



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

**DATE: March 10, 2025**

**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. Declarations of Conflict of Interest
5. Approval of Minutes from February 10, 2025  
**Recommendation: That the Board approves the minutes of February 10, 2025 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. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received.**
10. Inspectorate of Policing Policy, Process and Reporting Lists – Zone 4 Meeting – February 19
11. Board Memo – 2024 Missing Persons Act Annual Report  
**Recommendation: That the Board receive the Annual Report pursuant to Section 8 of the Missing Persons Act.**
12. Board Memo – 2024 Freedom of Information Annual Report  
**Recommendation: That the Board receive this report for its information.**

13. Unfinished Business
14. Closed Session  
**Recommendation: That the Board adjourns to Closed Session at \_\_\_\_\_ pm to discuss personal matters about identifiable individuals, labour relations or employee negotiations, and trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value pursuant to S. 44(2)(b), (d), and (i) 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.***
15. Motions arising from Closed Session
16. New Business (if necessary)
17. Date of next Board meeting Monday, April 14, 2025 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.
18. Adjournment



## **WOODSTOCK POLICE SERVICE BOARD**

The Woodstock Police Service Board met on February 10, 2025 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; and David Tilley, Zone 4 Police Advisor; and Kristi Lampman, Human Resources Coordinator joined via Zoom.

### **1. CALL TO ORDER**

Chair Whiteford called the meeting to order at 3:00 p.m.

### **2. WELCOME**

Chair Whiteford welcomed everyone.

### **3. APPROVAL OF AGENDA**

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board approve the agenda as circulated.

CARRIED.

### **4. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

### **5. APPROVAL OF MINUTES – January 13, 2025**

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve the minutes of January 13, 2025 as circulated.

CARRIED.

## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. VERBAL REPORT FROM CHAIR

- Chair Whiteford canvased whether any Board Members were able to attend the Ontario Association of Police Service Boards Zone 4 Meeting on February 19, 2025.

## 8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson acknowledged that February is Black History Month, a time to learn, reflect and recognize the impact of Black history while celebrating diversity, equity and unity.
- Chief Wilkinson noted that the Tim Hortons Special Olympics Donut Campaign was a success.
- Chief Wilkinson attended a Special Olympics Awards Banquet in York, where PC Ernest received the Rising Flame award which recognizes an individual who demonstrates exceptional promise of leadership and continued contributions to the Ontario Law Enforcement Torch Run.
- Chief Wilkinson noted that recruitment is ongoing for a part-time records clerk and a part-time property management assistant. Additionally, several police constable positions remain open. Chief Wilkinson invited interested applicants to submit their applications.
- Chief Wilkinson advised that a former member of the Service, Bill Spence, had passed away over the weekend. He served with both the Oxford Community Police Service and the Woodstock Police Service.

## 9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report
- D) Other reports as necessary

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board receive all statistics and reports presented in Item 9.

CARRIED.

10. COLDEST NIGHT OF THE YEAR SPONSORSHIP

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board will assume the role of lead sponsor for the Coldest Night of the Year.

Recorded vote requested –

Yes: Leslie Farrell, Jerry Acchione, Connie Lauder

No: Ken Whiteford, Daryl Stevenson

CARRIED.

11. BOARD POLICY REVIEW

A) Tactical Unit Support Policy

B) Hostage Rescue Team Support Policy

C) Explosives Policy

D) Underwater Search and Recovery Unit Policy

E) Public Order Unit Policy

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve all policies under Item 11.

CARRIED.

12. UNFINISHED BUSINESS

None.

13. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 3:29 p.m. to discuss personal matters about identifiable individuals, labour relations or employee negotiations, litigation or potential litigation affecting the board, including matters before administrative tribunals, and a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value pursuant to S. 44(2)(b), (d), (e) and (i) 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.

CLOSED SESSION RISES

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

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

CARRIED.

14. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 8

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board approve the Closed Session Agenda as circulated and amended by adding three discussion items to # 8 – Other Items as Necessary.

CARRIED.

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

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of February 10, 2025.

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 – BOARD MEMO – REPLACEMENT OF OFFICERS –  
OMERS WAIVER

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that consideration of the Board Report dated February 10, 2025 from the Chief to the Board be deferred.

CARRIED.

CLOSED SESSION # 5 – NOTICE OF RETIREMENT – PC J.M.

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board receive the retirement letter with regret.  
CARRIED.

CLOSED SESSION # 6 – NOTICE OF RESIGNATION – AUXILIARY MEMBER  
N.H.

Moved by Daryl STEVENSON  
Seconded by Jerry ACCHIONE  
Resolved that the Board receive the resignation letter.  
CARRIED.

CLOSED SESSION # 7 – BOARD MEMBER EMAIL VOTE REGARDING SCST  
S.J. RESIGNATION ACCEPTANCE – RATIFICATION OF VOTE – JANUARY 21,  
2025

Moved by Connie LAUDER  
Seconded by Daryl STEVENSON  
Resolved that the Board ratify the email vote conducted on January 21,  
2025, regarding the acceptance of the resignation of SCST S.J.  
CARRIED.

CLOSED SESSION # 8 – OTHER ITEMS AS NECESSARY

Three items were discussed as part of the amendments to the  
agenda.  
No motions arose from the discussions.

14. NEW BUSINESS

None.

15. Date of Next Board Meeting Monday, March 10, 2025 at 3:00 p.m. at  
the Woodstock Police Service Headquarters.

16. ADJOURNMENT

Moved by Connie LAUDER  
Seconded by Leslie FARRELL  
Resolved that the Board does now adjourn at 4:48 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



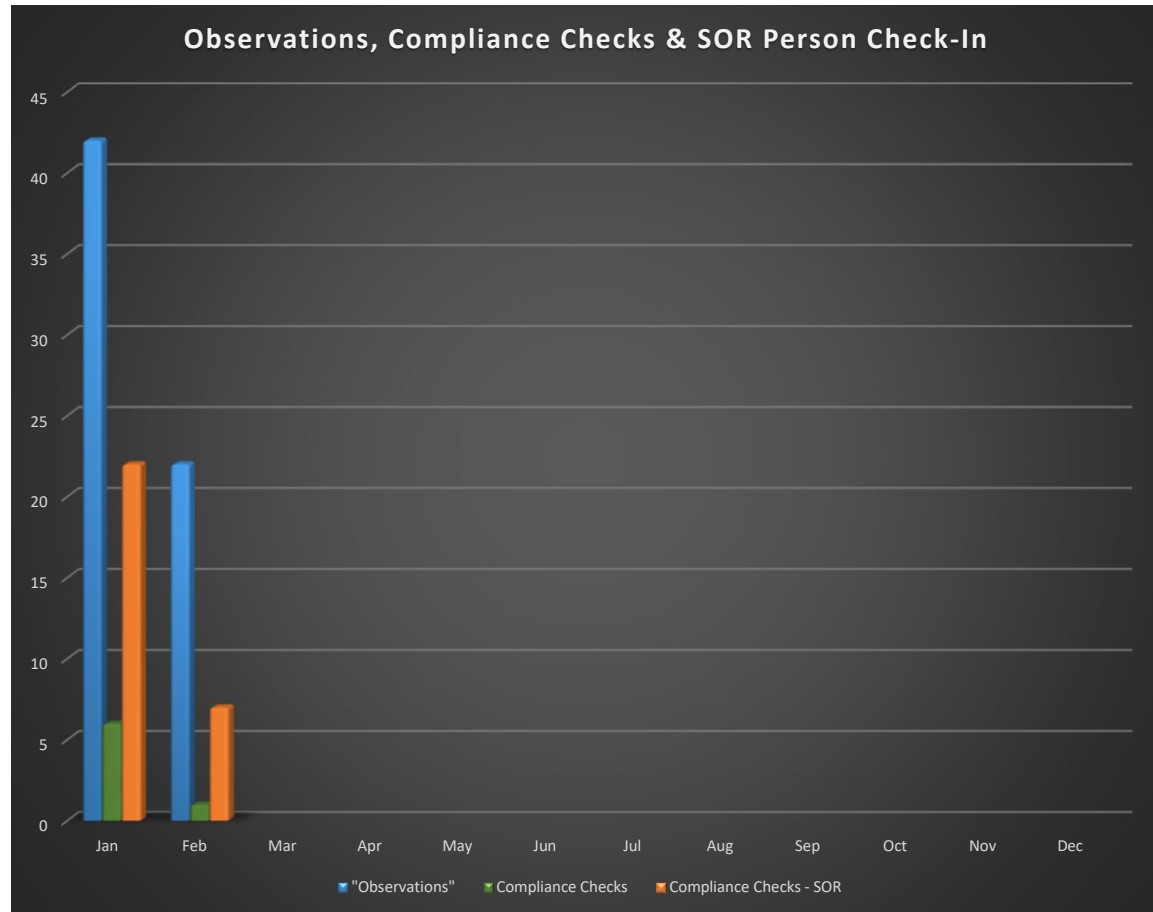


2025

### Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025 year to date	2024 year to date	
Calls for Service	1	Calls for Service		1476	1415											2891	21015	
	2	911 Calls		2925												2925	37941	
	3	OPP Transfer		763												763	10497	
	4	London CACC		1235												1235	13656	
	5	County Fire / Other		68												68	1224	
	6	WPS and WFD		859												859	12574	
	7	911 Hang Ups		83												83	1265	
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	21	13											34	415	
			Foot Beat Hours	31	20.5											52	680	
	2	Bike & Park	Park patrol													0	0	
			Bike patrol													0	23	
	3	Focused Patrols														0	9	
Criminal Investigation Services	1	Impaired Driving		9	5											14	103	
	2	Criminal Charges Arrests		96	100											196	1441	
				117	85										202	1396		
	3	Controlled Drugs and Substance Act		5	4											0	0	
																9	120	
4	Youth Criminal Justice		14	6											20	91		
5	Warrants Processed		38	26											64	426		
Police Complaints	1	LECA Complaints		2	1											3	19	
	2	Internal Chief's														0		
	3	Concluded		2	1											3		
Road Safety	1	HTA Radar		55	34											89	825	
	2	HTA Offences		72	57											129	950	
	3	Provincial Offence (LLA, CAIA, TPA)		21	14											35	312	
															0			
	4	By-Law / Parking R.I.D.E Vehicles Checked		85	73												158	315
				1	1											2	52	
			225	160											385	3683		
															-			

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	42	6	22
Feb	22	1	7
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	<b>64</b>	<b>7</b>	<b>29</b>



Citation	Policy or Process
37(1)(e)	diversity plan to ensure that the members of the police service reflect the diversity of the area
38(1)(a)	administration of the police service
38(1)(b)	provision of adequate and effective policing in accordance with the needs of the population of the area
38(1)(c)	disclosure by the chief of police of personal information about individuals
38(1)(d)	disclosure of secondary activities under section 89 and decisions under that section
38(1)(e)	the handling of discipline within the police service;
38(1)(f)	indemnification of members of the police service for legal costs subject to inclusion in collective agreement
38(1)(g)	any other prescribed matters - see regulations
39(1)	strategic plan for the provision of policing
41(1)	file annual report with council
46	rules and procedures in performing duties under Act and the regulations.
183(2)	procedures regarding the disclosure of misconduct that is alleged to have been engaged in by the chief of police or deputy chief of police of the police service
197(2)	Duty to notify Complaints Director regarding chief & deputy misconduct in prescribed circumstances - Reg 406 s.1

<b>Citation</b>	<b>Secondary</b>	<b>CSPA 38(1)(g)</b>	<b>Policy or Process</b>
24(1)	4	X	crime prevention initiatives
24(1)	6(1) par 1	X	community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community
24(1)	6(1) par 2	X	traffic direction and enforcement, including traffic patrol
24(1)	6(1) par 3	X	when more than one police officer must respond to an occurrence or call for service
24(1)	6(1) par 4	X	internal task forces
24(1)	6(1) par 4	X	joint forces operations
24(1)	6(1) par 4	X	undercover operations
24(1)	6(1) par 4	X	criminal intelligence - see related s.6(2)
24(1)	6(1) par 4	X	crime, call for service and public disorder analyses
24(1)	6(1) par 4	X	informants and agents
24(1)	6(1) par 4	X	witness protection and security
24(1)	6(1) par 4	X	police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability
24(1)	6(1) par 4	X	search of the person
24(1)	6(1) par 4	X	search of premises
24(1)	6(1) par 4	X	arrest
24(1)	6(1) par 4	X	bail and violent crime
24(1)	6(1) par 4	X	detainee care and control
24(1)	6(1) par 4	X	detainee transportation
24(1)	6(1) par 4	X	property and evidence control
24(1)	8 par 1	X	functions, responsibilities and reporting relationships of a public order unit and its members
24(1)	8 par 2	X	deployment of a public order unit for planned and unplanned public order incidents
24(1)	8 par 3	X	debriefing a public order incident following the deployment of a public order unit
24(1)	8 par 4	X	police actions in respect of a labour dispute
24(1)	8 par 5	X	police action in respect of protests, demonstrations and occupations
24(1)	10(1) par 1	X	provision of emergency response services - tactical unit, hostage rescue team, incident commander, crisis negotiator, explosive disposal
24(1)	10(1) par 2	X	containment team including deploy circumstances - conditional on team
24(1)	10(1) par 3	X	preliminary perimeter control and containment
24(1)	10(1) par 4	X	extreme incident procedures consistent with Extreme Incident Response Plan
24(1)	10(1) par 5	X	mobile mental health and addictions crisis team
24(1)	10(1) par 6	X	explosive forced entry
24(1)	10(1) par 6	X	explosive disposal

24(1)	10(1) par 7	X	chemical, biological, radiological , nuclear or explosive incident
24(1)	10(1) par 8	X	emergency ground search, rescue and recovery
24(1)	10(1) par 9	X	emergency waterways search, rescue and recovery
24(1)	10(1) par 9	X	underwater search and recovery
24(1)	10(1) par 10	X	canine units
	12(1)		Extreme Incident Response Plan obligations - receipt of incident response report & internet posting
24(1)	14	X	assistance to victims of crime
24(1)	15(3)	X	communications and dispatch
24(1)	17(2)	X	supervision to police service members

<b>Reg</b>	<b>Citation</b>	<b>CSPA 38(1)(g)</b>	<b>Policy or Process</b>
395	24	X	Conduct of investigations
397	3		Vehicle pursuits policy consistent with Regulation
400	13	X	Listed matters regarding CIICC ("street checks")
401	12	X	Avoidance of actual institutional conflicts and personal conflicts in provision of policing
411	4(1)		Process for complaints to be made to the chief about police service special constables

**Citation****Policy or Process**

37(1)(e)	Diversity plan to ensure that the members of the police service reflect the diversity of the area
38(1)(a)	Administration of the police service
38(1)(b)	Provision of adequate and effective policing in accordance with the needs of the population of the area
38(1)(c)	Disclosure by the chief of police of personal information about individuals
38(1)(d)	Disclosure of secondary activities under section 89 and decisions under that section
38(1)(e)	Handling of discipline within the police service;
38(1)(f)	Indemnification of members of the police service for legal costs subject to inclusion in collective agreement
38(1)(g)	Other prescribed matters - see regulations
39(1)	Strategic plan for the provision of policing
41(1)	Annual report filed with council
46	Rules and procedures in performing duties under Act and the regulations.
183(2)	Procedures regarding the disclosure of misconduct that is alleged to have been engaged in by the chief of police or deputy chief of police of the police service
197(2)	Duty to notify Complaints Director regarding chief & deputy misconduct in prescribed circumstances - Reg 406 s.1
90(1)	Policy authorizing Chief to appoint employees as police cadets to undergo training - if police service has cadet program



Citation	Secondary	CSPA 38(1)(g)	Policy or Process
24(1)	4	X	crime prevention initiatives
24(1)	6(1) par 1	X	community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community
24(1)	6(1) par 2	X	traffic direction and enforcement, including traffic patrol
24(1)	6(1) par 3	X	when more than one police officer must respond to an occurrence or call for service
24(1)	6(1) par 4	X	internal task forces
24(1)	6(1) par 4	X	joint forces operations
24(1)	6(1) par 4	X	undercover operations
24(1)	6(1) par 4	X	criminal intelligence - see related s.6(2)
24(1)	6(1) par 4	X	crime, call for service and public disorder analyses
24(1)	6(1) par 4	X	informants and agents
24(1)	6(1) par 4	X	witness protection and security
24(1)	6(1) par 4	X	police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability
24(1)	6(1) par 4	X	search of the person
24(1)	6(1) par 4	X	search of premises
24(1)	6(1) par 4	X	arrest
24(1)	6(1) par 4	X	bail and violent crime
24(1)	6(1) par 4	X	detainee care and control
24(1)	6(1) par 4	X	detainee transportation
24(1)	6(1) par 4	X	property and evidence control
24(1)	8 par 1	X	functions, responsibilities and reporting relationships of a public order unit and its members
24(1)	8 par 2	X	deployment of a public order unit for planned and unplanned public order incidents
24(1)	8 par 3	X	debriefing a public order incident following the deployment of a public order unit
24(1)	8 par 4	X	police actions in respect of a labour dispute
24(1)	8 par 5	X	police action in respect of protests, demonstrations and occupations
24(1)	10(1) par 1	X	provision of emergency response services - tactical unit, hostage rescue team, incident commander, crisis negotiator, explosive disposal
24(1)	10(1) par 2	X	containment team including deploy circumstances - conditional on team
24(1)	10(1) par 3	X	preliminary perimeter control and containment
24(1)	10(1) par 4	X	extreme incident procedures consistent with Extreme Incident Response Plan
24(1)	10(1) par 5	X	mobile mental health and addictions crisis team
24(1)	10(1) par 6	X	explosive forced entry
24(1)	10(1) par 6	X	explosive disposal

24(1)	10(1) par 7	X	chemical, biological, radiological , nuclear or explosive incident
24(1)	10(1) par 8	X	emergency ground search, rescue and recovery
24(1)	10(1) par 9	X	emergency waterways search, rescue and recovery
24(1)	10(1) par 9	X	underwater search and recovery
24(1)	10(1) par 10	X	canine units
	12(1)		Extreme Incident Response Plan obligations - receipt of incident response report & internet posting
24(1)	14	X	assistance to victims of crime
24(1)	15(3)	X	communications and dispatch
24(1)	17(2)	X	supervision to police service members

<b>Reg</b>	<b>Citation</b>	<b>CSPA 38(1)(g)</b>	<b>Policy or Process</b>
395	24	X	Conduct of investigations
397	3		Vehicle pursuits policy consistent with Regulation
400	13	X	Listed matters regarding CIICC ("street checks")
401	12	X	Avoidance of actual institutional conflicts and personal conflicts in provision of policing
411	4(1)		Process for complaints to be made to the chief about police service special constables
391	9(5)		Board cause investigation into firearm discharge by Chief
400	16(3)		Consider Chief's disproportional information collection review report and direction CSPA s.40

<b>CSPA</b>	<b>Citation</b>	<b>Reg</b>	<b>Citation</b>	<b>Report</b>	<b>Duty</b>	<b>Deadline</b>
X	215	90	9(4)	Chief report aggregate discipline measures	Internet publication & fwd to LECA	30 days after receipt
X	81	90	8(5)	Chief SIU event investigations	Internet publication	30 days after receipt
		391	17(7)	Chief annual use of force analysis & trend report	Internet publication	After receipt
		392	12(1)	Extreme incident response review & evaluation report	Internet publication	After receipt
		393	8(7)	Active attacker response review and evaluation report	Internet publication	After receipt
		399	12(2)	Chief annual report on activities of the police service	Internet publication	After receipt
		400	16(3)	Disproportional information collection review report	Internet publication	On receipt
X	38(7)			Policies requires by s.38	Internet publication	On approval
X	39(6)			Strategic plan	Internet publication	On approval
X	40(6)			Board direction to Chief	Internet publication	On approval
X	43(5)			Notice of public meetings including agenda	Internet publication	Seven days prior to meeting

Citation	Procedure or Process
79(4)	Written procedures regarding the administration of the police service and the provision of policing
91(5)(a)	Auxiliary member being accompanied or supervised by a police officer - required to give authority of a police officer to auxiliary members
183(1)	Written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by members of its police service, other than by the chief of police or deputy chief of police
194(1)(a)	Work performance assessment of members of the police service
194(1)(b)	Disciplinary measures imposition on members of the police service
197(1)	Complaints Director notification regarding police officer misconduct in prescribed circumstances - Reg 406 s.1

Citation	Procedure or Process
4	crime prevention initiatives
6(1) par 1	community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community
6(1) par 2	traffic direction and enforcement, including traffic patrol
6(1) par 3	when more than one police officer must respond to an occurrence or call for service
6(1) par 4	internal task forces
6(1) par 4	joint forces operations
6(1) par 4	undercover operations
6(1) par 4	criminal intelligence
6(1) par 4	crime, call for service and public disorder analyses
6(1) par 4	informants and agents
6(1) par 4	witness protection and security
6(1) par 4	police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability
6(1) par 4	search of the person
6(1) par 4	search of premises
6(1) par 4	arrest
6(1) par 4	bail and violent crime
6(1) par 4	detainee care and control
6(1) par 4	detainee transportation
6(1) par 4	property and evidence control
6(1) par 5	investigative supports, including supports in the areas of crime scene analysis, forensic identification services, canine tracking, technical collision investigation and reconstruction, breath analysis by a breath analysis technician, drug recognition expert evaluation, standardized field sobriety testing, physical surveillance, electronic interception of private communications, video and photographic surveillance and behavioural science services and any other investigative supports available to members of the service
6(1) par 6	provision of law enforcement in respect of all navigable bodies and courses of water
8 par 1	functions, responsibilities and reporting relationships of a public order unit and its members
8 par 2	deployment of a public order unit for planned and unplanned public order incidents
8 par 3	debriefing a public order incident following the deployment of a public order unit
8 par 4	police actions in respect of a labour dispute
8 par 5	police action in respect of protests, demonstrations and occupations
10(1) par 1	provision of emergency response services - tactical unit, hostage rescue team, incident commander, crisis negotiator, explosive disposal

- 10(1) par 2 containmet team including deploy circumstances - conditional on team
- 10(1) par 3 preliminary perimeter control and containment
- 10(1) par 4 extreme incident procedures consistent with Extreme Incident Response Plan
- 10(1) par 5 mobile mental health and addictions crisis team
- 10(1) par 6 explosive forced entry
- 10(1) par 6 explosive disposal
- 10(1) par 7 chemical, biological, radiological , nuclear or explosive incident
- 10(1) par 8 emergency ground search, rescue and recovery
- 10(1) par 9 emergency waterways search, rescue and recovery
- 10(1) par 9 underwater search and recovery
- 10(1) par 10 canine units
- 14 assistance to victims of crime
- 15(3) communications and dispatch
- 17(2) supervision to police service members

<b>Reg</b>	<b>Citation</b>	<b>Policy or Process</b>
406	4	Procedures for the investigation of misconduct.
391	8	Investigation into firearm discharge circumstances - no injury or death



<b>CSPA</b>	<b>Citation</b>	<b>Reg</b>	<b>Citation</b>	<b>Report</b>
X	215	90	9	Aggregate discipline measures
X	81	90	8	Outcome of Chief's investigation re: SIU event
		90	8(4)	Notice late submission of Chief investigation SIU report with reasons
		391	9(2)	Chief investigation into circumstances of injury or death by firearm discharge
		391	9(5)	Firearm discharge by Chief
		391	17(6)	Annual use of force analysis report with trend identification
		392	11(2)	Extreme incident response review & evaluation report
		393	11(2)	Extreme incident response review & evaluation report - notice late submission
		393	8	Active attacker response review and evaluation report
		393	8(6)	Active attacker response review and evaluation report - notice late submission
		399	12	Annual report on activities of police service
		400	15(2)	CIICC (Street Checks) reporting to be included in O.Reg. 399 s.12 report
		400	16(1)	Disproportional information collection review report
		401	4(3)(b)	Chief or Deputy in personal conflict
		401	8(2)	Institutional conflict with respect to Chief or Deputy
		407	22(1)	Mandatory Chief reporting misconduct of Deputy Chief

<b>CSPA</b>	<b>Citation</b>	<b>Reg</b>	<b>Citation</b>	<b>Report</b>	<b>Deadline</b>
X	4	90	6	Major cases # investigated in year	28-Feb
X	4	90	6	ViCLAS reports # in the year	28-Feb
X	4	90	7	Authorized carry of firearm for a special purpose	30 Days from authorization
X	260	90	10	Firearms coming into possession of police service	28-Feb

<b>Act</b>	<b>Citation</b>	<b>Reg</b>	<b>Citation</b>	<b>Board</b>	<b>Chief</b>	<b>Action</b>	<b>Deadline</b>
Missing Persons	8(1)	182	2(1)		<b>X</b>	Annual report to Board on application of Act	01-Apr
Missing Persons	8(2)(b)	182	2(3)	<b>X</b>		Annual report posting on a website	01-Jun
Missing Persons	8(2)(a)			<b>X</b>		Annual report copy provided to Solicitor General	After receipt
Occupational Health & Safety	32.0.1(1)			<b>X</b>		Policy with respect to workplace violence & harassment	
Occupational Health & Safety	32.0.1(1)			<b>X</b>		Annual review of workplace violence & harassment policies	



March 10, 2025

Board Report: March 2025                      OPEN SESSION

Re: Missing Person Act, 2018

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 2024 annual report must include urgent demands made during the period of January 1, 2024 to December 31, 2024.

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 88 distinct missing persons investigations in 2024. The Woodstock Police Service made 7 Urgent Demands for 2 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

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

**Data Collection**

**Period of data collection**

Start Date (yyyy/mm/dd)  
2024/01/01

End Date (yyyy/mm/dd)  
2024/12/31

Name of Police Force  
Woodstock Police Service

**Detachment Location (if applicable)**

Unit Number	Street Number	Street Name	PO Box
	615	Dundas Street	

City/Town	Province	Postal Code
Woodstock	Ontario	N4S 1E1

Total Number of Urgent Demands made	Number of Missing Persons Investigations in which a demand was made
7	2

**Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands**

Records	Description	Total number of times demanded
Records containing contact information or other identifying information		
Photos, videos, or other records containing visual representation		
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location		
Records of employment information		
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>	Request made to hospital to determine if services were used	1
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>		
Records that related to a student of an educational institution		
Records containing travel and accommodation information		

Records	Description	Total number of times demanded
Records of financial information	6 requests to financial institutions to determine if missing persons were accessing accounts	6
Other records		



March 10, 2025

Board Report – March 2025

RE: *2024 Freedom of Information Annual Report*

**Synopsis:**

The attached report outlines the number of Freedom of Information (FOI) requests received in 2024. There were a total of 162 requests made in 2024 compared to 144 in 2023. The report also outlines the fees received in conjunction with these requests and the status on overdue files.

There was 0 overdue files in 2024 where the 30-day completion threshold was not met.

**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 31<sup>st</sup> 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 \$4096.82 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 2024**  
**for**  
*Municipal Freedom of Information and Protection of Privacy  
Act*

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## 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. 52251

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

**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

<b>Personal Information</b>	<b>General Records</b>
42	162
42	155

### 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)

<b>Personal Information</b>	<b>General Records</b>
42	110
0	45
0	0
0	0
0	0
0	0
0	0
0	0
42	155

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)

<b>Personal Information</b>	<b>General Records</b>
42	154
0	0
0	1
0	0
42	155

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 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

**A. No Notices Issued**

	<b>Personal Information</b>	<b>General Records</b>
<b>6.1</b> 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.	42	154
<b>6.2</b> 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	0
<b>6.3</b> Total requests (Add Boxes 6.1 + 6.2 = 6.3)	42	154

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

	<b>Personal Information</b>	<b>General Records</b>
<b>6.4</b> 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
<b>6.5</b> 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
<b>6.6</b> Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	0

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

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

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

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

**E. Total Completed Requests (sections A to D)**

	<b>Personal Information</b>	<b>General Records</b>
<b>6.13</b> Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	42	155

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.

the searching and compiling of statistical data requested

## 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.

	<b>Personal Information</b>	<b>General Records</b>
<b>7.1</b> All information disclosed	3	8
<b>7.2</b> Information disclosed in part	34	111
<b>7.3</b> No information disclosed	3	17
<b>7.4</b> No responsive records exists	1	9
<b>7.5</b> Request withdrawn, abandoned or non-jurisdictional	1	10
<b>7.6</b> Total requests (Add Boxes 7.1 to 7.5 = 7.6)	42	155

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)

	<b>Personal Information</b>	<b>General Records</b>
<b>8.1</b> Section 6 — Draft Bylaws, etc.	0	0
<b>8.2</b> Section 7 — Advice or Recommendations	0	0
<b>8.3</b> Section 8 — Law Enforcement <sup>1</sup>	39	245
<b>8.4</b> Section 8(3) — Refusal to Confirm or Deny	0	0
<b>8.5</b> Section 8.1 — Civil Remedies Act, 2001	0	0
<b>8.6</b> Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
<b>8.7</b> Section 9 — Relations with Governments	0	0
<b>8.8</b> Section 10 — Third Party Information	0	0
<b>8.9</b> Section 11 — Economic/Other Interests	0	0
<b>8.10</b> Section 12 — Solicitor-Client Privilege	0	0
<b>8.11</b> Section 13 — Danger to Safety or Health	0	1
<b>8.12</b> Section 14 — Personal Privacy (Third Party) <sup>2</sup>	0	233
<b>8.13</b> Section 14(5) — Refusal to Confirm or Deny	0	4
<b>8.14</b> Section 15 — Information soon to be published	0	1
<b>8.15</b> Section 20.1 Frivolous or Vexatious	1	0

## Section 8: Exemptions & Exclusions Applied

- 8.16** Section 38 — Personal Information (Requester)
- 8.17** Section 52(2) — Act Does Not Apply<sup>3</sup>
- 8.18** Section 52(3) — Labour Relations & Employment Related Records
- 8.19** Section 53 — Other Acts
- 8.20** PHIPA Section 8(1) Applies
- 8.21** Total Exemptions & Exclusions  
Add Boxes 8.1 to 8.20 = 8.21
- <sup>1</sup> not including Section 8(3)  
<sup>2</sup> not including Section 14(5)  
<sup>3</sup> not including Section 52(3)

61	0
0	19
0	0
0	0
0	0
101	503

## Section 9: Fees

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

	Personal Information	General Records	Total
<b>9.1</b> Number of REQUESTS where fees other than application fees were collected	0	76	76
<b>9.2.1</b> Total dollar amount of application fees collected	\$210.00	\$775.00	\$985.00
<b>9.2.2</b> Total dollar amount of additional fees collected	\$15.00	\$3096.82	\$3111.82
<b>9.2.3</b> Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)	\$225.00	\$3871.82	\$4096.82
<b>9.3</b> Total dollar amount of fees waived	\$0.00	\$12.90	\$12.90

## 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
<b>10.1</b> Search time	0	76	76
<b>10.2</b> Reproduction	1	76	77
<b>10.3</b> Preparation	0	76	76
<b>10.4</b> Shipping	0	6	6
<b>10.5</b> Computer costs	0	0	0
<b>10.6</b> Invoice costs (and other as permitted by regulation)	0	9	9
<b>10.7</b> Total (Add Boxes 10.1 to 10.6 = 10.7)	1	243	244

## Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

	Personal Information
<b>11.1</b> Number of correction requests received	1
<b>11.2</b> Correction requests carried forward from the previous year	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]

1
---

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

1
---

**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)

1
---

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**

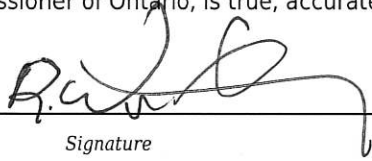
**Note:**

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.

 9105

Signature

MARCH 4 / 2025

Date