



## **WOODSTOCK POLICE SERVICES BOARD**

The Woodstock Police Services Board met on May 13, 2024 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; Mayor Jerry Acchione, Council Representative; Connie Lauder, Council Representative; Daryl Stevenson, Community Appointee; and Kristin Barnim, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; Jamie Taylor, Inspector; Kristi Lampman, Human Resources Coordinator and City Councillor Kate Leatherbarrow joined via Zoom.

### 1. CALL TO ORDER

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

### 2. WELCOME

Ken WHITEFORD welcomed everyone.

### 3. APPROVAL OF AGENDA

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

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

*Amendment:*

*i. Amended to add Record Retention by-law to item 9*

*ii. Amended to add Financial Statements as item 12*

CARRIED.

4. There were no declarations of pecuniary interest.

### 5. APPROVAL OF MINUTES – April 15, 2024

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve the minutes of April 15, 2024 as circulated.

CARRIED.

## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. MUNICIPAL AUDITOR PRESENTATION

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board chair will send a letter to the city treasurer to request a proposal regarding the details of getting a separate audit for the police service.

CARRIED.

## 8. CORRESPONDENCE

a) All Chiefs Memo – Police Week 2024: May 12-18, 2024  
Information only.

## 9. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone that the Board needs to prepare and adopt a Diversity Plan under the new legislation effective April 1. The City of Woodstock already has a Diversity Plan available for adoption by the Board. The Board agreed to use the City plan as foundation for the Board's plan.
- Chair Whiteford advised of the need for an updated record retention by-law for the Board.  
Moved by Connie LAUDER  
Seconded by Leslie FARRELL  
Resolved that the Board will adopt the City of Woodstock's Record Retention by-law to apply to the records of the Woodstock Police Service Board.  
CARRIED.
- Chair Whiteford inquired about which Board members had officially registered for the upcoming OAPSB Spring Conference in Collingwood. C. Lauder, J. Acchione, and K. Whiteford are confirmed registrants.

## 10. VERBAL REPORT FROM CHIEF

- April 15th was National Public Safety Telecommunications Week. WPS recognizes and celebrates the hard work of their communications team and dispatch center.

- April 24th was Administrative Professional's Day. WPS celebrates and acknowledges all the professionals who work tirelessly to make sure everything works behind the scene.
- On April 25th WPS had a visit from Arpan Khanna, where he received a tour of the station and went for a ride along with Sergeant Beattie.
- Some members from the Community Response Unit helped out with the Tim Hortons smile cookie campaign on May 1st.
- May 1st was First Responders Day. WPS honors the brave people who rush in when others rush out and is grateful for their unwavering dedication, courage, and sacrifice. Their heroism does not go unnoticed.
- Chief Wilkinson thanked Inspector Taylor and Constable Bezzo for attending the Runway for the Stars Fundraiser at WDDS.
- The Ontario Police Memorial Foundation celebrated its 25th annual ceremony where we honor the bravery and service of officers who make the ultimate sacrifice in the line of duty.
- May 5th was Red Dress Day. WPS stands in solidarity with Indigenous communities to remember and honor missing and murdered Indigenous women and girls.
- Chief Wilkinson attended the Ontario Women in Law Enforcement awards in Mississauga with Inspector Becks and retired Inspector Shelton. Inspector Becks was recognized for 25 years of service and (ret.) Inspector Shelton was recognized for 30 years of service. The Board sent a congratulatory letter to Inspector Becks.
- On May 11th, as part of Police Week, WPS was set up in the Foodland/Goodlife parking lot with a number of community partners for the Emergency Preparedness Expo.
- WPS attended Northdale Public School, Springbank Public School, and Central Public School for their carnivals and open houses. WPS is also attending Oliver Stephens Public School on May 13th to engage with students and their families.
- WPS celebrated McHappy Day and Ronald McDonald House charities. Constable Skillings and WPS K-9 Cruz were in attendance.

- May 26th is the Kids and Cops Fishing Day in partnership with the Oxford County Naval Veterans Association and the Kids, Cops and Canadian Tire program. WPS is hoping to encompass more kids than last year by adding an additional session. The program is already full.
- Last week Chief Wilkinson and Deputy Chief Novacich attended a local Tim Hortons to share some stories with customers.
- Throughout the Victoria Day weekend, officers will be present at the midway at Southside park.
- May 20th is the annual Victoria Day parade.

11. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive all statistics and reports presented in Item 11.

CARRIED.

12. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board receive the financial statements ending April 30, 2024 in Item 12.

CARRIED.

13. DISCRETIONARY FUND PROPOSAL

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board authorize the creation of a Board Discretionary Fund in perpetuity, pursuant to the provisions of the *Community Safety and Policing Act*. These funds are to be used for any purpose that the Board considers in the public interest.

CARRIED.

14. PTSD GOLF TOURNAMENT SPONSORSHIP

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the attached sponsorship in the amount of \$200 to support the PTSD Golf Tournament in support of First Responders and their extended network and that the monies be dispersed from the Discretionary Fund.

CARRIED.

15. COMPLAINTS OF MISCONDUCT POLICY

Deferred to the next open session meeting in June to obtain the input of senior management.

16. COMPLAINT ABOUT A SPECIAL CONSTABLE FORM

Deferred to the next open session meeting in June to obtain the input of senior management.

17. UNFINISHED BUSINESS

None.

18. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board adjourns to Closed Session at 4:02 p.m. to discuss personal matters about identifiable individuals, labour relations information supplied in confidence to the board, and litigation or potential litigation affecting the board pursuant to S. 44(2)(b), (e), and (h) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and 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.

CARRIED.

19. CLOSED SESSION RISES

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board does now rise from Closed Session and reconvenes at 4:44 p.m.

CARRIED.

20. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 10

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve the Closed Session Agenda as amended and circulated.

*Amendment:*

- i. Amended to add grievance to Item 10.*

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT  
b) STAFFING ACTIVITY

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of May 13, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

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

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES

Information only.

CLOSED SESSION # 5 - RESIGNATION OF C.W.

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 6 - RESIGNATION OF D.W.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 7 – BOARD APPOINTMENT OF D.K.

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board formally appoint D.K. as a Special Constable with the Woodstock Police Service as of May 3, 2024.

CARRIED.

CLOSED SESSION # 8 – RE-APPOINTMENT OF D.W.

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board formally re-appoint D.W. as a Special Constable with the Woodstock Police Service as of May 13, 2024.

CARRIED.

CLOSED SESSION # 9 – BOARD MEMO – OPC AGREEMENT –  
SECONDMENT AGREEMENT FOR G.C.

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board authorize the Chair to sign the attached Secondment Agreement between the Ministry of the Solicitor General, Woodstock Police Service Board, Woodstock Police Association and G.C.

CARRIED.

CLOSED SESSION # 10 – GRIEVANCE

The Board decided that they would hold an Inquiry on May 27 or 28, depending on the availability of all parties, regarding the grievance received on April 30.

21. NEW BUSINESS

None.

22. Date of Next Board Meeting MONDAY, June 10, 2024 at 3:00 p.m. at the Woodstock Police Service Headquarters.

23. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board does now adjourn at 4:47 p.m.

CARRIED.

*Original Signed by*

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Ken Whiteford, Chair  
Woodstock Police Service Board

*Original Signed by*

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Leslie Farrell, Vice Chair  
Woodstock Police Service Board