



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: April 17, 2023

Time: 3:00 p.m.

LOCATION: Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda
Recommendation: The Board approves the agenda as circulated (or with the following additions)
4. Declaration of Pecuniary Interest
5. Approval of Minutes from March 20, 2023
Recommendation: That the Board approves the minutes of March 20, 2023 as circulated.
6. Business arising from the minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. 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 9 be received**
10. Financial Statements – Summary for period ending March 31, 2023
Recommendation: That the Financial Statements as presented be accepted for information
11. Strategic Plan for 2023 -2025
12. Freedom of Information Annual Report

13. Missing Persons Annual Report
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 8, 2023 @ 3p.m. at Woodstock Police Service, via Zoom
20. Adjournment



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on March 20, 2023 at Woodstock Police Service headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Mayor Jerry Acchione, Council Representative; Leslie Farrell, Provincial Appointee; Daryl Stevenson, Community Appointee; and Amy Hartley, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; Kristi Lampman, Human Resources Coordinator; David Tilley, Zone 4 Police Advisor.

Regrets: Connie Lauder, Council Representative

1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 2:58 p.m.

2. WELCOME

Ken WHITEFORD welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the agenda as circulated.

CARRIED

4. There were no declarations of pecuniary interest.

5. MINUTES

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

resolved that the Board approve the minutes of February 13, 2023 as circulated.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford expressed condolences on behalf of the Board regarding the events that transpired in Edmonton. Chair Whiteford inquired as to whether there would be representation from WPS sent to the funeral. Chief Wilkinson advised that nothing had been set up yet, however the Association has previously put together accommodations to send members out of province.

- Chair Whiteford noted that the budget was presented to Council and approved. He thanked the members of the Board for their involvement as well as the Chief and Deputy Chief for presenting the budget.

- The OAPSB Conference is upcoming on May 30 – June 1, Chair Whiteford canvassed the Board to see who wanted to register and attend. An inquiry as to whether there are day passes available was brought up and will be looked into.

- The Chair mentioned the Report that formed part of the agenda regarding his observations on the Zone 4 meeting of OAPSB on Feb. 22 and the subsequent circulation by the Zone 4 Administrative Assistant of the detailed minutes of this meeting.

8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson also expressed their condolences on behalf of WPS members to the family, friends and colleagues of the Edmonton Police Officers who were murdered in the line of duty. He further expressed that these types of occurrences have an effect on every police officer and service in the Province and Country.

- The Citizen's Police Academy begins on March 23 at 7:00 pm. The academy runs for 10 weeks and allows graduates to receive a unique perspective on policing and understand the challenges faced.

- The OAPSB Zone 4 meeting was held on February 22 in Oakville. Chief Wilkinson noted that this was a great opportunity to connect with our surrounding area police services.

- On February 25, the Coldest Night of the Year was held. Over \$177,000.00 in total was raised as a result of the event including monies raised by WPS members.

- The Chief, Deputy Chief and Inspector Becks attended the Polar Plunge on March 8 for the Special Olympics at Fanshawe College. The Woodstock Police Service raised \$7,300.00 in total, Chief Wilkinson noted that the goal is to raise \$10,000.00 and fundraising continues until the end of March.

- The Woodstock Police Service is still recruiting and hiring experienced constables and future constables.

- On March 2 the budget was presented to City Council. Chief Wilkinson wanted to thank the Board and all who attended to show their support. March 16 the budget was passed by Council and the service is on their way to hiring new and experienced officers.

- March is Fraud Prevention Month. The Woodstock Police Service will be sending out social media posts with tips and tricks to prevent yourself from online or telephone scams. There will be information sent out regarding the grandparents' scam which is becoming an increasing problem in many jurisdictions.

- On March 8-9 the second Human Trafficking conference was held at the Elm Hurst Inn. This event is able to be held through funding received from a grant and community partners are able to learn how to work together to combat Human Trafficking in Oxford County.

9. COMMUNICATIONS

- Memorandum regarding Ministry Planned Inspections of Municipal Police Services and the Ontario Provincial Police (OPP): 2023-24 dated March 13, 2023. Chief indicated that the inspections would have little bearing on WPS.

10. STATISTICS/REPORTS – Deputy NOVACICH

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

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

resolved that the Board receive all statistics and reports presented in Item 10. CARRIED

11. FINANCIAL STATEMENTS

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

resolved that the Board receive the financial statements ending February 28, 2023 in Item #11.

CARRIED

12. USE OF FORCE ANNUAL REPORT

Information item for the Board.

13. COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive the report for their information.

CARRIED

14. AUXILLIARY UNIT REPORT

Information item for the Board.

15. UNFINISHED BUSINESS

- Discussions were had regarding creating a portal for Board members to hold all Board information. Chief Wilkinson noted that he will look into this and whether it can be accommodated on the new website.

16. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

resolved that the Board adjourns to Closed Session at 3:44 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

17. CLOSED SESSION RISES

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

resolved that the Board does now rise from Closed Session and reconvenes at 4:40 pm

CARRIED

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

resolved that the Board approve the Closed Session Agenda as amended.

Closed Agenda be amended to include the following:

"Closed Session # 10 – Report 04-2023"

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

CARRIED

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

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of February 28, 2023.

CARRIED

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

resolved that the Board receive the monthly tracking report for information. CARRIED

CLOSED SESSION # 4 - STATUS OF LEGAL CASES – DEPUTY
CHIEF

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

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

CARRIED

CLOSED SESSION # 5 – ATTENDANCE RECORD SUMMARY

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board approves continuing the Attendance Recognition Program for full-time Uniform and Civilian Members employed for a minimum of one year, before being eligible, and currently on duty with the Woodstock Police Service, who in 2022 had "0" Sick Days and 3 or less Sick Days as detailed in the 2022 Attendance Record Summary Report dated December 31, 2022.

CARRIED

CLOSED SESSION # 6 – BOARD MEMO – 2022 PUBLIC SECTOR SALARY DISCLOSURE

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

resolved that the board receives the report on the 2022 Public Sector Salary Disclosure.

CARRIED

CLOSED SESSION # 7 – REPORT 04-2023

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

resolved that the Woodstock Police Services Board supports the position of the Chief of Police as contained in Report 04-2023.

CARRIED

CLOSED SESSION # 8 – REPORT 02-2023

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

resolved that The Woodstock Police Services Board supports the position of the Chief of Police as contained in Report 02-2023 and ratifies the result of the electronic polling that took place February 22, 2023.

CARRIED

CLOSED SESSION # 9 – REPORT 03-2023

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

resolved that The Woodstock Police Services Board denies the request as contained in Report 03-2023 and ratifies the result of the electronic polling that took place March 9, 2023.

CARRIED

CLOSED SESSION # 10 – REPORT 05-2023

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

resolved that the Woodstock Police Services Board receive Report 05-2023 as information.

CARRIED

CLOSED SESSION # 11 – OTHER BUSINESS

None.

19. NEW BUSINESS

None.

20. Date of Next Board Meeting MONDAY, April 17, 2023 at 3pm at the Woodstock Police Service Headquarters.

21. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

resolved that the Board does now adjourn at 4:42 pm

CARRIED

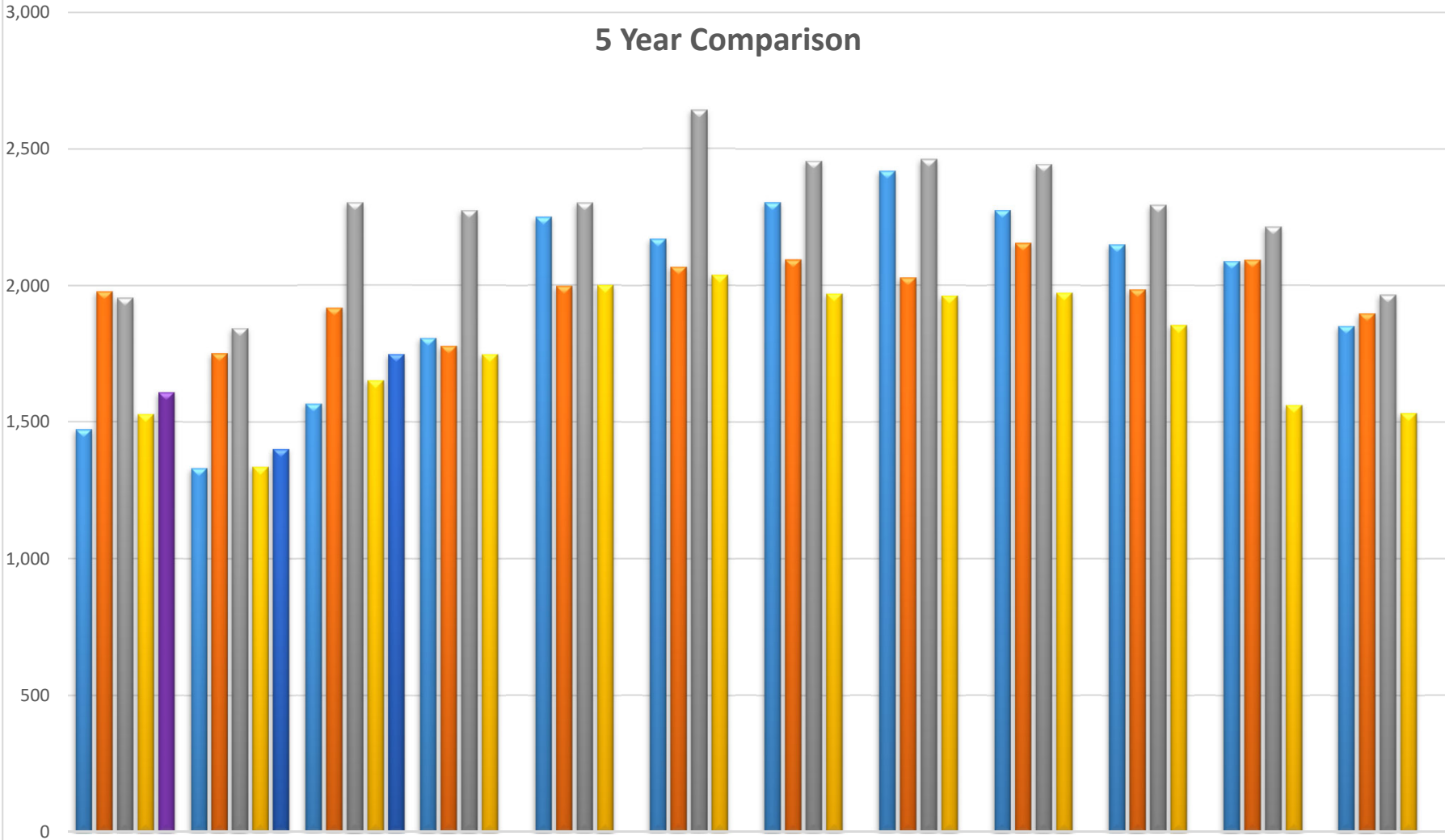
"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

5 Year Comparison



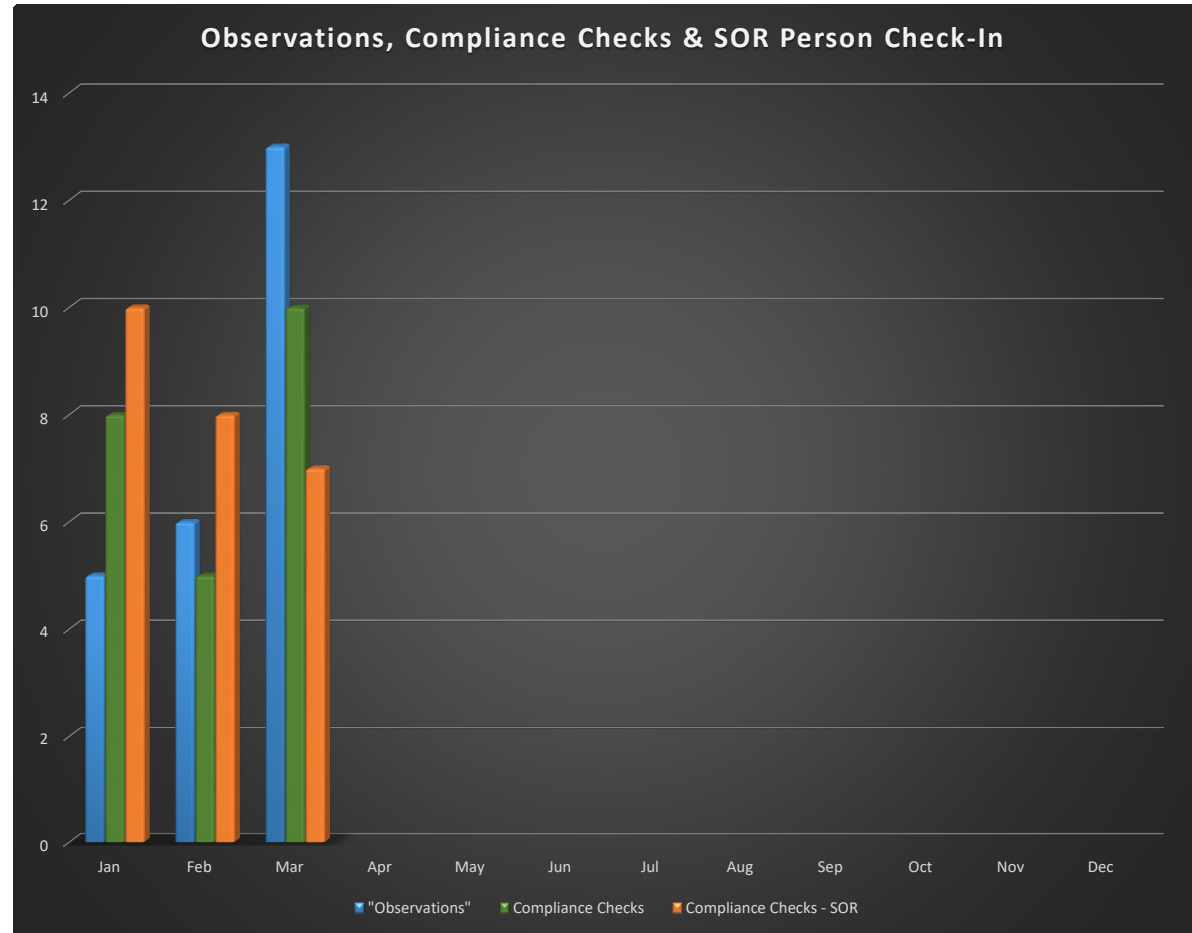
■ 2019 ■ 2020 ■ 2021 ■ 2022 ■ 2023



2023 Report Complaint Investigations

Total Officers (actual authorized strength)	85	
Total Chief's Initiated Complaints 2023	0	
<u>Total Public Complaints 2023 (OIPRD)</u>	5	
- Conduct	2	
- Service	3	
- Policy		
TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION		
TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION		
<u>Allegations of Misconduct</u>		
Incivility/Insubordination		
Neglect of Duty	1	
Discreditable Conduct		
Excessive/Unnecessary Use of Force	1	
Unlawful/Unnecessary Exercise of Authority		
Unsatisfactory Work Performance	1	
Other Service Complaints - Unknown	2	
<u>Dispositions</u>		
Not Dealt with- Section 59 (frivolous, vexatious, bad faith, outdated, not affected)	2	
Informal Resolution without a Hearing		
- Conduct		
- Service		
- Policy		
Withdrawn by Complainant	1	
Unsubstantiated through investigation		
Police Service Act Hearing		
Lost jurisdiction		
Early Resolution		

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	5	8	10
Feb	6	5	8
Mar	13	10	7
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	24	23	25



Time: 2:04:57 PM

Woodstock Police Service Board - March 31, 2023

<u>Account</u>	<u>Description</u>	2023 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$0.00	\$15,000.00	0.00%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	92,800.00	46,400.00	46,400.00	50.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	435,152.00	0.00	435,152.00	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	5,900.00	1,100.00	84.29
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	332,569.00	0.00	332,569.00	0.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	152,008.00	0.00	152,008.00	0.00
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	5,000.00	0.00	5,000.00	0.00
0500-63048-0000	POLICE-ALPR GRANT - PROV	285,552.00	0.00	285,552.00	0.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	6,440.00	33,560.00	16.10
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	17,941.52	67,058.48	21.11
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	56,473.09	83,526.91	40.34
0500-69205-0000	COUNTY 911	48,033.00	0.00	48,033.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	10,276.00	0.00	10,276.00	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	32,997.50	47,002.50	41.25
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	1,046.64	18,953.36	5.23
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	3,500.00	118.99	3,381.01	3.40
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	2,217.95	3,782.05	36.97
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	80,000.00	80,000.00	0.00	100.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	343,689.00	87,932.18	255,756.82	25.59
0500-69259-0000	TRANS FROM SICK LEAVE SEVERANCE RES FUN	200,000.00	0.00	200,000.00	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	634.41	(634.41)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	150,000.00	0.00	150,000.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	520,000.00	144,702.17	375,297.83	27.83
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	10,443.12	9,556.88	52.22
Total Revenues		\$3,092,329.00	\$493,247.57	\$2,599,081.43	15.95%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$804,752.00	\$143,284.32	\$661,467.68	17.81%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,723,815.00	\$398,987.30	\$1,324,827.70	23.15%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,000,808.00	\$453,598.99	\$1,547,209.01	22.67%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$13,614,705.00	\$3,186,389.48	\$10,428,315.52	23.40%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$102,428.00	\$19,965.65	\$82,462.35	19.49%

Woodstock Police Service Board - March 31, 2023

<u>Account</u>	<u>Description</u>	2023 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$3,517,607.00	\$1,105,187.49	\$2,412,419.51	31.42%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$5,000.00	\$0.00	\$5,000.00	0.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$92,800.00	\$41,521.64	\$51,278.36	44.74%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$1,605.10	(\$1,605.10)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$354,876.00	\$61,029.17	\$293,846.83	17.20%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$54,175.66	\$252,272.34	17.68%
	Total Expenditures	\$22,523,239.00	\$5,465,744.80	\$17,057,494.20	24.27%
	Total Revenues	(\$3,092,329.00)	(\$493,247.57)	(\$2,599,081.43)	15.95%
	Net Difference	\$19,430,910.00	\$4,972,497.23	\$14,458,412.77	25.59%

Time: 4:19:00 PM

Woodstock Police Service Board - December 31, 2022-Final-Subject to Audit

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$15,562.00	(\$562.00)	103.75%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	98,700.00	98,700.00	0.00	100.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	527,577.00	435,152.48	92,424.52	82.48
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	8,000.00	0.00	100.00
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	291,052.19	(24,802.19)	109.32
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	25,000.00	155,452.13	(130,452.13)	621.81
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,727.35	22.65	99.82
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	10,000.00	0.00	100.00
0500-63040-0000	POLICE - PROFILE SCREENING	23,000.00	10,231.00	12,769.00	44.48
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	17,400.00	17,400.00	0.00	100.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	28,647.81	11,352.19	71.62
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	103,629.96	(18,629.96)	121.92
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	257,794.00	260,417.48	(2,623.48)	101.02
0500-69205-0000	COUNTY 911	47,092.00	47,090.00	2.00	100.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	51,541.00	51,541.00	0.00	100.00
0500-69210-0000	SOCIAL SERVICES RELIEF FUND-OXFORD COUN	0.00	9,000.00	(9,000.00)	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	77,143.00	2,857.00	96.43
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	62,139.46	(42,139.46)	310.70
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	3,500.00	7,034.39	(3,534.39)	200.98
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	8,662.28	(2,662.28)	144.37
0500-69223-0000	SALE OF USED VEHICLES	0.00	18,971.94	(18,971.94)	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	50,000.00	50,044.18	(44.18)	100.09
0500-69236-0000	TRANS. FROM INSURANCE LOSS RESERVE	0.00	16,334.64	(16,334.64)	0.00
0500-69240-0000	TRANS FROM RESERVE RE LABOUR RELATIONS	75,000.00	75,000.00	0.00	100.00
0500-69244-0000	TRANS FROM RESERVE FOR CAPITAL PROJECTS	20,000.00	59,114.81	(39,114.81)	295.57
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	334,295.00	286,206.61	48,088.39	85.62
0500-69255-0000	WSIB SURPLUS REFUND	0.00	127,523.52	(127,523.52)	0.00
0500-69259-0000	TRANS FROM SICK LEAVE SEVERANCE RES FUN	0.00	44,717.94	(44,717.94)	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	4,632.11	(4,632.11)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	134,000.00	134,000.00	0.00	100.00
0500-69265-0000	WSIB REIMBURSEMENTS	465,000.00	697,206.07	(232,206.07)	149.94
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	4,430.00	(4,430.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	12,552.83	7,447.17	62.76
Total Revenues		\$2,699,899.00	\$3,240,317.18	(\$540,418.18)	120.02%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$758,261.00	\$664,710.40	\$93,550.60	87.66%
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Woodstock Police Service Board - December 31, 2022-Final-Subject to Audit

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,659,310.00	\$1,640,594.67	\$18,715.33	98.87%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,854,359.00	\$1,793,266.85	\$61,092.15	96.71%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$12,153,901.00	\$12,275,423.75	(\$121,522.75)	101.00%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$101,671.00	\$77,625.01	\$24,045.99	76.35%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,966,687.00	\$3,459,655.46	(\$492,968.46)	116.62%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$10,000.00	\$9,600.00	\$400.00	96.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$63,900.00	\$121,673.99	(\$57,773.99)	190.41%
0500-72246-0412	POLICE - SPECIAL VICTIMS UNIT GRANT-OTHR CH	\$0.00	\$1,935.47	(\$1,935.47)	0.00%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$877.09	(\$877.09)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$331,000.00	\$363,353.85	(\$32,353.85)	109.78%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$308,900.00	\$339,782.22	(\$30,882.22)	110.00%
	Total Expenditures	\$20,207,989.00	\$20,748,407.18	(\$540,418.18)	102.67%
	Total Revenues	(\$2,699,899.00)	(\$3,240,317.18)	\$540,418.18	120.02%
	Net Difference	\$17,508,090.00	\$17,508,090.00	\$0.00	100.00%

Woodstock Police Service Board - December 31, 2022-Final-Subject to Audit

<u>Account</u>	<u>Description</u>	2022 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
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Reserve & Reserve Funds to March 31, 2023								
	Name	January 1, 2023	2023 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating/Capita	Balance March 31, 2023
0180-52031	Sick Leave Severance Reserve Fund	739,421.09	10,000.00	5,988.20			200,000.00	555,409.29
0170-51152-0000	Insurance Loss Reserve	202,232.66	5,000.00					207,232.66
0170-51153-0000	Reserve for Legal Fees	204,313.34						204,313.34
0170-51156-0000	Reserve Building & Operations	130,343.35						130,343.35
0180-52032	Voice Radio Replacement Reserve Fund	12,085.00		2,053.96				14,138.96
0170-51157-0000	Honour Guard Reserve	2,100.80						2,100.80
0170-51158-0000	Labour Relations Reserve	632.91						632.91
0170-51159-0000	Reserve for Information Technology	440,805.40					150,000.00	290,805.40
0170-51161-0000	Canine Unit	13,645.95						13,645.95
0170-51166-0000	Capital Projects Reserve	326,819.44						326,819.44
0170-51171-0000	Reserve for Specialized Services & Wellness	18,855.28						18,855.28
0170-51172-0000	Reserve for Civilian Clothing	2,273.33						2,273.33
	Totals	2,093,528.55	15,000.00	8,042.16	-	-	350,000.00	1,766,570.71



April 10, 2023

Board Report – April 2023 – CLOSED SESSION

RE: *2022 Freedom of Information Annual Report*

Synopsis:

The attached report outlines the number of Freedom of Information (FOI) requests received in 2022. There were a total of 130 requests made in 2022 compared to 81 in 2021. The report also outlines the fees received in conjunction with these requests and the status on overdue files.

There were 2 overdue files in 2022 where the 30-day completion threshold was not met. These overdue files were due to voluminous request and Officer's were off on vacation hindering the access to their notebooks and the emailed notebook requests. WPS has one individual responsible for completing FOI requests.

Background:

The Municipal Freedom of Information and Protection of Privacy Act (the "Act") provides a right of access to information under the control of institutions in accordance with the principles that information should be available to the public, necessary exemptions from the right of access should be limited and specific, and decisions on the disclosure of information should be reviewed independently of the institution controlling the information.

The Act protects the privacy of individuals with respect to personal information about themselves held by institutions and provides individuals with a right of access to that information. Accessible formats or communication supports are available upon request. All institutions under the Freedom of Information and Protection of Privacy Act (FIPPA) or the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) are required by law to submit their statistics to the Information and Privacy Commissioner of Ontario by March 31st of this year, even those that received no freedom of information requests during the reporting year. The Woodstock Police Service submitted its report on the required form prior to the March 31st deadline. The Freedom of Information (FOI) Unit processes requests for access to Woodstock Police Service records from members of the public, government agencies, and other organizations. The fees charged for requests made to the Woodstock Police Service under the

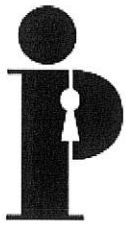
Municipal Freedom of Information and Protection of Privacy Act are set by the Act, do not come close to full cost recovery.

Financial Implications:

A total of \$2842.49 in revenue was generated through the completion of FOI requests. The amount that can be collected for FOI requests is governed by the Municipal Freedom of Information and Protection of Privacy Act and does not come close to full cost recovery. The legislation tries to balance the cost of making a request, reasonable for the requestor, while providing some cost recovery for organizations.

Recommendation: It is recommended that the Board receive this report for its information.

Rod Wilkinson
Chief of Police



The Year-End Statistical Report
for the
Information and Privacy Commissioner of Ontario

**Statistical Report of
Woodstock Police Service
for the Reporting Year 2022**
for
*Municipal Freedom of Information and Protection of Privacy
Act*

Section 1: Identification

1.1	Organization Name	Woodstock Police Service
	Head of Institution Name & Title	Chief Rod Wilkinson
	Head of Institution E-mail Address	rwilkinson@woodstockpolice.ca
	Management Contact Name & Title	Rod Wilkinson/ Chief of Police
	Management Contact E-mail Address	rwilkinson@woodstockpolice.ca
	Primary Contact Name & Title	Jenna Witmer
	Primary Contact Email Address	jwitmer@woodstockpolice.ca
	Primary Contact Phone Number	5194212800 ext. 2251
	Primary Contact Fax Number	5194212818
	Primary Contact Mailing Address 1	615 Dundas Street
	Primary Contact Mailing Address 2	
	Primary Contact Mailing Address 3	
	Primary Contact City	Woodstock
	Primary Contact Postal Code	N4S 1E1
1.2	Your institution is:	Police Services Board

Section 2: Inconsistent Use of Personal Information

2.1	Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information.	0
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Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1 New Requests received during the reporting year
- 3.2 Total number of requests completed during the reporting year

	Personal Information	General Records
3.1	5	130
3.2	5	130

Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1 Individual/Public
- 4.2 Individual by Agent
- 4.3 Business
- 4.4 Academic/Researcher
- 4.5 Association/Group
- 4.6 Media
- 4.7 Government (all levels)
- 4.8 Other
- 4.9 Total requests (Add Boxes 4.1 to 4.8 = 4.9)

	Personal Information	General Records
4.1	5	103
4.2	0	27
4.3	0	0
4.4	0	0
4.5	0	0
4.6	0	0
4.7	0	0
4.8	0	0
4.9	5	130

BOX 4.9 must equal BOX 3.2

Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

- 5.1 30 days or less
- 5.2 31 - 60 days
- 5.3 61 - 90 days
- 5.4 91 days or longer
- 5.5 Total requests (Add Boxes 5.1 to 5.4 = 5.5)

	Personal Information	General Records
5.1	5	128
5.2	0	2
5.3	0	0
5.4	0	0
5.5	5	130

BOX 5.5 must equal BOX 3.2

Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

- NO notices issued;
- BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- ONLY a Notice of Extension (s.27(1)) issued;
- ONLY a Notice to Affected Person (s.28(1)) issued.

Section 6: Compliance with the Act

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2.(Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX6.13 and BOX 6.13 must equal BOX 3.2)

A. No Notices Issued

	Personal Information	General Records
6.1 Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	5	128
6.2 Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	0	2
6.3 Total requests (Add Boxes 6.1 + 6.2 = 6.3)	5	130

B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).	0	0
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
6.6 Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	0

C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
6.7 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)).	0	0
6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	0
6.9 Total requests (Add Boxes 6.7 + 6.8 = 6.9)	0	0

D. Only a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.10 Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)).	0	0
6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
6.12 Total requests (Add Boxes 6.10 + 6.11 = 6.12)	0	0

E. Total Completed Requests (sections A to D)

	Personal Information	General Records
6.13 Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	5	130

BOX 6.13 must equal BOX 3.2

Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Voluminous requests and Officer's off on vacation which hindered the access to their notebooks for requested notes

Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed	1	4
7.2 Information disclosed in part	4	114
7.3 No information disclosed	0	10
7.4 No responsive records exists	0	2
7.5 Request withdrawn, abandoned or non-jurisdictional	0	0
7.6 Total requests (Add Boxes 7.1 to 7.5 = 7.6)	5	130

BOX 7.6 must be greater than or equal to BOX 3.2

Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	0
8.2 Section 7 — Advice or Recommendations	0	0
8.3 Section 8 — Law Enforcement ¹	0	197
8.4 Section 8(3) — Refusal to Confirm or Deny	0	1
8.5 Section 8.1 — Civil Remedies Act, 2001	0	0
8.6 Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
8.7 Section 9 — Relations with Governments	0	0
8.8 Section 10 — Third Party Information	0	0
8.9 Section 11 — Economic/Other Interests	0	0
8.10 Section 12 — Solicitor-Client Privilege	0	0
8.11 Section 13 — Danger to Safety or Health	0	0
8.12 Section 14 — Personal Privacy (Third Party) ²	0	214
8.13 Section 14(5) — Refusal to Confirm or Deny	0	3
8.14 Section 15 — Information soon to be published	0	0
8.15 Section 20.1 Frivolous or Vexatious	0	0

Section 8: Exemptions & Exclusions Applied

8.16	Section 38 — Personal Information (Requester)	10	0
8.17	Section 52(2) — Act Does Not Apply ³	0	5
8.18	Section 52(3) — Labour Relations & Employment Related Records	0	1
8.19	Section 53 — Other Acts	0	0
8.20	PHIPA Section 8(1) Applies	0	0
8.21	Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21	10	421

¹ not including Section 8(3)
² not including Section 14(5)
³ not including Section 52(3)

10	0
0	5
0	1
0	0
0	0
10	421

Section 9: Fees

Did your institution collect fees related to request for access to records?

	Personal Information	General Records	Total
9.1	Number of REQUESTS where fees other than application fees were collected	2	113
9.2.1	Total dollar amount of application fees collected	\$25.00	\$665.00
9.2.2	Total dollar amount of additional fees collected	\$50.00	\$2177.49
9.2.3	Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)	\$75.00	\$2842.49
9.3	Total dollar amount of fees waived	\$30.00	\$30.00

Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

	Personal Information	General Records	Total
10.1	Search time	0	117
10.2	Reproduction	2	118
10.3	Preparation	0	117
10.4	Shipping	0	0
10.5	Computer costs	0	0
10.6	Invoice costs (and other as permitted by regulation)	0	0
10.7	Total (Add Boxes 10.1 to 10.6 = 10.7)	2	354

Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

	Personal Information
11.1	Number of correction requests received
11.2	Correction requests carried forward from the previous year

0
0

Section 11: Correction and Statements of Disagreement

11.3 Correction requests carried over to next year

0

11.4 Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

0

BOX 11.4 must equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

11.5 Correction(s) made in whole

0

11.6 Correction(s) made in part

0

11.7 Correction refused

0

11.8 Correction requests withdrawn by requester

0

11.9 Total requests (Add Boxes 11.5 to 11.8 = 11.9)

0

BOX 11.9 must equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

11.10 Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

11.11 Number of notifications sent:

0

Personal Information

Personal Information

Personal Information

Note:

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

Thank You for your cooperation!

Declaration:

I, Rod Wilkinson/ Chief of Police, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.



Signature



Date



April 10, 2023

Board Report: April 2023

OPEN SESSION

Re: Missing Person Act, 2018 (2022 Report to Ministry of Solicitor General)

The *Missing Persons Act, 2018* came into force on July 1, 2019. Section 5 of the Act provides the legislative authority that an officer may make an urgent demand to a person to produce copies of records if the officer is satisfied that there are reasonable grounds to believe that the records will assist in locating the missing person. The officer must also believe that the time taken to obtain a judicial order for said records could put the missing person at harm or that the records could be destroyed.

Under Section 8 of the *Missing Persons Act, 2018*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2022 annual report must include urgent demands made during the period of January 1, 2022 to December 31, 2022.

This report is being submitted in compliance with the Act. Outcomes of specific investigations do not form part of this report. In summary there were 71 distinct missing persons investigations in 2022. The Woodstock Police Service made 5 Urgent Demands for 3 Missing Persons Investigations as authorized in Section 8 of the Missing Persons Act. The attached report has been forwarded to the Ministry of the Solicitor General on the prescribed template.

Recommendation

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

Rod Wilkinson
Chief of Police

Attachment (1)