



WOODSTOCK POLICE SERVICE **BOARD**

The Woodstock Police Service Board met on December 4, 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; and Jamie Taylor, Inspector; and Kristi Lampman, Human Resources Coordinator and David Tilley, Zone 4 Police Advisor joined via Zoom.

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:01 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 and amended.

Amendments:

i. Amended to add Correspondence - City Audit Presentation as Item 5B

ii. Amended to add False Alarm By-Law as Item 14B

CARRIED.

4. DECLARATIONS OF CONFLICTS OF INTEREST

Board Member Connie Lauder declared a conflict with regards to closed session Item #10.

5. APPROVAL OF MINUTES – October 28, 2024

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board approve the minutes of October 28, 2024 as circulated.

CARRIED.

5 B). CORRESPONDENCE – CITY AUDIT PRESENTATION

The Board determined that a separate audit for the Board would be costly and time consuming. Instead, the Board will request a presentation from C. Scrimgeour as was done in 2024.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone of the surveys required for the Inspectorate of Policing Data Collection Initiatives. The Board agreed that the EA would prepare the survey responses, which would be reviewed at the next Board meeting prior to submission.

8. VERBAL REPORT FROM CHIEF

- Police Service Dog Striker celebrated his 11th birthday in November.
- Chief Wilkinson and Deputy Novacich attended the Remembrance Day Ceremony and laid a wreath.
- November is Intimate Partner Violence Awareness month. The WPS participated in the “Shine the Light” Campaign, which educates and raises awareness about intimate partner violence and abuse against women.
- The WPS welcomed five new Auxiliary Officers, who joined the community in lighting up Museum Square.
- Chief Wilkinson gave a shout-out to the Auxiliary and the officers who assisted with the Christmas parade.
- Chief Wilkinson reminded citizens of Woodstock that the Festive RIDE season is underway. This initiative targets impaired drivers.
- WPS sent an officer to Halton to participate in the Festive RIDE kickoff.
- December 14th is fill a cruiser day. WPS will be attending Sobey's, No Frills, and Zehrs, a longstanding initiative to support families in need of

food. Last year, ten cruisers were filled, and WPS hopes to exceed that this year.

- Chief Wilkinson acknowledged the hard work of officers and the Drug Unit, highlighting four recent major drug investigations – two of which were joint operations with other police services. Significant quantities of fentanyl, cocaine, and methamphetamines have been seized, making a substantial impact on street-level drug trafficking.

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 Jerry ACCHIONE

Seconded by Leslie FARRELL

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

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive the financial statements ending October 31, 2024 in Item 10.

CARRIED.

11. BOARD MEMBER EMAIL VOTE REGARDING CHRISTMAS CAMPAIGN DISCRETIONARY FUND – RATIFICATION OF VOTE – NOVEMBER 19, 2024

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve use of funds to support the initiative with Heart FM Radio of Woodstock to launch a Christmas Campaign. Funds used on this initiative not to exceed \$5,000.

CARRIED.

12. BOARD POLICY REVIEW

- A) Occupational Health and Safety Policy
- B) Citizen Rewards Policy
- C) Use of Board Resources During an Election Policy
- D) Skills Development and Learning Policy
- E) Communicable Diseases Policy

- F) Use of Auxiliaries Policy
- G) Use of Volunteers Policy
- H) Marked/Unmarked Vehicles Policy
- I) Safe Storage of Police Service Firearms Policy
- J) Police Uniforms Policy
- K) Use of Force and Weapons Policy
- L) Secure Holsters Policy
- M) Crime Prevention Policy
- N) Community Patrol Policy
- O) Traffic Management, Enforcement, and Road Safety Policy
- P) Multiple Officer Response Policy
- Q) Internal Task Forces Policy
- R) Joint Forces Operations Policy
- S) Undercover Operations Policy
- T) Criminal Intelligence Policy
- U) Crime, Call and Public Disorder Analysis Policy
- V) Paid Informants and Agents Policy
- W) Witness Protection Policy
- X) Police Response to Persons in Crisis Policy
- Y) Search of Person Policy
- Z) Search of Premises Policy
- AA) Arrest Policy
- BB) Detainee Care and Control Policy
- CC) Detainee Transportation Policy
- DD) Collection, Preservation and Control of Evidence and Property Policy
- EE) Police Action at Labour Disputes Policy
- FF) Police Action in Respect of Protests, Demonstrations, and Occupations Policy
- GG) Victims' Assistance Policy
- HH) Communications and Dispatch Policy
- II) Supervision Policy
- JJ) Adequate and Effective Policing Policy

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve all policies listed in item 11 A) through JJ).

CARRIED.

13. 2025 BUDGET PRESENTATION

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board endorse the 2025 Operating Budget as presented by the Chief.

CARRIED.

14. BOARD REPORT – 2024 BUDGET SURPLUS

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the recommendation in the Board Report dated December 4, 2024 regarding 2024 budget surplus.

CARRIED.

14 B). FALSE ALARM BY-LAW

The Board was informed that a WPS Directive regarding False Alarms is being finalized.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 4:28 p.m. to discuss security of the property of the Board, personal matters about identifiable individuals, labour relations or employee negotiations, litigation or potential litigation affecting the board, information supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization, and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board pursuant to S. 44(2)(a), (b), (d), (e), (h) and (j) 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 5:20 p.m.

CARRIED.

17. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 17

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Leslie FARRELL

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

Amendments:

- i. Amended to remove Item 7*

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of December 9, 2024.

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

Information only.

CLOSED SESSION # 5 – NOTICE OF LEGAL INDEMNIFICATION – PC

E.D. AND PC JOHN DOE

Information only.

CLOSED SESSION # 6 – BOARD MEMBER EMAILS

No motion arising.

CLOSED SESSION # 7 – BOARD SELF-EVALUATION DEBRIEF

This item was removed from the closed session agenda and discussed in open session.

CLOSED SESSION # 8 – OAPSB FALL CONFERENCE DATA

Information only.

CLOSED SESSION # 9 – BOARD REPORT – NFP – REFUND DEPOSIT ACCOUNT

a) NFP Canada – Group Benefit 2025 Renewal Report effective January 1, 2025

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the renewal.

CARRIED.

b) NFP draw down from Refund Deposit Account

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board authorize the draw down as specified in recommendation #2 in the Report.

CARRIED.

At 4:59 p.m., Board Member Connie Lauder left the room for Closed Session Item #10.

CLOSED SESSION # 10 – BOARD MEMBER EMAIL VOTE REGARDING PC M.B. RESIGNATION ACCEPTANCE – RATIFICATION OF VOTE – NOVEMBER 5, 2024

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board ratify the email vote conducted on November 5, 2024, regarding the acceptance of the resignation of PC M.B.

CARRIED.

At 5:00 p.m., Board Member Connie Lauder returned to the room.

CLOSED SESSION # 11 – NOTICE OF RESIGNATION – PC S.L.

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 12 – NOTICE OF RESIGNATION – PC W.B.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 13 – NOTICE OF RESIGNATION – PC M.C.

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 14 – NOTICE OF RETIREMENT – PC P.E.

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board accept the retirement letter.

CARRIED.

CLOSED SESSION # 15 – OPC SECONDMENT/RETIREMENT AGREEMENT – SGT D.C.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board approve the Secondment/Retirement Agreement for Sgt. D.C.

CARRIED.

CLOSED SESSION # 16 – BOARD ONLY SESSION

Board discussed a personnel matter and authorized the Chair and Vice Chair to take the necessary action to finalize the document under discussion.

CLOSED SESSION # 17 – OTHER ITEMS AS NECESSARY

None.

BOARD SELF-EVALUATION DEBRIEF

The Board discussed the results of the self-evaluation and especially those items where deficiencies in performance were noted. Various means of addressing the six deficiencies were decided upon.

14. NEW BUSINESS

None.

15. Date of Next Board Meeting Monday, January 13, 2024 at 3:00 p.m.
at the Woodstock Police Service Headquarters.

16. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board does now adjourn at 5:34 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board