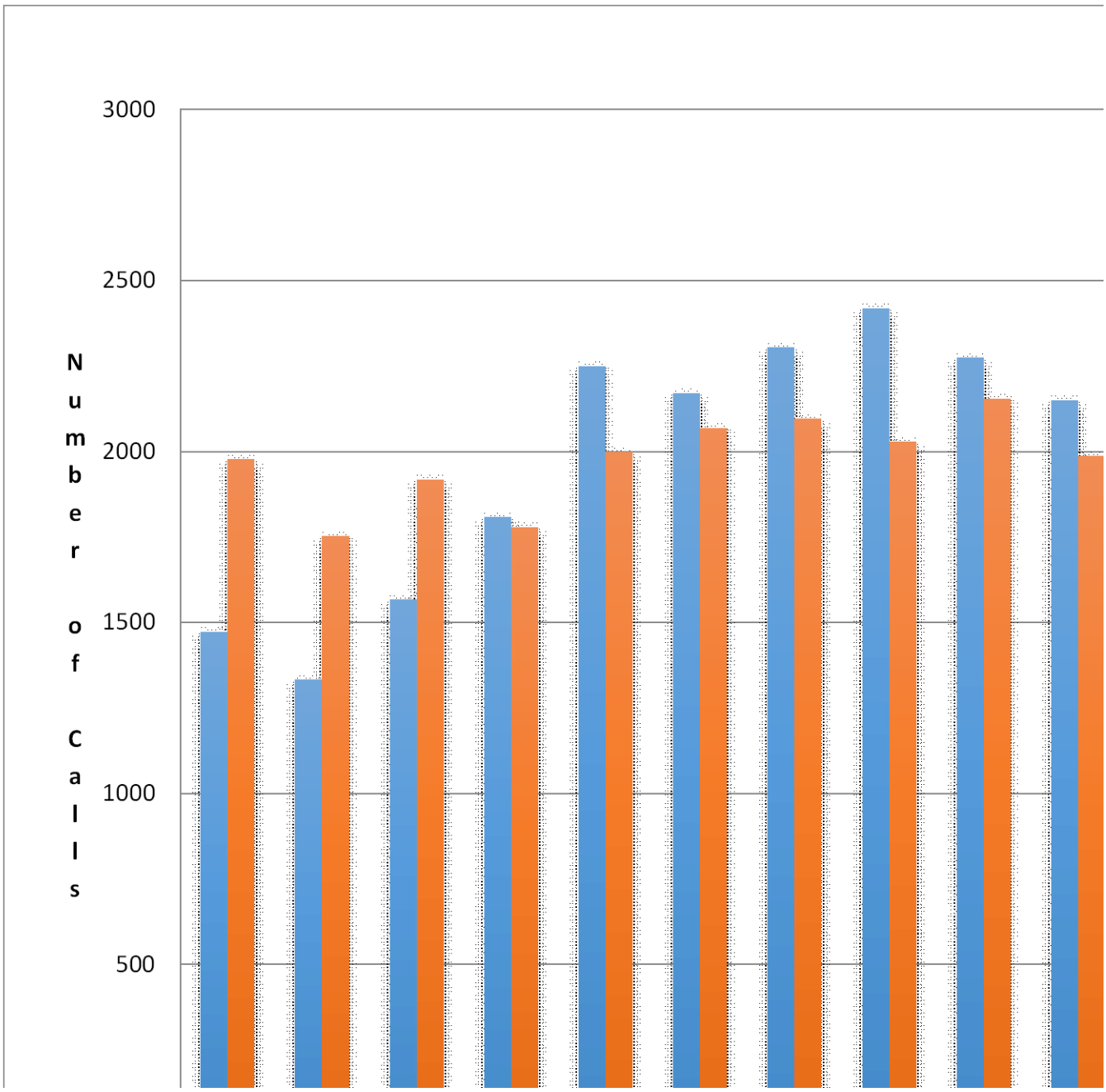


Rob Burton
Chair, Halton Police Board

# Calls For Service

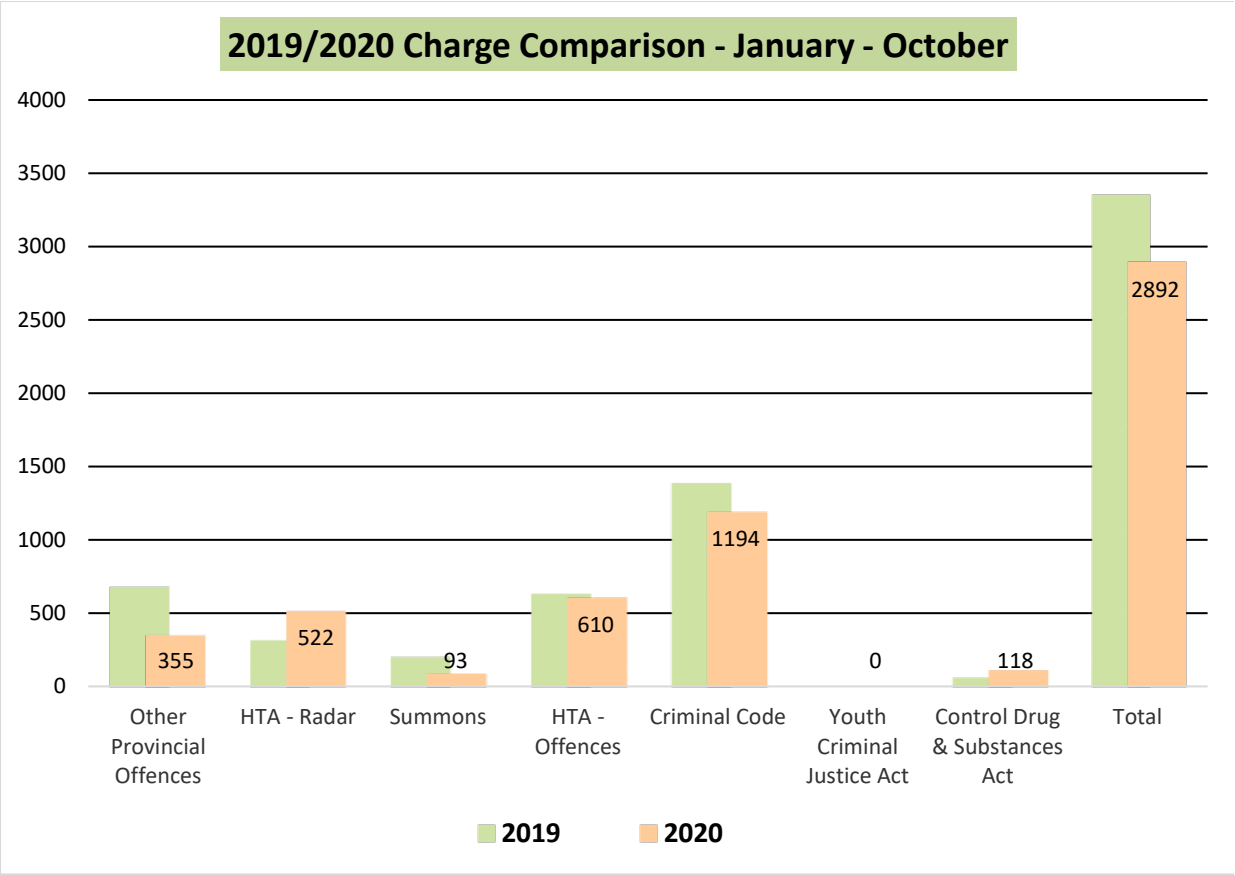
| | 2016 | 2017 | 2018 | 2019 | 2020 | 5-Year Monthly Average |
|---|---|---|---|---|---|---|
| January | 1,275 | 1,229 | 1,384 | 1,473 | 1,977 | 1,468 |
| February | 1,066 | 1,105 | 1,147 | 1,332 | 1,752 | 1,280 |
| March | 1,192 | 1,318 | 1,405 | 1,567 | 1,918 | 1,480 |
| April | 1,234 | 1,506 | 1,357 | 1,808 | 1,779 | 1,537 |
| May | 1,523 | 1,575 | 1,782 | 2,250 | 1,998 | 1,826 |
| June | 1,488 | 1,556 | 1,672 | 2,171 | 2,069 | 1,791 |
| July | 1,510 | 1,508 | 1,809 | 2,304 | 2,095 | 1,845 |
| August | 1,513 | 1,643 | 1,923 | 2,419 | 2,029 | 1,905 |
| September | 1,331 | 1,647 | 1,907 | 2,275 | 2,155 | 1,863 |
| October | 1,371 | 1,615 | 1,625 | 2,150 | 1,986 | 1,749 |
| November | 1,299 | 1,391 | 1,675 | 2,089 | | 1,614 |
| December | 1,292 | 1,412 | 1,503 | 1,852 | | 1,515 |
| Total Incidents = | 16,094 | 17,505 | 19,189 | 23,690 | 19,758 | 17,596 |
| Overall Difference | | 1,411 | 1,684 | 4,501 | -3,932 | |
| % (+/-) | | 8.77% | 9.62% | 23.46% | -16.60% | |

# Woodstock Police Service Calls For Service | 2020



## 2019/2020 Charge Comparison - January - October

| Total | Other Provincial Offences | HTA - Radar | Summons | HTA - Offences | Criminal Code | Youth Criminal Justice Act | Control Drug & Substances Act | Total | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| **2019 (Jan - Oct)** | 699 | 327 | 211 | 650 | 1402 | 0 | 65 | **3354** | |
| | | | | | | | | | |
| | | | | | | | | | |
| **2020 (Jan - Oct)** | 355 | 522 | 93 | 610 | 1194 | 0 | 118 | **2892** | |
| **2020 % Totals** | **12.28%** | **18.05%** | **3.22%** | **21.09%** | **41.29%** | **0.00%** | **4.08%** | | |


2019/2020 Charge Comparison - January - October
4000
3500
3000
2500
2000
1500
1000
500
0
355
522
93
610
1194
0
118
2892
Other Provincial Offences
HTA - Radar
Summons
HTA - Offences
Criminal Code
Youth Criminal Justice Act
Control Drug & Substances Act
Total
2019
2020

# *2020 Officer Stats*

***Aug***

| | HTA - Offences | Other Provincial Offence (LLA, CAIA, TPA) | Traffic - Parking Violations & Bylaw | HTA - Radar | Summons | Criminal Code | Criminal Code - Impaired Charges | Youth Criminal Justice Act | Control Drug & Substances Act | Observations | Compliance Checks | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total | 92 | 25 | 4 | 116 | 0 | 144 | 6 | 0 | 12 | 0 | 2 | 401 |

***Sep***

| | HTA - Offences | Other Provincial Offence (LLA, CAIA, TPA) | Traffic - Parking Violations & Bylaw | HTA - Radar | Summons | Criminal Code | Criminal Code - Impaired Charges | Youth Criminal Justice Act | Control Drug & Substances Act | Observations | Compliance Checks | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total | 67 | 18 | 5 | 83 | 0 | 151 | 6 | 0 | 13 | 13 | 14 | 370 |

***Oct***

| | HTA - Offences | Other Provincial Offence (LLA, CAIA, TPA) | Traffic - Parking Violations & Bylaw | HTA - Radar | Summons | Criminal Code | Criminal Code - Impaired Charges | Youth Criminal Justice Act | Control Drug & Substances Act | Observations | Compliance Checks | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total | 80 | 24 | 13 | 28 | 0 | 121 | 6 | 0 | 20 | 7 | 50 | 349 |

**2020 Report**
**Complaint Investigations**

| | | |
|---|---|---|
| **Total Officers (actual authorized strength)** | 77 | |
| | | |
| **Total Chief's Complaints** | 2 | |
| | | |
| **Total Public Complaints** | 17 | |
| | | |
| - Conduct | 17 | |
| - Service | 0 | |
| - Policy | 1 | |
| | | |
| **TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION** | 1 | |
| **TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION** | 5 | |
| | | |
| **Allegations** | | |
| Incivility/Insubordination | 0 | |
| Neglect of Duty | 6 | |
| Discreditable Conduct | 11 | |
| Excessive/Unnecessary Use of Force | 0 | |
| Unlawful/Unnecessary Exercise of Authority | | |
| Unsatisfactory Work Performance | 0 | |
| Other Service Complaints - Unknown | 1 | |
| | | |
| **Resolutions** | | |
| Not Dealt with- Section 59 (frivolous, vexatious, | 11 | |
| bad faith, outdated, not affected) | 0 | |
| 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 | |
| | | |
| | | |
| | | |

Prepared by
Rod Wilkinson 02NOV20

November 3, 2020

**Board Report November 2020 - OPEN**

**Re: By-Law 04-2010**

**Purpose**

There is a need to amend or rescind Woodstock Police Services Board By-Law 04-2010.

**Discussion**

The Woodstock Police Service By-Law 04-2010 (attached) was instituted in July, 2010. The by-law is very prescriptive as to how the police service will respond to false alarms and sets out a cost-recovery fee structure in relation to false alarms.

Woodstock Police Service By-Law 07-2020 (attached) that was recently amended and approved by the board on September 14, 2020 includes a cost-recovery fee structure in relation to false alarms.

As you are aware, the board may by By-law, make rules for the effective management of the Police Force pursuant to Section 31(6) of the Police Services Act. Furthermore, pursuant to Section 391 (1.1) of the Municipal Act, the Board, being a local board as defined in Section1 of the Municipal Act, is authorized to pass by-laws imposing fees or charges for services and activities provided by and done on behalf of the Board.

I would suggest that the level of detailed and prescriptive direction contained within the current Alarm By-Law 04-2010, aside from the fee structure, is better suited as an Operational Procedure/Directive enacted by the Chief of Police. In doing so, it would allow the Chief of Police the ability to amend the process as necessary and make changes based on the operational needs of the service, while continuing to provide the board the opportunity to maintain control of the fee structure contained in By-Law 07-2020. I have attached a draft False Alarm Procedure/Directive to be issued by the Chief of Police.

**Recommendation**

**That the board rescind By-Law 04-2010 and direct the Chief to develop and implement a written procedure in relation to False Alarms.**

Daryl Longworth
Chief of Police

**WOODSTOCK POLICE SERVICES BOARD**

**BY-LAW 04-2010**

A By-law to authorize the charging of fees to recover the costs of providing police services in response to False Alarms

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| | Repeal | 5 |
| | Effective Date | 5 |

.

**BYLAW 04-*2010***

A By-law to authorize the charging of fees to recover the costs of providing police services in response to False Alarms.

**1. PREAMBLE**

1.1 **WHEREAS** the Woodstock Police Services Board (the "Board") has determined that the Woodstock Police Service (the "Service") responds annually to a large number of calls for service initiated by the activation of alarm systems installed in residential or commercial premises;

1.2 **AND WHEREAS** many of the activations of such alarm systems constitute false alarms that do not require a response by the Service;

1.3 **AND WHEREAS** costs are incurred unnecessarily by the Board and the Service in responding to false alarms and such responses delay attendance by members of the Service at genuine emergencies;

1.4 **AND WHEREAS** the Board seeks to recover part of the costs of responding to false alarms;

1.5 **AND WHEREAS,** the Board is authorized to pass by-laws imposing fees or charges on any class of persons for services and activities provided by or done on behalf of the Board;

NOW THEREFORE THE WOODSTOCK POLICE SERVICES BOARD ENACTS AS FOLLOWS:

**2. INTERPRETATIONS**

For the purposes of this By-law:

Definitions

2.1 “Board” means the Woodstock Police Services Board;

2.2 “Service” means the Woodstock Police Service;

2.3 “City” means the City of Woodstock;

2.4 "Alarm Business" means any person or persons or Corporation who engage in the business of installing and/or maintaining Alarm Systems;

2.5 "Alarm System" means any device which, when activated, transmits a signal or message to an Alarm Business or initiates a telephonic or recorded message which is designed to be transmitted over regular telephone lines;

2.6 **"**Alarm Subscriber/User**"** means any person who owns, rents or otherwise occupies premises where an Alarm System is installed and who is responsible for the use and maintenance of the Alarm System and includes a person who pays funds to an Alarm Business in exchange for monitoring of the Alarm System;

2.7 “Valid Alarm” is an alarm signal which has been activated for the purpose for which it was installed such as: warning of an attempted or completed criminal offence, or an emergency situation in relation to the premise in which the Alarm System is installed;

2.8 "At Fault False Alarm" means the activation of an Alarm System where, in the opinion of the Chief of Police of the Service or his/her designate, no emergency or of evidence of criminal activity exists at the premises at which the Alarm System is installed and includes:

(a) The activating or testing of an alarm without prior notification, and approval of the Officer in charge of the Woodstock Police Service.

(b) An alarm due to mechanical failure or improper installation, an alarm caused by negligence or carelessness of an Alarm Business, the alarm installer, the Alarm Subscriber/User, or his/her agent or employee.

(c) An alarm activated due to internal or external vibrations.

(d) Includes an alarm where a member of the Service was en route and the alarm response was canceled prior to the member's arrival.

2.9 “No Fault” False Alarm is an alarm that prompts a police response to a premise where an emergency does not exist and the alarm was triggered by natural causes or conditions beyond the control of the alarm user which may include an alarm actually or apparently activated by atmospheric conditions, excessive vibrations or extended power failure;

2.10 **“**Normal Business Hours**”** is the period during which any premise is open for business and includes one hour prior to opening and one hour after closing. This time will be obtained from the reporting alarm business;

2.11 **“**Verification**”** occurs when the alarm business establishes whether or not a police response is required by first contacting their subscriber to confirm, when possible if the alarm is genuine;

2.12 **"**Non-Residential Premises**"** means lands, buildings, or structures used or designated or intended for other than residential use;

2.13 "Residential Premises" means any building used or intended residence of one or more individuals.

## 3. REGISTRATION

*Police Response* 3.1 Each alarm system within the City of Woodstock to which a police response to an alarm is desired, must be registered with the Woodstock Police Service.

*Acceptance of Registrations* 3.2 Alarm registrations will be accepted only from alarm companies, unless in extenuating circumstances and approved by the Alarm Coordinator the alarm registration will be accepted from the Alarm Subscriber/User.

*Yearly Registration Date* 3.3 Alarms must be registered by January 31 of each year in order to ensure continued police response to alarm calls.

*Annual Fee* 3.4 The fee for the annual non-refundable registration is in accordance with the schedule listed hereunder. This fee schedule will be reviewed periodically in accordance with policy established by the Woodstock Police Services Board. For the year 2000 and every subsequent year thereafter:
>$50.00 for all alarm monitored household and other non-commercial premises
>$50.00 for all alarm monitored business and commercial premises
>$50.00 for all alarm monitored business and commercial premises
(e.g. Automatic Teller Machines. (A.T.M.'s)

*Alarm Identification Number* 3.5 Every alarm subscriber/user or approved variance, as set out in subsection 3.2 wishing a police response to alarms will ensure that their alarm system is registered each year with the Woodstock Police Service in accordance with the Alarm Registration Policy. The alarm identification number assigned by the Service to each registered alarm system, alarm subscriber/user must be provided to police when reporting activated alarms.

## 4. ALARM VERIFICATION

*Verification Requirements* 4.1 Verification is required for all intrusion alarms or alarms to automatic banking machines which occur during the normal business hours of the premise involved. The alarm business is responsible for verifying these types of alarms.

*Examples of Verification Requests* 4.2 Verification may also be requested by the officer responding or the Officer in charge of the Woodstock Police Service when:

a) An intrusion alarm is activated during normal business hours or when it is normally expected that authorized persons are or should be in the building.
b) When the alarm is activated more than once during a responding officer's tour of duty and the alarm is obviously malfunctioning.
c) When several alarms are activated during a short period of time during an electrical storm.

## 5. REGISTRATION PROCESS

Responsibilities 5.1 It is the responsibility of the alarm business or alarm monitoring station to notify their customers of this policy. The Woodstock Police Service will not directly contact individual alarm subscribers/users.

*Collection of Registration Fees & Registration Form*

5.2 Registration fees must be collected by the alarm business, alarm monitoring companies on behalf of their clients and forwarded together with a completed Woodstock Police Service Registration Form for each alarm subscriber/user to the Woodstock Police Service, 615 Dundas Street, Woodstock, Ontario, N4S 1E1, attention to the Alarm Coordinator.

*Alarm Registry & Identification Numbers*

5.3 Upon receipt of the prescribed registration fee and the Alarm Registration Form, the alarm subscriber/user will be added to the Woodstock Police Service Registry. An identification number will be assigned by the Woodstock Police Service to each registered alarm subscriber/user. A list of registered alarm subscriber/user with identification numbers will be returned to the alarm business together with a receipt for payment.

## 6. FAILURE TO REGISTER ALARM SUBSCRIBER/USER

*NON-RESPONSE by Police*

6.1 Failure to register an alarm subscriber/user with the Woodstock Police Service will result in NON-RESPONSE by police to a reported alarm, unless the premise has been entered or found to be suspicious in nature upon arrival of an individual or company representative who reports information to the police.

## 7. NOTICES

*Special Caution*

7.1 **"SPECIAL CAUTION NOTICE"** means a document which may be issued to an Alarm Business, and/or an Alarm Subscriber/User, after four (4) "at fault false alarms" at a given location within one calendar year (365 days). The document shall indicate the premises' identification number, premises' name and address, date of the at fault false alarms, the incident numbers, and reasons the at fault false alarms were classified as such.

*Suspension*

7.2 **"SUSPENSION NOTICE"** means a document which may be issued to an Alarm Business and/or an Alarm Subscriber/User after five (5) "at fault false alarms" which suspends response to any subsequent alarm at the specified location fourteen (14) days after the date of such Notice for a period of one calendar year (365 days), subject to the suspension program in effect.

*Re-instatement*

7.3 **"RE- INSTATEMENT"** A Suspension Notice may be rescinded at the discretion of the Chief of Police of the Service or his/her designate if the Alarm Business or Alarm Subscriber/User through the Alarm Business or directly if the premise is an approved variance, provides in writing to the Service reasons why there were "at fault false alarms", how the problem which activated the alarms was corrected and a statement that the Alarm System is now in good working order, together with a non-refundable fee for reviewing the request of $100.00. In the event of acceptance of such valid reasons, the premises will be reinstated to the status of issuance of a Special Caution Notice for a period of one calendar year (365 days). A Re-Instatement Notice Form will be issued to the alarm business.

## 8. GENERAL

*Payment of Fees*

8.1 Any fee and any applicable taxes pursuant to this By-Law will be payable to the Service within thirty (30) days of the date of the invoice for such fee.

*Interest on Unpaid Fees* 8.2 Interest on any unpaid fees or charges will be charged at a rate of two percent (2%) per month, compounded monthly.

*Method of Payment* 8.3 Any fees or charges shall be paid by cash, certified cheque or non-certified cheque in the discretion of the Chief of Police of the Department or his/her designate.

*Register prior to Initial Activation* 8.4 Any Alarm Business shall register with the Chief of Police of the Service or his/her designate any Alarm System prior to initial activation of the Alarm System. No police response will be initiated to any non registered alarm system.

*Automatic Teller Machine* 8.5 An alarm activated from an Alarm System attached to an automatic teller machine being the property of a financial institution, whether situated at such institution or at another premises when activated, and determined to be an "at fault false alarm", will be tabulated to the automatic teller machine itself and will not be tabulated to the remote premises or the Financial Institution premises.

*Automatic Dial System & Medical Panic Alarm* 8.6 When an alarm is reported by way of an automatic dial system, no police response will be initiated unless, it is a premise where approval has been given by the Alarm Coordinator and is a registered alarm. No fee will be charged for response to a medical panic alarm and a response will be initiated.

*Response Time* 8.7 It is recognized that the Woodstock Police Service cannot guarantee an immediate police response and any such response will be contingent upon resources available.

*HOLD UP Alarm* 8.8 The Alarm Reduction Policy will NOT be applicable to any banking or financial facility when what is commonly known as a HOLD UP Alarm has been activated during normal business hours.

*Suspension Notice* & Non-Refundable Restoration Fee 8.9 An alarm subscriber/user who has received from the Woodstock Police Service through their Alarm Business a Suspension Notice may have police response to alarms restored to the affected premise by paying a non-refundable fee of $100.00 to the Woodstock Police Service, 615 Dundas Street, Woodstock Ontario, N4S 1E1, to the attention of the Alarm Coordinator. Once the sum has been paid, along with a letter explaining how the alarm malfunction has been corrected, a reinstatement notice will be issued and police response to alarms will resume. The fee to be paid and the accompanying letter is to be submitted through the Alarm Business or directly if the premises is an approved variance.

*Suspension Appeal* 8.10 Alarm Business, Alarm Subscribers/Users can appeal the suspension to the Alarm Coordinator.

## 9. ENACTMENT

*Repeal* 9.1 By-law No. 2006-03-99 and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed.

*Effective Date* 9.2 This By-law shall come into force on the date of its enactment.

**ENACTED AND PASSED THIS 12TH DAY OF JULY 2010.**

**WOODSTOCK POLICE SERVICES BOARD**

Chair — Original signed by "Michael Harding"
Michael Harding

Vice Chair — Original signed by "Nelson Simard"
Nelson Simard

**WOODSTOCK POLICE SERVICES BOARD**

**BY-LAW *07-2020***

A By-law to recover fees for Woodstock Police Service Reports, Motor Vehicle Collisions/Reconstructions, Police Record Checks, fingerprints, DVD/CD's, including human resource time and related expenses.

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**BYLAW 07-*2020***

A By-law to recover fees for Woodstock Police Service Reports, Motor Vehicle Collisions/Reconstructions, Police Record Checks, fingerprints, DVD/CD's, Alarms including human resource time and related expenses.

## 1. PREAMBLE

1.1 **WHEREAS** the Woodstock Police Services Board is responsible for the provision of adequate and effective police services in the municipality pursuant to Section 31 of the Police Services Act and

1.2 **WHEREAS** a Board, may by By-law make rules for the effective management of the Police Force pursuant to Section 31(6) of the Police Services Act.

1.3 **WHEREAS** the Board seeks to recover part of the costs of providing reports which are the property of the Woodstock Police Service

1.4 **WHEREAS** pursuant to Section 391 of the *Municipal Act*, the Board, being a local board as defined in Section 1 of the *Municipal Act*, is authorized to pass by-laws imposing fees or charges on any class of persons services and activities provided by and done on behalf of the Board.

1.5 **WHEREAS** it is the responsibility of the Chief of Police of the Woodstock Police Service, in his/her capacity as chief law enforcement officer to administer the policing services of the City of Woodstock in accordance with the policies and regulations as approved and established by the Woodstock Police Services Board.

NOW THEREFORE THE WOODSTOCK POLICE SERVICES BOARD ENACTS AS FOLLOWS:

## 2. INTERPRETATIONS

For the purposes of this By-law:

Definitions

2.1 *"Board"* means the Woodstock Police Services Board;

2.3 "Service" means the Woodstock Police Service;

2.4 "City" means the City of Woodstock;

2.5 "Record" means any record of information, however, recorded, whether in printed form by electronic means or otherwise.

## 3. APPLICATION

Schedule for Recoverable Fees

3.1 That the attached Appendix "A" and subsequent Schedules attached thereto be adopted as the schedule for recoverable fees for requests for Woodstock Police Service Reports including, but not limited to, Motor Vehicle Collision Reports, Collision Reconstruction Reports, General Woodstock Police Service reports on Incidents, Criminal Record Checks, DVD/CD's, Alarms, Paid Duty Requests, including related human resource time, photocopying, and shipping expenses.

*Requests for Reports/Fees*

3.2 All requests for reports will be in writing or on an approved Woodstock Police Service form. Except for exigent circumstances all applicable fees will be collected prior to release of the reports or other documents. These fees will not be applied if at the decision of the Chief of Police the information is being shared with another Enforcement or Investigative Agency.

## 4. ENACTMENT

*Repeal*

4.1 By-law No. 07-2010 and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed after September 30, 2020.

*Effective Date*

4.2 This By-law shall come into effect on October 1, 2020.

**ENACTED AND PASSED** this 14th day of September, 2020.

**WOODSTOCK POLICE SERVICES BOARD**

Acting Chair _____

Trevor Birtch

Acting Vice Chair _____

**WOODSTOCK POLICE SERVICES BOARD**
**BY-LAW NO. 07-2020**
**APPENDIX "A" - RECOVERABLE FEES**

Note: H.S.T. is included in all fees, except those noted herein

| **Item** | ***COST*** |
|---|---|
| **MOTOR VEHICLE COLLISIONS /RECONSTRUCTION** | See Schedule C attached |
| Collision Reports | $50.00 |
| Technical Collision Investigation Report with Collision Reconstruction, Field Notes & 3D Scan | See Schedule C attached |
| FARO 3D Scan ONLY | See Schedule C attached |
| Technical Collision Investigation and Field Notes of Officer | See Schedule C attached |
| Scale Diagram Only | See Schedule C attached |
| Interview of Reconstructionist/Officer | See Schedule C attached |
| **POLICE RECORD CHECKS** | |
| Level 1 – PCRC (Volunteer/Student) | $20.00 |
| Level 1 – PCRC (Employment/Other) | $45.00 |
| Level 2 – PIC (Volunteer/Student) | $20.00 |
| Level 2 – PIC (Employment/Other) | $45.00 |
| Level 3 – PVSC (Volunteer/Student) | $20.00 |
| Level 3 – PVSC (Employment/Other) | $45.00 |
| Additional Copies | $5.00 |
| Criminal Record Checks – Record Suspension | $45.00 |
| **FINGERPRINTS** | |
| Civil Fingerprints (any purpose) | $65.00 |
| Fingerprints – Employment VSS | $25.00 (no change – this is a fee charged by RCMP that must be collected and reimbursed) |
| **MISCELLANEOUS** | |
| Crown Attorney DVD Transcript Requests | $2.75 per page & H.S.T. |
| Insurance/Occurrence Report | $50.00 |
| Interview of Sworn Member/Reconstruction Officer | 1.5 times the Senior Constable rate of pay & H.S.T. *(include a 3 hour minimum call out.)* – No change – Same as Paid Duty |
| *Paid Duty Events (Sworn Members)* | |
| *Paid Duty Events (Administration Fee)* | 15% of sworn members rate |
| *Paid Duty Vehicle Rate* | $50.00 per hour |
| *Paid Duty Employer Health Tax* | 1.95% of total amount charged for members |
| Paid Duty W.S.I.B. | 3.62% of total amount charged for members<br>** subject to change based on rate increases |

| Item | *COST* |
|---|---|
| Paid Duty - H.S.T. | On all Paid Duty Categories |
| Photographs / M.V.C. / Crime Scenes | Up to 10 photos - $30.00<br>Additional Images (11-40) - $2.00 per image<br>Additional images (over 40) - $1.50 per image<br>PLUS HST |
| Prisoner Escort/Security (P.O.A. Court) | $33.09 per hour plus 1.95% Health Tax and 3.62% W.S.I.B. fee & H.S.T.<br>** subject to change based on rate increases |
| DVD/CD | $30.00 (DVD Only option) |
| | |
| Purge Request (FPS, sealing of records) | $40.00 - form to be created and available on website; currently is only a letter address to Chief and no fee |
| Freedom of Information | See attached Schedule A |
| Court Orders | See attached Schedule B |
| **ALARMS** | |
| Commercial Registration Fee (ANNUALLY) | $50.00 (includes 4 false alarms) |
| Residential Registration Fee (ANNUALLY) | $50.00 (includes 4 false alarms) |
| Subsequent False Alarm Fee | $50.00 per false alarm after 4 |
| Unregistered False Alarm Fee | $50.00 residential and $100.00 business / false alarm |
| Suspension Reinstatement Fee | $0.00 |

SCHEDULE “A”

# Woodstock Police Service
# Municipal Freedom of Information and Protection Privacy Act
# FEE STATEMENT

Date: FILE NO.:

REQUESTER:

---

| | |
|---|---|
| **Application Fee:** | $5.00 |
| **Reproduction Fee:** (number of pages released) | |
| pages @ $0. 20per page or | $ |
| CD/DVD @ $30.00 each | $ |
| **Search Time/Preparation Time:** (to locate and assemble documents) | |
| minute/hr @ $7.50 / 15 minutes | $ |
| **Mailing Costs** | |
| Postage costs incurred | $ |
| **TOTAL FEE INCURRED** | **$** |
| **Less Application Fee Received** | **($5.00)** |
| **BALANCE OWING** | **$** |

PLEASE MAKE CHEQUE PAYABLE TO:
**WOODSTOCK POLICE SERVICE**
615 Dundas Street, Woodstock, ON N4S 1E1

SCHEDULE “B”

# Woodstock Police Service
# Court Order - FEE STATEMENT

Date: FILE NO.:

REQUESTER:

---

**Reproduction Fee:** (number of pages released)

pages @ $0. 20per page or $

CD/DVD @ $30.00 each $

**Search Time/Preparation Time:** (to locate and assemble documents)

minute/hr @ $7.50 per 15 Minutes $

**Mailing Costs**

Postage costs incurred $

**TOTAL FEE INCURRED** **$**

## BALANCE OWING **$**

PLEASE MAKE CHEQUE PAYABLE TO:
**WOODSTOCK POLICE SERVICE**
615 Dundas Street, Woodstock, ON N4S 1E1

SCHEDULE “C”

# Woodstock Police Service
# COLLISION RECONSTRUCTION REPORTS
# FEE STATEMENT

Date: FILE NO.:

REQUESTER:

The following collision reconstruction data may be available from this Police Service. Some fees are subject to applicable HST.

## Collision Report:

A copy of the standard Ministry of Transportation Motor Vehicle Collision Report completed in relation to a collision in accordance with the provisions of the *Highway Traffic Act* (Ontario) but shall not include witness statements or other personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario)

@ $50.00 $

## FARO 3D Scan (Raw Data):

Additional: For the enhanced LEVEL 4 with animation scan option please contact the Records Department as an additional fee will incurred

@ $1000.00 $

## Crash Data Retrieval (CDR) System Report: (per vehicle)

A technical report based on the analysis of information obtained from a CDR System Report (if available)

@ $500.00 / vehicle $

## Field Sketch:

A hand-drawn sketch created by a member of Traffic Services and the Collision Reconstruction Unit at the scene of the collision (if available)

@ $250.00 $

## Technical Collision Investigation Field Notes:

The hand written notes generated by a member of the Collision Reconstruction Unit or Traffic Services while attending the scene of collision. There will be a six (6) page minimum applied to requests for these documents.

@ $10.00 /page $

## Technical Collision Investigation Report (TCI Report):

A Police Service report, which the involved vehicles, a scene overview and may include atmospheric and lighting conditions, scene evidence, and includes a technical and collision analysis by a member of the Collision Reconstruction Unit. There will be a six (6) page minimum applied to requests for these documents.

@ $10.00 /page $

## Vehicle Inspection Report and Vehicle Mechanical Examination Report (per vehicle):

Visual and technical analysis of a damaged vehicle (if available); and
A report generated by a licenced mechanic retained during the course of the investigation by the Police Service, relating to an examination for mechanical fitness of each vehicle involved in a collision and the identification of faults, if any (if available)

@ $250.00 / vehicle $

## Interview with member of Collision Reconstruction Unit:

Customers frequently request access to members of the Collision Reconstruction Unit for an interview. Interviews will be approved at a rate of 1.5 times a 1st Class Constable Rate plus HST (minimum 3 hours). Interviews will pertain to technical aspects of the investigation only.

@ $1.5 x 1st Class Constable Rate $

SUBTOTAL $

HST $

**TOTAL FEE INCURRED** **$**

## BALANCE OWING **$**

PLEASE MAKE CHEQUE PAYABLE TO:
**WOODSTOCK POLICE SERVICE**
615 Dundas Street, Woodstock, ON N4S 1E1

# False Alarm Procedure

## A. PREAMBLE

a. Each alarm system within the City of Woodstock to which police response to alarm is desired, must be registered with the Woodstock Police Service by the Alarm Company.

b. Alarm Registration fees will be collected by the Alarm Company on behalf of their clients, unless approved by the Alarm Coordinator. Payment can be made by debit or cheque. Debit payments are accepted only in person during the business hours of Monday to Friday 8:00am to 8:00 pm. A cheque can be sent in the mail to:

Woodstock Police Service
615 Dundas Street
Woodstock, Ontario
N4S 1E1
Attention: Alarm Coordinator

c. Annual renewal of alarms must be registered and paid for by January 31 of each year by the Alarm Company. A list of registered Alarm Subscribers with permit numbers will be provided to the Alarm Company yearly.

d. The fee for the annual renewal is in accordance with the schedule listed hereunder. For the year 2021 and thereafter:

- $50.00 for all alarm monitored residential and business premises
- $50.00 for all alarm monitored objects within or on a business's premises (i.e. A.T.M.)
- $50.00 for all new alarm registrations throughout the year

e. The $50.00 annual registration fee includes 4 at fault false alarms in a calendar year to each Alarm Subscriber.

## B. DEFINITIONS

a. *Alarm Company* means persons or corporation who engage in the business of installing or maintaining alarm systems

b. *Alarm Subscriber* means any person or business who owns, rents or otherwise occupies a premise where an alarm system is installed. The Alarm Subscriber is responsible for the use and maintenance of the alarm system and pays fees to an Alarm Company in exchange for the monitoring of the alarm system.

c. *Unregistered Subscriber* means any person or business who owns, rents or otherwise occupies a premise where an alarm system is installed. The Unregistered Subscriber is not registered with the Woodstock Police Service by their Alarm Company.

d. *Alarm System* means a device which, when activated transmits a signal or message to an alarm company.

e. *A Valid Alarm* is an alarm signal which has been activated for the purpose of which it was installed such as: warning of attempted or completed criminal offence, or in an emergency situation.

f. *At Fault False Alarm* means the activation of an alarm system where, in the opinion of the Alarm Coordinator, no emergency or evidences of criminal activity exists at the premises at which the alarm system is installed and includes:

- The activating or testing of an alarm without prior notification, and the approval of the Officer in charge of the Woodstock Police Service.
- An alarm due to mechanical failure or improper installation, an alarm caused by negligence or carelessness of an alarm business, the alarm installer, the alarm subscriber

## C. ALARM COORDINATOR RESPONSIBILITIES

a. Maintain the False Alarm Databases.

b. Communicate with Alarm Companies regarding registrations, cancellations, invoicing and false alarm policies.

c. Review alarm occurrences in Niche to identify Unregistered Subscribers that police were sent to a false alarm call for.

d. Review alarm occurrences in Niche to identify any subscribers that have surpassed 4 at fault false alarms for the calendar year.

e. Prepare and send out annual alarm renewal packages.

f. Prepare and invoice alarm companies annually for alarm renewal.

g. Prepare and invoice alarm companies when subscribers surpass 4 at fault false alarms in a calendar year.

h. Collect payment for all registrations, renewals and unregistered subscribers.

## D. COMMUNICATIONS RESPONSIBILITIES

a. Create Alarm occurrences in Niche

    a. Append the Dispatch/Occurrence address

    b. Append the Alarm Company

    c. Append the Complainant, if known

b. Dispatch police for alarm response.

c. Ensure the occurrence is completed.

## E. ALARM COMPANY RESPONSIBILITIES

a. Advise their clients of our alarm policy.

b. Ensure all their clients that reside in Woodstock with an alarm system are registered with our service.

c. Ensure payment for annual alarm renewals are paid for by January 31 each year.

## F. NOTICES

a. Failure to register an Alarm Subscriber with the Woodstock Police Service will result in a $50.00 fee invoiced to the Alarm Company, unless the premise was entered or found to be suspicious in nature.

**b.** The Alarm policy allows for each Alarm Subscriber to have 4 At Fault False Alarms in a calendar year. The 5th At Fault False Alarm and thereafter will be $50.00 each for the remainder of the year.

**c.** Interest on any unpaid fees or charges will be charged at a rate of two (2%) percent per month, compounded monthly.

## G. GENERAL

a. Registration fees will be payable to the Woodstock Police Service within thirty (30) days of the date of the invoice.

b. Alarm companies will not be invoiced for valid alarms where a premise was found to be entered or suspicious in nature.