



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: February 12, 2024

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.
4. Declaration of Pecuniary Interest
5. Approval of Minutes from January 15, 2024.
Recommendation: That the Board approves the minutes of January 15, 2024 as circulated.
6. Business arising from the minutes
7. Correspondence
 - a. CAPG 2024 Membership Renewal
8. Verbal Report from the Chair
 - a. WPSB Social Media
 - b. Letter from Information and Privacy Commissioner of Ontario
9. Verbal Report from the Chief
10. 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 10 be received.**
11. 2023 CIICC Mandated Yearly Report
12. Unfinished Business

13. Closed Session
14. **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*.**
15. Motions arising from Closed Session
16. New Business (if necessary)
17. Date of Next Board meeting Monday, March 11, 2024 @ 3:00 P.M. at Woodstock Police Service, via Zoom
18. Adjournment



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on January 15, 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; Kristi Lampman, Human Resources Coordinator; David Tilley, Zone 4 Police Advisor; Jamie Taylor, Inspector

Regrets: Heidi Becks, Inspector

1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 2:57 p.m.

The meeting was then turned over to WPSB EA, Kristin BARNIM to run the nominations and elections.

2. NOMINATION AND ELECTION OF BOARD CHAIR

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

That Ken WHITEFORD be nominated as Board Chair for 2024.
CARRIED.

Ken WHITEFORD agreed to let his name stand.

NOMINATIONS CLOSE

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

That nominations do now close.
CARRIED.

ELECTION OF BOARD CHAIR

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL
Resolved that Ken WHITEFORD be elected Board Chair for 2024.
CARRIED.

3. NOMINATION AND ELECTION OF VICE CHAIR

Moved by Connie LAUDER
Seconded by Daryl STEVENSON
That Leslie FARRELL be nominated as Board Vice Chair for 2024.
CARRIED.

Leslie FARRELL agreed to let her name stand.

NOMINATIONS CLOSE

Moved by Jerry ACCHIONE
Seconded by Connie LAUDER
That nominations do now close.
CARRIED.

ELECTION OF BOARD VICE CHAIR

Moved by Daryl STEVENSON
Seconded by Jerry ACCHIONE
Resolved that Leslie FARRELL be elected Board Vice Chair for 2024.
CARRIED.

The meeting was then turned over to 2024 Board Chair Ken WHITEFORD.

4. APPROVAL OF AGENDA

Moved by Daryl STEVENSON
Seconded by Jerry ACCHIONE
Resolved that the Board approve the agenda as circulated.
CARRIED.

5. There were no declarations of pecuniary interest.

6. APPROVAL OF MINUTES – December 11, 2023

Moved by Jerry ACCHIONE
Seconded by Connie LAUDER
Resolved that the Board approve the minutes of September 11, 2023 as circulated.
CARRIED.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. VERBAL REPORT FROM CHAIR

- Chair Whiteford advised of two upcoming OAPSB conferences in February and June. The spring conference of OAPSB is June 3-5 and the Police Training Summit for the new CSPA is February 27-28.

9. VERBAL REPORT FROM CHIEF

- January 9th was national law enforcement appreciation day. Chief Wilkinson thanked law enforcement officers of every rank and file who have chosen a profession that puts their life on the line every day for their communities.
- In July, a young girl named Adeline stopped by headquarters and dropped off a drawing of PSD Taz after the report of his death in the line of duty. K9 Officer Skillings visited Adeline for a meet and greet and to thank her for the kind gesture.
- Chief Wilkinson advised that the WPS Intelligence/Drug Unit worked on a month long project collaborating with their police partners to execute warrants in Woodstock and number of other locations. In total, investigators seized \$194,000 worth of drugs including suspected fentanyl, cocaine, methamphetamine, oxycodone and magic mushrooms, along with a shotgun, ammunition, knives, a stun gun, electronic devices, drug paraphernalia and cash. Among the accused is a former London police officer.

10. STATISTICS/REPORTS – Chief Wilkinson

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

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

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

CARRIED.

11. BOARD MEMO – 911 CONTRACT EXTENSION

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the signing of the contract extension be deferred for further

discussion with the County.
CARRIED.

12. BOARD MEMO – DONATIONS TO CANINE PROGRAM

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the board receive the report dated January 15, 2024 outlining the donations to the Police Canine Program.

CARRIED.

13. WOODSTOCK POLICE SERVICES BOARD PORTAL CONTENT

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that, as a starting point, the portal be populated with the Board agendas and minutes since January 2019, the By-laws and the Expense Report.

CARRIED.

14. UNFINISHED BUSINESS

None.

15. CLOSED SESSION

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 3:49 p.m. 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 Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board does now rise from Closed Session and reconvenes at 4:57 p.m.

CARRIED.

18. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 11

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board approve the Closed Session Agenda as amended.
Closed Agenda be amended to include the following:

“Closed Session # 10 – Verbal Report from Chair”

“Closed Session # 11 – Hearing on January 23”

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of December 31, 2023.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

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

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

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

CARRIED.

CLOSED SESSION # 5 – 2024-2029 911 CONTRACT DRAFT

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board defer to a future meeting for the reason cited in Item 11 of the Open minutes.

CARRIED.

CLOSED SESSION # 6 – BOARD MEMO – APPOINTMENT OF

A.G.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL
Resolved that the Board formally appoint A.G. with the Woodstock
Police Service as of January 11, 2024.
CARRIED.

CLOSED SESSION # 7 – BOARD MEMO – APPOINTMENT OF
B.K.

Moved by Daryl STEVENSON
Seconded by Connie LAUDER
Resolved that the Board formally appoint B.K. with the Woodstock
Police Service as of January 8, 2024.
CARRIED.

CLOSED SESSION # 8 – BOARD MEMO – APPOINTMENT OF
C.W.

Moved by Jerry ACCHIONE
Seconded by Connie LAUDER
Resolved that the Board formally appoint C.W. with the Woodstock
Police Service as of January 9, 2024
CARRIED.

CLOSED SESSION # 9 – BOARD MEMO – APPOINTMENT OF D.P.

Moved by Daryl STEVENSON
Seconded by Leslie FARRELL
Resolved that the Board formally appoint D.P. with the Woodstock
Police Service as of January 11, 2024.
CARRIED.

CLOSED SESSION # 10 – VERBAL REPORT FROM CHAIR

The Chair questioned the wording of motions involving
resignations from WPS and whether there should be a
change.

CLOSED SESSION # 11 – HEARING IN JANUARY

The Chief updated the Board regarding a conciliation hearing
to be held on January 23 at headquarters and the
consequences of the direction being pursued.

CLOSED SESSION # 12 – OTHER ITEMS AS NECESSARY

None.

19. NEW BUSINESS

- Discussion was held regarding photo headshots of all Board members for the Strategic Plan. The Chief will provide dates and times in the near future. C. Lauder and J. Acchione indicated that their headshots taken as members of City Council could be used for this purpose too.

20. Date of Next Board Meeting MONDAY, February 12, 2024 at 3:00 p.m. at the Woodstock Police Service Headquarters.

21. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board does now adjourn at 5:05 p.m.

CARRIED.

Original Signed by

Ken Whiteford, Chair
Woodstock Police Service Board

Original Signed by

Leslie Farrell, Vice Chair
Woodstock Police Service Board

Canadian Association of Police
Governance
78 GEORGE STREET, SUITE 204
Ottawa ON K1N 5W1
GST/HST Registration No.: 87551 3467
RT0001



BILL TO
Woodstock Police Services
Board

INVOICE 4378

DATE 10-01-2024 TERMS Net 30

DUE DATE 31-03-2024

ACTIVITY	AMOUNT
Membership Dues:2024 Membership Dues 101-250 Members 2024 Membership Dues - Service Size: 101-250	1,599.62
Police Boards & RCMP/Municipal Advisory Committees	
Woodstock Police Services Board - CAPG Membership 2024	SUBTOTAL 1,599.62
	TOTAL 1,599.62
	TOTAL DUE \$1,599.62



Information and Privacy
Commissioner of Ontario
Commissaire à l'information et à la
protection de la vie privée de l'Ontario

FEB. 6/24

VIA POST

February 1, 2024

Ken Whiteford, Chair
Woodstock Police Services Board
615 Dundas St.,
Woodstock, ON N2S 1E1

Dear Ken Whiteford:

Re: *Facial Recognition and Mugshot Databases: Guidance for Police in Ontario*

The Information and Privacy Commissioner of Ontario (IPC) has recently released *Facial Recognition and Mugshot Databases: Guidance for Police in Ontario*.

The guidance offers practical recommendations for how Ontario police can mitigate potential privacy risks when using or contemplating using facial recognition technology to search mugshot databases. It includes key privacy, transparency, and accountability-related considerations to design, use, and govern such programs responsibly.

When applied in practice, this guidance can help police services and police service boards in Ontario set clear privacy-protective parameters for current or future programs of this nature.

This guidance is not an endorsement of the use of facial recognition technology, nor does it replace the need to have a broader debate about how laws should be updated to govern police use of facial recognition more effectively. Rather, it is intended to contribute to discussion and decision-making in the current regulatory context about whether and how police may responsibly use facial recognition in connection with mugshot databases, while respecting the rights of persons and diverse groups in Ontario.

This Ontario-specific guidance builds on the joint statement and privacy guidance issued by federal, provincial, and territorial (FPT) privacy authorities in May 2022. It is based on extensive research and consultation with interested parties, including Ontario police services, civil society, and other key groups, who identified the need for practical regulatory guidance on this specific use case of facial recognition by Ontario police and provided feedback in the development of this guidance.

We invite you to read the guidance on our website at: <https://www.ipc.on.ca/PoliceFRTguidance>. Any questions or comments can be directed to info@ipc.on.ca.

Sincerely,

Office of the Information and Privacy Commissioner of Ontario

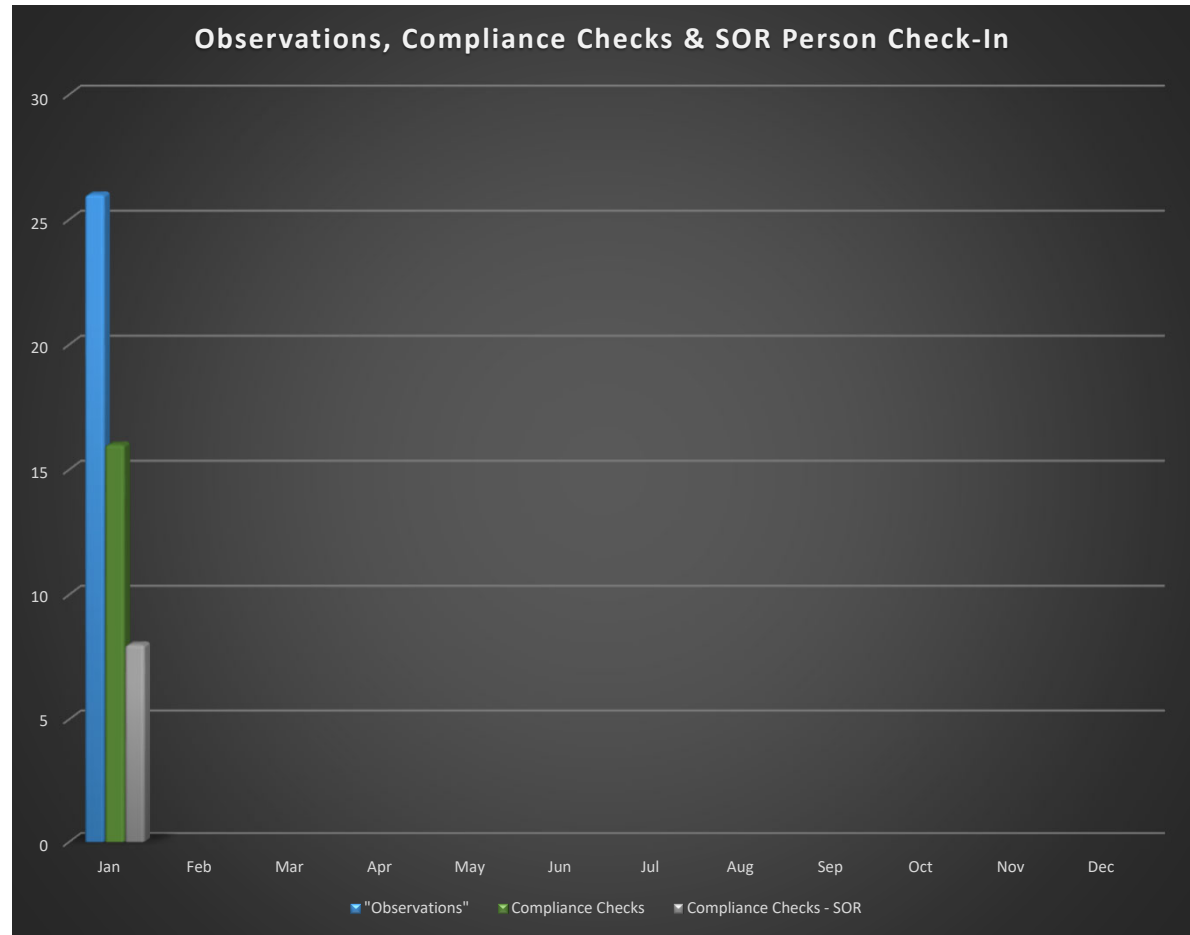


2 Bloor Street East
Suite 1400
Toronto, Ontario
Canada M4W 1A8

2, rue Bloor Est
Bureau 1400
Toronto (Ontario)
Canada M4W 1A8

Tel/Tél: (416) 326-3333
1 (800) 387-0073
TTY/ATS: (416) 325-7539
Web: www.ipc.on.ca

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	26	16	8
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Sep			
Oct			
Nov			
Dec			
	26	16	8



Woodstock Police Service

615 Dundas Street

Woodstock, Ontario N4S 1E1

TELEPHONE: 519-421-2800 (*Administration*)
TELEPHONE: 519-537-2323 (*Communications Centre*)
FAX: 519-421-2287 (*Admin Fax*)



TO: Woodstock Police Services Board

CC: Chief Rod Wilkinson

FROM: Deputy Chief Nick Novacich

DATE: February 12th, 2024

RE: 2023 CIICC Mandated Yearly Report – Collection of Identifying Information in Certain Circumstances Report (O. Reg. 58/16)

The Woodstock Police Service is responsible for preparing the annual report regarding the collection of identifying information in certain circumstances, in accordance with Ontario Regulation 58/16.

During the period of January 1, 2023 to December 31, 2023, the Woodstock Police Service (WPS) recorded a total of zero (0) regulated interactions as defined by the Regulation.

In June 2015, the Ministry of Community Safety and Correctional Services (MCSCS) announced the Government of Ontario would move forward on regulating street checks to ensure a fair and consistent approach throughout the province.

In October 2015, MCSCS published draft Regulations and, in March 2016, announced Ontario would prohibit carding and street checks and set out new rules for Police Interactions (O. Reg. 58/16). The implementation date of the new legislation was January 1, 2017.

In addition to the rules, initial and ongoing training for officers was also prescribed. Initial training took place in 2016, with refresher training required every three years. During the course of 2019, sworn members of the Organization were required to complete the 3-year refresher training for “Collection of Identifying Information in Certain Circumstances” (CIICC), as mandated by the Ministry.

As noted, there were no regulated interactions as defined by O. Reg. 58/16. The contents of the annual report to the Board, made under section 14 of the Regulation requires the following to be reported annually:

2023 CIICC

Number of attempted collections	0
Number of attempts in which Identifying Information was collected	0
Number of individuals from whom identifying information was collected	0
Number of times the following provisions were relied upon to advise the individual of his/her rights that they were not required to provide identifying information to police:	0
i) might compromise the safety of the individual	0
ii) would likely compromise an ongoing police investigation	0
iii) might allow confidential informant to be identified	0
iv) might disclose the identity of a person contrary to law	0
Number of times an individual not provided a receipt because they didn't indicate they wanted one	0
Number of times a receipt was not provided as doing so might:	0
i) compromise the safety of the individual	0
ii) might delay the officer from responding to another matter	0
Number of times officers permitted access to identifying information that has been restricted	0

Because there was no regulated interaction with members of the public reported, there is no evidence of disproportionate collection of information.

Annual report

14. (1) This section applies to,
 - (a) an annual report provided by a municipal chief of police to a board under section 31 of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act; and
 - (b) the annual report provided by the Commissioner under subsection 17 (4) of the Act.
- (2) A chief of police shall ensure that his or her annual report includes the following information in relation to attempted collections of identifying information:
 1. The number of attempted collections and the number of attempted collections in which identifying information was collected.
 2. The number of individuals from whom identifying information was collected.
 3. The number of times each of the following provisions was relied upon to not do something that would otherwise be required under subsection 6 (1):

- i. subsection 6 (2),
 - ii. clause 6 (3) (a),
 - iii. clause 6 (3) (b), and
 - iv. clause 6 (3) (c).
4. The number of times an individual was not given a document under clause 7 (1) (b) because the individual did not indicate that they wanted it.
 5. The number of times each of the following clauses was relied upon to not do something that would otherwise be required under subsection 7 (1):
 - i. clause 7 (2) (a), and
 - ii. clause 7 (2) (b).
 6. The number of attempted collections from individuals who are perceived, by a police officer, to be within the following groups based on the sex of the individual:
 - i. male individuals, and
 - ii. female individuals.
 7. For each age group established by the chief of police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group.
 8. For each racialized group established by the chief of police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group.
 9. A statement, based on an analysis of the information provided under this subsection, as to whether the collections were attempted disproportionately from individuals within a group based on the sex of the individual, a particular age or racialized group, or a combination of groups and if so, any additional information that the chief of police considers relevant to explain the disproportionate attempted collections.
 10. The neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area.
 11. The number of determinations, referred to in subsection 9 (5), that section 5 or clause 9 (4) (a) was not complied with.
 12. The number of determinations, referred to in subsections 9 (6) and (7), that section 5, 6 or 7 was not complied with.
 13. The number of times members of the police force were permitted under subsection 9 (10) to access identifying information to which access must be restricted.
- (3) A chief of police shall establish age groups for the purpose of paragraph 7 of subsection (2).
- (4) A chief of police shall establish racialized groups for the purpose of paragraph 8 of subsection (2) and shall do so in a way that allows the information required by subsection (2) relating to the racialized groups to be comparable to the data referred to in the following paragraphs, as released by the Government of Canada on the basis of its most recent National Household Survey preceding the period covered by the chief of police's annual report:
1. For each derived visible minority group set out in the National Household Survey, the number of individuals who identified themselves as being within that group.
 2. The number of individuals who claimed Aboriginal identity.
- (5) This section does not require the inclusion of information about anything that occurred before January 1, 2017.

Chiefs of police must review practices and report

15. (1) If an annual report referred to in section 14 reveals that identifying information was attempted to be collected disproportionately from individuals perceived to be within a group or combination of groups, the chief of police shall review the practices of his or her police force and shall prepare a report setting out the results of the review and his or her proposals, if any, to address the disproportionate attempted collection of information.

(2) A municipal chief of police shall provide his or her report to the relevant board, and the Commissioner shall provide his or her report to the Minister of Community Safety and Correctional Services.

(3) When a board receives a report from a municipal chief of police under subsection (2), and when the Minister of Community Safety and Correctional Services receives a report from the Commissioner under subsection (2), the board or the Minister, as the case may be,

- (a) shall publish the report on the Internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the board or the Minister, as the case may be, considers appropriate; and
- (b) shall consider the report and the proposals, if any, set out in the report and consider, in the case of a board, whether to give directions under clause 31 (1) (e) of the Act or, in the case of the Minister, whether to give directions to which the Commissioner would be subject under subsection 17 (2) of the Act.

Recommendation(s):

It is recommended that the Board receive this Report for their information.