



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: September 14, 2026

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 June 8, 2026
Recommendation: The Board approves the minutes of June 8, 2026 as circulated.
6. Approval of Strategic Plan Committee Meeting Minutes from May 14, 2026
Recommendation: The Board approves the Strategic Plan Committee minutes of May 14, 2026.
7. Approval of Strategic Plan Committee Meeting Minutes from June 8, 2026
Recommendation: The Board approves the Strategic Plan Committee minutes of June 8, 2026.
8. Business Arising from the Minutes
9. 2027 Budget
 - a. 2027 Proposed Operating Budget
 - b. Board Memo – Capital Budget Request 2027
10. Verbal Report from the Chair
11. Verbal Report from the Chief
12. Statistics/Reports – Deputy Chief Taylor
 - 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 12 be received.**

13. Financial Statements – Summary for period ending August 31, 2026
Recommendation: That the Board receive the financial statements ending August 31, 2026 in Item 13.
14. WPSB Sponsorship to the Jeff Pincombe Charity Golf Tournament
Recommendation: That the Board approve the attached sponsorship in the amount of \$200 to support the Jeff Pincombe Charity Golf Tournament.
15. Board Report No. 02-2026
Recommendation: That the Board approve that the Director of Administrative Services for the City of Woodstock be provided with the access required to fully manage the Canada Revenue Agency accounts for the Woodstock Police Service Board, Account Number 84498 6661.
16. Board Report No. 03-2026
Recommendation: That the Board adopt the City of Woodstock Strategic Asset Management Policy AS011 as the policy of the Woodstock Police Service Board and that the policy be utilized for all assets as defined within the policy.
17. Unfinished Business
18. 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 a trade secret or scientific, technical, commercial, financial or labour relations 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 pursuant to S. 44(2)(b), (d), and (h) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
19. Motions arising from Closed Session
20. New Business (if necessary)
21. Date of next Board meeting Monday, October 5, 2026 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.
22. Adjournment



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board met on June 8, 2026 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

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

Also in attendance were Chief Nick Novacich; and Jamie Taylor, Deputy Chief; and Kristi Lampman, Human Resources Coordinator; and David Tilley, Zone 4 Police Advisor joined via Zoom.

Regrets: Mayor Jerry Acchione, Council Representative

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 Daryl STEVENSON

Seconded by Connie LAUDER

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

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5. APPROVAL OF MINUTES – May 11, 2026

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board approve the minutes of May 11, 2026 as circulated.

CARRIED.

6. APPROVAL OF STRATEGIC PLAN COMMITTEE MEETING MINUTES – MAY 14, 2026

Deferred until next Board meeting.

7. APPROVAL OF STRATEGIC PLAN COMMITTEE MEETING MINUTES – MAY 20, 2026

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the Strategic Plan Committee minutes of May 20, 2026 as circulated.

CARRIED.

8. BUSINESS ARISING FROM THE MINUTES

None.

9. VERBAL REPORT FROM CHAIR

- Chair Whiteford noted that he sent out a report to the Board on the recent conference in Niagara and advised that video content of main sessions will come out in 7-10 days after the conference.
- Chair Whiteford advised that he may be attending the Canadian Association of Police Governance 37th Annual Conference in Alberta in August.

10. VERBAL REPORT FROM CHIEF

- May 1 the Woodstock Police Service (WPS) recognized First Responders Day which is a day to honour those who protect and preserve life, property, and our community in times of emergency. WPS is proud to stand alongside dedicated partners at Woodstock Fire Department and Oxford County Paramedic Services. Chief Novacich thanked all first responders for their service, sacrifice, and unwavering dedication.
- WPS was grateful to have been invited to the Sri Lankan Sun Festival known as Aluth Avurudu which marks the traditional Sri Lankan New Year. Chief Novacich gave a special thanks to Constable Thind for attending.
- On May 5, an arrest was made in the City's first homicide of 2026. On March 12, 2026 the WPS responded to a call for service to conduct a welfare check at a residence on Dundas Street in Woodstock. Upon

arrival officers located a deceased adult male and in consultation with the Office of the Chief Coroner for Ontario, the death was determined to be suspicious in nature. An investigation by the WPS Criminal Investigations Branch and multiple units and partner agencies led to the identification of a suspect. During the investigation, a second incident involving the same suspect was also examined. No physical injuries were reported as a result of the second incident. As a result of the investigation, Woodstock Police arrested a 20-year-old Woodstock Resident, Romario Henry and charged him with second degree murder. The accused remains in custody.

- On May 7, Woodstock Police were proud to take part in McHappy Day by working the drive-thru at a local McDonald's in support of families across Canada. McHappy Day helps raise funds for Ronald McDonald House Charities and other local children's charities. Chief Novacich thanked everyone who stopped by, donated, and supported such an important cause in our community.
- Members of WPS were proud to participate in the Woodstock and District Developmental Services (WDDS) Runway of Stars which is an inspiring event celebrating confidence, inclusion, and the incredible abilities of individuals in our community. Chief Novacich thanked the organizers, participants, families, volunteers, and supports who made the meaningful event possible and gave a special thanks to Sergeant Jackie Lange and Deputy Chief Taylor who participated in the event.
- May 10-16 was Police Week, a week to recognize the dedication behind the badge.
- Canada Road Safety Week was held from May 12-18 with a shared goal of saving lives and reducing injuries on Canada's roads. This year's theme was "Every Road. Every Day. Everyone" which served as a reminder that every driver plays a role in keeping our roads safe for motorists, cyclists, and pedestrians alike. On June 7, Woodstock Police laid 25 traffic-related charges, including a stunt driving charge that resulted in a 14-day vehicle impoundment. Officers also removed a vehicle from the road after it was deemed unfit.
- Members of the WPS, including the Auxiliary Unit, were proud to support the City's annual Victoria Day Parade by assisting with traffic control and helping ensure a safe environment for all participants and spectators. Chief Novacich thanked everyone who celebrated and enjoying this year's Victoria Day Parade.

- WPS attended the First Responders Appreciation Lunch hosted by Cedarview Retirement Living. Chief Novacich extended sincere thanks to the Cedarview team and residents for the heartfelt hospitality, kind words, and thoughtful gesture of appreciation. Opportunities like these are a meaningful reminder of the strong connection between first responders and the communities they serve.
- On May 25, WPS officers responded to a wellness check on a male who had made some concerning comments about self-harm. Investigation led to a residence on Fyfe Avenue and it was discovered that the male had previous dealings with police where firearms had been involved. Officers set up initial containment on the resident and the Emergency Response Unit was called in and deployed as well as Negotiators. Oliver Stephens Public School was required to enter in a Hold and Secure status. Negotiators made contact with the male who surrendered peacefully to police. The male was transported to hospital for assessment. Police located firearms within the residence which were not properly stored and as a result the male was charged with various firearms offences.
- On May 26, Chief Novacich attended Coffee Connection which was hosted by Whisk and Roll. The event is put on by the Woodstock Chamber of Commerce which WPS is a proud member of. Chief Novacich thanked Whisk and Roll for hosting and providing coffee.
- Chief Novacich and Deputy Chief Taylor attended London for the Opening Ceremonies for Special Olympics Ontario High School Competitions. Over 1000 athletes were welcomed into London for the two days of competition. It was an honour to attend the following day to present medals to the winning teams for the events of Basketball and Bocce.
- Chief Novacich gave a shout out to Constable Logan Ernst of WPS who participated in the final leg of the Law Enforcement Torch Run. The contingent of officers and police personnel delivered the Special Olympic Flame which officially marked the opening of the Special Olympic Games.

11. CORRESPONDENCE

- A) Ronald McDonald House AAR Impact Report – Room 202 Woodstock Police Association
Board acknowledged the correspondence and deferred any action until September.

12. STATISTICS/REPORTS – DEPUTY CHIEF JAMIE TAYLOR

- 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 Leslie FARRELL

Resolved that the Board receive all statistics and reports presented in Item 12.

CARRIED.

13. FINANCIAL STATEMENTS

Financial statements ending May 31, 2026 were not received.

14. BOARD REPORT NO. 01-2026

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board ratify the email vote conducted on May 25, 2025 approving the focus group listing as presented by the Strategic Plan Committee.

CARRIED.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board adjourns to Closed Session at 3:25 p.m. to discuss personal matters about identifiable individuals and labour relations or employee negotiations pursuant to S. 44(2)(b) and (d) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively and that in all circumstances, 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 Leslie FARRELL

Resolved that the Board does now rise from Closed Session and reconvenes

at 3:35 p.m.
CARRIED.

17. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 7

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.
CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY – CHIEF

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of June 8, 2026.
CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Connie LAUDER

Seconded by Leslie FARRELL

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

CLOSED SESSION # 4 – MEMO – PROPERTY TRANSFER

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board defer any action on the proposed recommendation.
CARRIED.

CLOSED SESSION # 5 – BOARD REPORT – APPOINTMENT OF SPECIAL CONSTABLE S.C.

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint S.C. as a Special Constable with the Woodstock Police Service as of May 27, 2026.
CARRIED.

CLOSED SESSION # 6 – BOARD REPORT – APPOINTMENT OF SPECIAL CONSTABLE A.C.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint A.C. as a Special Constable with the Woodstock Police Service as of June 8, 2026.
CARRIED.

CLOSED SESSION # 7 – OTHER ITEMS AS NECESSARY

None.

18. NEW BUSINESS

Dates for Staff Appreciation BBQ were discussed. It was agreed that July 22, 2026 worked best for most people.

19. Date of Next Board Meeting Monday, September 14, 2026 at 3:00 p.m. at the Woodstock Police Service Headquarters.

20. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now adjourn at 3:43 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board's Strategic Plan Committee met for a meeting on May 14, 2026 at Woodstock Police Service Headquarters and via Zoom at 10:30 a.m.

Present were: Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; and Mayor Jerry Acchione, Council Representative.

Also in attendance were Chief Nick Novacich; and Deputy Chief Jamie Taylor; and representatives of Consilium Public Sector Services Inc. joined via Zoom.

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 10:30 a.m.

2. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. STRATEGIC PLAN – ENGAGEMENT PLANNING DISCUSSION

The Committee reviewed and discussed the draft Communication and Engagement Plan circulated in advance. Clarification was provided that the document is an operational guide for Consilium and does not require Board approval.

Discussion included potential updates to the Board's and Service's Mission and Values. Alignment with the County's forthcoming Community Safety and Wellbeing Plan, and confirmation that survey responses will be primarily structured (non-narrative). It was noted that the list of agencies for focus groups had been previously provided, and the Committee will now be responsible for organizing and grouping contacts and identifying meeting locations.

Concerns were raised regarding the Land Acknowledgement included in the materials, and it was noted that this will require further review.

No recommendation or resolution was brought forward.

4. ADJOURNMENT

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board does now adjourn at 11:45 a.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair

Woodstock Police Service Board



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board's Strategic Plan Committee met for a meeting on June 8, 2026 at Woodstock Police Service Headquarters at 3:45 p.m.

Present were: Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; and Connie Lauder, Council Representative.

Also in attendance were Chief Nick Novacich; Deputy Chief Jamie Taylor; and Kristin Barnim, WPSB EA.

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:45 p.m.

2. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. STRATEGIC PLAN – COMMITTEE UPDATE

The Committee compiled contact information for organizations and individuals who will receive invitations to participate in the focus groups. Chief Novacich and Chair Whiteford advised that they had completed an interview with Rogers TV regarding the Strategic Plan, which is scheduled to air on local channels on June 9.

Chief Novacich further noted that pamphlets promoting the survey will be distributed during Canada Day celebrations and Street Fest to support community engagement.

The Committee requested that Kristin inquire about the availability of the Metcalfe Building for the focus groups and finalize the invitation letter to be distributed to all identified organizations and individuals.

4. ADJOURNMENT

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board does now adjourn at 4:24 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

2027 Proposed PSB Budget

Description	2026 Budget	2027 Budget	YTD	%
COURT SECURITY - FULL TIME WAGES	377,308	384,547	7,239	1.92%
COURT SECURITY - PART TIME WAGES	379,055	388,577	9,522	2.51%
COURT SECURITY - OVERTIME	8,000	8,000	0	0.00%
COURT SECURITY - VACATION PAY	15,162	15,543	381	2.51%
COURT SECURITY - STAT HOLIDAY PAY	8,000	8,000	0	0.00%
COURT SECURITY - PRISONER MEALS	2,000	2,000	0	0.00%
COURT SECURITY - PAY IN LIEU OF BENEFITS	22,743	23,315	571	2.51%
COURT SECURITY - LONG SERVICE PAY	1,300	1,500	200	15.38%
COURT SECURITY - CLEANING ALLOWANCE	3,400	7,200	3,800	111.76%
COURT SECURITY - UNIFORMS & EQUIPMENT	3,000	3,000	0	0.00%
COURT SECURITY - FUEL AND MAINTENANCE PRISONER VAN	0	0	0	0.00%
COURT SECURITY - OMERS	74,952	72,187	-2,764	-3.69%
COURTS SECURITY - C.P.P.	39,890	40,513	623	1.56%
COURT SECURITY - E.I	14,939	15,522	582	3.90%
COURT SECURITY - E.H.T.	14,749	15,105	356	2.41%
COURT SECURITY - W.S.I.B.	49,769	58,871	9,103	18.29%
Total Court Security	1,014,267	1,043,881	29,613	2.84%

COMMUNICATIONS - FULL TIME WAGES	1,294,327	1,217,110	(77,217)	-5.97%
COMMUNICATIONS - PART TIME WAGES	379,055	388,577	9,522	2.51%
COMMUNICATIONS - OVERTIME	60,000	60,000	0	0.00%
COMMUNICATIONS - SHIFT PREMIUM	5,000	5,000	0	0.00%
COMMUNICATIONS - VACATION PAY	15,162	15,543	381	2.51%
COMMUNICATIONS - STAT HOLIDAY PAY	20,000	20,000	0	0.00%
COMMUNICATIONS - RESPONSIBILITY PAY		7,000	7,000	0.00%
COMMUNICATIONS - CLEANING ALLOWANCE	1,500	1,500	0	0.00%
COMMUNICATIONS - UNIFORMS	3,000	3,000	0	0.00%
COMMUNICATIONS - OMERS	142,735	153,525	10,790	7.56%
COMMUNICATIONS - C.P.P.	73,663	78,646	4,983	6.76%
COMMUNICATIONS - E.I	25,945	30,494	4,549	17.53%
COMMUNICATIONS - E.H.T.	27,388	31,311	3,923	14.32%
COMMUNICATIONS - W.S.I.B.	92,417	122,032	29,616	32.05%
COMMUNICATIONS - WORKERS COMP TOP UP			0	0.00%
COMMUNICATIONS - TRAINING			0	0.00%
COMUNICATIONS - PAY IN LIEU OF BENEFITS	22,743	23,315	571	2.51%
COMMUNICATIONS - LONG SERVICE PAY	3,350	3,350	-	0.00%
Total Communications	2,166,285	2,160,403	5,882	-0.27%

POLICE - CIVILIANS- FULL TIME WAGES	1,814,239	1,921,470	107,232	5.91%
POLICE - CIVILIANS - OVERTIME	16,000	16,000	-	0.00%
POLICE - CIVILIANS - PART-TIME WAGES	222,302	281,256	58,953	26.52%
POLICE - CIVILIANS - SHIFT PREMIUM	2,400	2,400	-	0.00%
POLICE - CIVILIANS - VACATION PAY	8,892	11,250	2,358	26.52%
POLICE - CIVILIANS - LONG SERVICE PAY	6,700	5,400	(1,300)	-19.40%
POLICE - CIVILIANS - STATUTORY HOLIDAY PAY	4,500	4,500	-	0.00%
POLICE - CIVILIANS - RETENTION PAY			-	0.00%
POLICE - CIVILIANS - SPECIALTY PAY			-	0.00%
POLICE - CIVILIANS - PAID DUTY			-	0.00%
POLICE - CIVILIANS - RIDE PROGRAMME			-	0.00%
POLICE - CIVILIANS - CLEANING ALLOWANCE	3,500	3,500	-	0.00%
POLICE - CIVILIANS - CLOTHING & UNIFORMS	10,000	10,000	-	0.00%
POLICE - CIVILIANS - PAY IN LIEU OF BENEFITS	13,338	16,875	3,537	26.52%
POLICE - CIVILIANS - O.M.E.R.S.	187,412	207,167	19,755	10.54%

POLICE - CIVILIANS - C.P.P.	103,805	120,887	17,081	16.46%
POLICE - CIVILIANS - E.I.	37,478	43,017	5,539	14.78%
POLICE - CIVILIANS - EMPLOYER'S HEALTH TAX	38,238	43,058	4,821	12.61%
POLICE - CIVILIANS - W.S.I.B.	129,029	167,818	38,789	30.06%
POLICE - CIVILIANS - TRAINING			-	0.00%
Civilian Article 16(5) Health Care Spending Account	16,000	16,000	-	0.00%
Total Civilians	2,613,833	2,870,598	256,765	9.82%

POLICE - UNIFORM - FULL TIME WAGES	11,843,988	13,145,663	1,301,675	10.99%
POLICE - UNIFORM - OVERTIME	315,000	315,000	-	0.00%
POLICE - UNIFORM - O.M.E.R.S.	1,361,155	1,561,215	200,060	14.70%
POLICE - UNIFORM - C.P.P.	447,140	488,684	41,544	9.29%
POLICE - UNIFORM - E.I.	151,742	169,796	18,054	11.90%
POLICE - UNIFORM - E.H.T.	241,695	267,504	25,809	10.68%
POLICE - UNIFORM- PART-TIME OFFICERS	125,000	125,000	-	0.00%
POLICE - UNIFORM - SHIFT PREMIUM	7,000	7,000	-	0.00%
POLICE - UNIFORM VACATION PAY	5,500	5,500	-	0.00%

POLICE - UNIFORM - RESPONSIBILITY PAY (3-6-9%)	413,860	421,401	7,541	1.82%
POLICE - UNIFORM- STAT. HOLIDAY PAY	47,000	47,000	-	0.00%
POLICE - UNIFORM - OT - PAID DUTY	20,000	20,000	-	0.00%
POLICE - UNIFORM - OT - RIDE PROGRAM	15,000	15,000	-	0.00%
POLICE - UNIFORM- VEHICLE ALLOWANCE	35,000	35,000	-	0.00%
POLICE - UNIFORM - PAY IN LIEU	7,500	7,500	-	0.00%
POLICE - UNIFORM - W.S.I.B.	732,722	923,973	191,252	26.10%
POLICE - ENFORCEMENT - WORKERS COMP TOP UP			-	0.00%
POLICE - UNIFORM - SPECIALTY PAY	136,770	251,098	114,328	83.59%
Total Uniform	15,906,072	17,806,334	1,900,263	11.95%

POLICE - ENFORCEMENT - CLOTHING & UNIFORMS	50,000	50,000	-	0.00%
POLICE - ENFORCEMENT - CLOTHING ALLOWANCE	18,000	20,000	2,000	11.11%
POLICE - ENFORCEMENT - CLEANING ALLOWANCE	22,000	35,000	13,000	59.09%
POLICE - ENFORCEMENT - MEETINGS & LUNCHEONS	7,500	7,500	-	0.00%
POLICE - ENFORCEMENT - MEMBERSHIPS	7,500	7,500	-	0.00%

POLICE - ENFORCEMENT - CONFERENCES & TRAINING SEMINARS	60,000	60,000	-	0.00%
POLICE - ENFORCEMENT - EDUCATIONAL COURSES	200,000	225,000	25,000	12.50%
POLICE - ENFORCEMENT - AXON EQUIPMENT	247,023	266,883	19,860	8.04%
POLICE - ENFORCEMENT - AXON SOFTWARE	229,977	229,977	-	0.00%
POLICE - CANINE UNIT	5,000	25,000	20,000	400.00%
POLICE - ENFORCEMENT - COMMUNITY SERVICES	15,000	15,000	-	0.00%
POLICE - INFORMANT PAYMENTS	20,000	20,000	-	0.00%
POLICE - HONOUR GUARD	5,000	5,000	-	0.00%
Contract Article 19(5) Health Care Spending Account	14,850	14,850	-	0.00%
Total Police Enforcement	901,850	981,710	79,860	8.86%

POLICE SERVICES BOARD - SALARIES	44,692	45,788	1,096	2.45%
----------------------------------	--------	--------	-------	-------

POLICE SERVICES BOARD EA	5,000		(5,000)	-100.00%
POLICE - SERVICES BOARD - VACATION PAY			0.00	0.00%
POLICE - SERVICES BOARD - STAT PAY			0.00	0.00%
POLICE - POLICE SERVICES BOARD - C.P.P.	1,618	1,683	65.07	4.02%
POLICE SERVICES BOARD - LABOUR RELATIONS	5,000	5,000	0.00	0.00%
POLICE SERVICES BOARD - LEGAL FEES	50,000	100,000	50,000	100.00%
POLICE SERVICES BOARD - E.H.T.	872	872	0.00	0.00%
POLICE SERVICES BOARD - MEETING EXPENSES	5,000	5,000	0.00	0.00%
POLICE SERVICES BOARD - OFFICE SUPPLIES	750	750	0.00	0.00%
POLICE SERVICES BOARD - MEMBERSHIPS	6,000	6,000	0.00	0.00%
POLICE SERVICES BOARD - TRAVEL & TRAINING	15,000	15,000	0.00	0.00%
Total Police Services Board Costs	133,932	180,093	46,161	34.47%

POLICE ADMIN - GROUP LIFE INSUR. & HEALTH INS.	1,676,800	1,676,800	-	0.00%
POLICE RADIO SYSTEM DEBT - PRINCIPAL	146,620	3,200	(143,420)	-97.82%
POLICE RADIO SYSTEM DEBT - INTEREST	22,000	40	(21,960)	-99.82%
POLICE ADMIN - GENERAL INSURANCE COSTS	297,701	312,586	14,885	5.00%
POLICE ADMIN - NEW EQUIPMENT	200,000	200,000	0.00	0.00%
POLICE ADMIN - EQUIP. REPAIRS & SERVICE	6,000	6,000	0.00	0.00%
POLICE ADMIN - OFFICE SUPPLIES	25,000	25,000	0.00	0.00%
POLICE ADMIN - PHOTOCOPY CHARGES	25,000	26,000	1,000	4.00%
POLICE ADMIN - SUBSCRIPTIONS, MEMBERSHIPS	6,000	6,000	0.00	0.00%
POLICE ADMIN - POSTAGE & EXPRESS	4,500	4,500	0.00	0.00%
POLICE - ADMIN - PRISONER MEALS			0.00	0.00%
POLICE - ADMIN - TELEPHONE	-	-	0.00	0.00%
POLICE ADMIN - IDENTIFICATION SUPPLIES	30,000	30,000	-	0.00%
POLICE ADMIN - ACCOUNTING SERVICES	25,000	25,000	0.00	0.00%
POLICE ADMIN - SPECIALIZED SERVICES	52,000	178,000	126,000	242.31%
POLICE ADMIN - RADIO, TOTAL STATION, OTHER MTNCE. AGRMNTS	50,000	50,000	0.00	0.00%

POLICE ADMIN - OFFICE FURNITURE	15,000	15,000	0.00	0.00%
POLICE ADMIN - CONTAINMENT TEAM EQUIP/UNIFORMS	40,000	40,000	-	0.00%
POLICE ADMIN - AWARDS / RECOGNITION	6,000	6,000	0.00	0.00%
POLICE ADMIN - EXPENSES FROM VICTIM SUPPORT GRANT	100,000		(100,000)	-100.00%
POLICE ADMIN - AUXILIARY UNIT EQUIPMENT	10,000	10,000	0.00	0.00%
POLICE ADMIN - WIRELESS COMMUNICATION	76,162	78,000	1,838.00	2.41%
POLICE ADMIN - MISCELLANEOUS	10,000	10,000	0.00	0.00%
POLICE - CAPITAL FLEET PURCHASE	375,000		(375,000)	-100.00%
POLICE ADMIN - COMPUTER SOFTWARE	354,200	195,000	(159,200)	-44.95%
POLICE ADMIN - COMPUTER MAINTENANCE	410,660	574,357	163,697	39.86%
POLICE ADMIN - TECH CRIME	128,610	132,010	3,400.0	2.64%
POLICE ADMIN - OPTIC USER COSTS	138,049	225,000	86,951	62.99%
POLICE ADMIN - CARM SYSTEM COSTS	5,572	5,572	0.00	0.00%
POLICE ADMIN - QUALITY ASSURANCE SURVEYS	10,000	10,000	0.00	0.00%
POLICE ADMIN - ONTARIO YOUTH GRANT PART-TIME WAGES	5,000	5,000	0.00	0.00%
POLICE ADMIN - SPECIAL INVESTIGATIONS	10,000	15,000	5,000	50.00%
POLICE - PROV. FOR SICK LEAVE SEVERANCE RESERVE	10,000	10,000	0.00	0.00%
POLICE - ADMIN - REPAIRS TO BUILDINGS			0.00	0.00%

POLICE - PROV FOR IT RESERVE			0.00	0.00%
POLICE - PROV FOR CAPITAL PROJECTS RESERVE			0.00	0.00%
POLICE - PROV FOR RADIO REPLACEMENT RESERVE			0.00	0.00%
POLICE - PROV FOR SPECIALIZED SERVICES & WELLNESS RESERVE			0.00	0.00%
POLICE - PROV FOR CANINE UNIT RESERVE			0.00	0.00%
POLICE - PROV FOR LEGAL FEES RESERVE			0.00	0.00%
POLICE - LABOUR RELATIONS RESERVE	-	-	0.00	0.00%
POLICE - PROV FOR INSURANCE LOSS RESERVE	5,000	5,000	0.00	0.00%
Total Police Admin Costs	4,275,874	3,879,065	396,809	-9.28%

BUILDING MAINTENANCE & EXPENSES - REPAIRS	35,000	100,000	65,000	185.71%
BUILDING MAINTENANCE & CARETAKING SUPPLIES	35,000	50,000	15,000	42.86%
BUILDING MAINTENANCE & EXPENSES -TELEPHONE	94,403	115,000	20,597	21.82%
BUILDING MAINTENANCE - UTILITIES	70,000	85,000	15,000	21.43%
BUILDING MAINTENANCE - CLEANING SERVICES	70,000	70,000	-	0.00%
BUILDING MAINTENANCE - LANDSCAPE & WINTER MAINTENANCE	16,000	25,000	9000.00	56.25%
SPECIALTY UNIT OFFICE - METCALFE STREET			0.00	0.00%
Total Building Maintenance	320,403	445,000	124,597	38.89%

Basic "Operational" Expenditures (No deficit/No add ons)	27,897,204	29,830,993	1,933,789	6.93%
Projected Deficit - as advised by City Hall ?????				0.00%
TOTAL "GROSS" EXPENDITURES	27,897,204	29,830,993	1,933,789	0.00%
"Gross" Cost Per Capita =	509	544		

TOTAL REVENUES	3,572,114	3,911,762	339,648	9.51%
TOTAL "NET" BUDGET	24,325,090	25,919,230	1,594,140	6.55%
"Net" Cost Per Capita	444	473		
Percent Increase From Prior Year	6.62%	6.55%		
Population Of Woodstock	54,814	54,814		



September 14, 2026

Board Report September 2026 - OPEN

Re: WPSB Capital Budget Request (2027)

The following Capital Budget requests have been identified for 2027:

1. New Item for 2027

**City New Buildings, Repairs and Maintenance
Police Station – Renovation upgrade to lighting**

RATIONALE:

The current overhead lighting within headquarters has generated several complaints from staff due to their brightness and inability to dim lighting for persona workspaces. The result has been that many offices require the lights to be off and desk lamps are being utilized. Total cost to retro fit work areas across the headquarters is

\$17,500

2. New Item for 2027

Fleet requirement

RATIONALE:

For the 2027 budget cycle and moving forward to subsequent budget years, the police service Fleet requirement has been removed from the Operations Budget into the Capital Budget. Requirements for 2027 are for the purchased of (5) front line patrol vehicles which will include complete upfit requirements consisting of:

Vehicles	\$340,000
Mobile Radios	\$40,000
Emergency Equipment	\$150,000
Mobile Work Stations	\$32,500
Misc Equipment	\$11,000
	\$573,500

3. New Item for 2027

Criminal Investigations Branch Vehicle requirement.

(1) Additional plain unmarked vehicle be provided on a yearly lease plan of \$8000

\$8000

4. New Item for 2027

Soft Body Armour Replacement. Police issued Soft Body Armour requires to be replaced every (5) years. WPS budget to replace (10) officers body armour annually in addition (5) sets of body armour budgeted for additional new officer hires, including auxiliary members.

\$19,500

5. New Item for 2027

In 2026, WPS was able to equip each member with a portable radio. Since the issuing of all portable radios, the service currently does not have any spare radios. The additional radios will be required for the (7) current officer vacancy which is anticipated to be fulfilled throughout 2027. In addition (7) additional handguns will be required to outfit these officers.

\$48,000 – Radios

\$7000 – Firearms

6. New Item for 2027

Prisoner Transport Van Replacement

RATIONALE:

The Police Service is responsible for providing Court Security and for the transportation of prisoners to and from jails. The current Prisoner transport Van was acquired in 2018 and at that time the prisoner transport compartment box was a used compartment from the London Police Service. This transport compartment is nearing end of life and requires updates to video monitoring equipment as well as HVAC updates. Currently the prisoner compartments are not able to be locked from the exterior. Due to its chassis size, the vehicle is required to undergo annual CVOR inspections and requires daily inspection log.

Proposal is to purchase a 2026 Ford Transit Cargo Van and have the unit converted to a Prisoner Transport Van with proper compartments with adequate HVAC and video monitoring equipment.

Price of vehicle \$54,000

Price to outfit \$50,000

Any proceeds from sale of current vehicle will be applied to offset this expenditure. Life expectancy of new vehicle would be 8-10 years.

TOTAL CAPITAL REQUEST FOR 2027 \$777,500

Recommendations:

- 1. That the Board approve the Woodstock Police Service 2026 Capital Budget outlined in #1 to #6 above in the amount of \$777,500.**

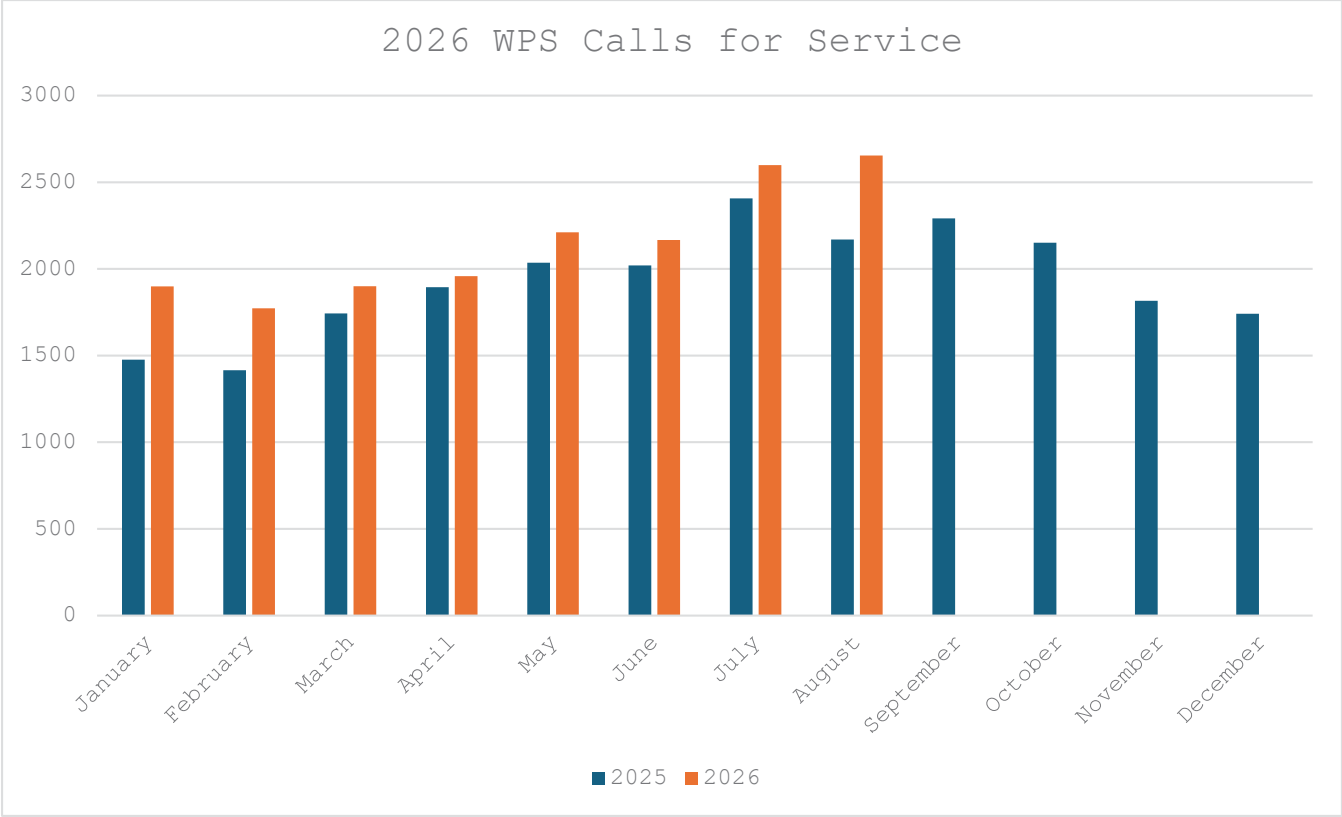
Chief of Police

2026

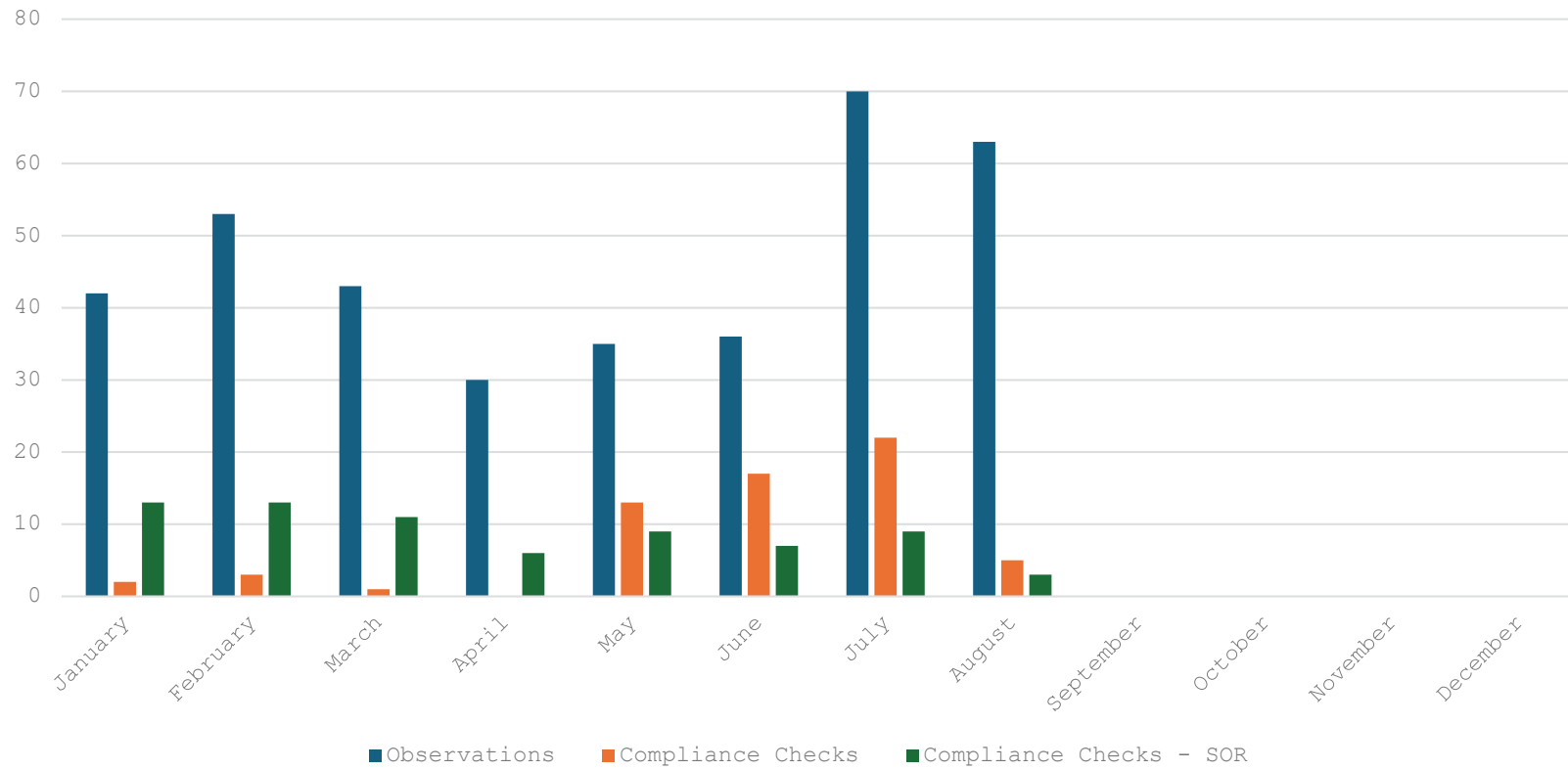
Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026 year to date	2025
Calls for Service	1	Calls for Service		1899	1773	1900	1958	2211	2167	2599	2654					17,161	23418
	2	911 Calls		1503	1352	1425	1613	1637	1767	NG/911	NG/911					9,297	31597
	3	OPP Transfer		166	112	135	92	119	131	X	X					755	7590
	4	London CACC		642	572	550	613	636	188	X	X					3,201	11627
	5	County Fire / Other		14	9	13	11	16	13	X	X					76	811
	6	WPS and WFD		681	659	727	890	866	930	X	X					4,753	11629
	7	911 Hang Ups		87	80	98	89	100	120	X	X					574	1216
Community Patrol / CRU / Core	1	Foot Patrol	Incidents	29	27	26	26	25	25	44	23					225	380
			Foot Beat Hours	52	34	38	48	53	43	80	41					348	781.25
	2	Bike & Park	Park patrol													0	0
			Bike patrol							1	3					4	22
	3	Focused Patrols								1						1	6
Criminal Investigation Services	1	Impaired Driving		2	2	8	3	9	2	15	3					44	87
	2	Criminal Charges Arrests		112	71	109	159	89	110	98	115					863	1370
																0	1327
	3	Controlled Drugs and Substance Act														0	0
				3	1	6	17	2	1	12	5					47	90
																0	0
	4	Youth Criminal Justice		3	5	9	16	23	8	7	1					72	85
	5	Warrants Executed		35	23	26	33	25	34	31	35					242	365
Police Complaints	1	LECA Complaints				0	1	0	1	1	1					4	20
	2	Internal Chief's				0		0	0	0	1					1	1
	3	Concluded					1	0	0	1	1					3	19
Road Safety	1	HTA Radar		17	32	31	32	49	20	36	33					250	574
	2	HTA Offences		49	43	55	33	60	47	62	106					455	718
	3	Provincial Offence (LLA, CAIA, TPA)		40	33	19	32	37	36	49	40					286	253
																0	0
	4	By-Law / Parking		56	28	9	4	3	2	1	8					111	265
		R.I.D.E		0	2	2	1	1	1	1	0					8	64
		Vehicles Checked				160	50	50	50	280	0					280	4906
		Overdose / Death		3	6	4	2	5	10	5	2					17	
								1									
		Stolen Vehicles		4	6	3	2	5	3	18	3					44	57
		Recovered		4	1	5	1	2	7	17	2					39	38
		Arrest Made		1	1	0	0	1	0	3	1					7	10

Prepared by Deputy Chief J. Taylor



Observations, Compliance Checks, Compliance Checks - SOR



	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	42	2	13
Feb	53	3	13
Mar	43	1	11
Apr	30	0	6
May	35	13	9
Jun	36	17	7
Jul	70	22	9
Aug	63	5	3
Sep			
Oct			
Nov			
Dec			
	372	63	71

Time: 8:30:31 AM

Woodstock Police Services Board - August 31, 2026

Account	Description	2026 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	POLICE - ONTARIO - RIDE PROGRAMME	\$15,000.00	\$0.00	\$15,000.00	0.00%
0500-63028-0000	POLICE - ONTARIO - VICTIM SUPPORT GRANT	100,000.00	0.00	100,000.00	0.00
0500-63033-0000	POLICE - ONTARIO - COURT SECURITY COSTS RI	487,170.00	0.00	487,170.00	0.00
0500-63034-0000	POLICE - CRUISER COSTS RECOVERED - CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	POLICE - ONTARIO - HCEIT GRANT	7,000.00	11,012.53	(4,012.53)	157.32
0500-63036-0000	POLICE - COMMUNITY SAFETY & POLICING GRAN	332,000.00	0.00	332,000.00	0.00
0500-63037-0000	POLICE - COMMUNITY SAFETY & POLICING GRAN	355,000.00	0.00	355,000.00	0.00
0500-63038-0000	POLICE - PROVINCIAL STRATEGY GRANT	12,750.00	32,750.00	(20,000.00)	256.86
0500-63039-0000	POLICE - ONTARIO YOUTH IN POLICING GRANT	5,000.00	0.00	5,000.00	0.00
0500-63042-0000	POLICE - ONT STRATEGY TO END HUMAN TRAFF	0.00	17,400.00	(17,400.00)	0.00
0500-63046-0000	POLICE - NG911 GRANT	144,000.00	829,264.00	(685,264.00)	575.88
0500-63049-0000	POLICE - MOBILE CRISIS RESPONSE TEAM ENHA	114,910.00	116,645.52	(1,735.52)	101.51
0500-69202-0000	POLICE - TRANSPORTATION OF PRISONERS	40,000.00	28,060.00	11,940.00	70.15
0500-69203-0000	POLICE - ACCIDENT REPORTS & MISCELLANEOU	100,000.00	72,622.80	27,377.20	72.62
0500-69204-0000	POLICE - DISPATCH SERVICES RECOVERED - VA	200,000.00	203,540.59	(3,540.59)	101.77
0500-69207-0000	POLICE - RECOV. FROM COUNTY COURT SECUR	62,000.00	61,266.00	734.00	98.82
0500-69216-0000	POLICE - ALARM REVENUE	65,000.00	54,643.00	10,357.00	84.07
0500-69219-0000	POLICE - PAID DUTY REVENUE	25,000.00	47,041.92	(22,041.92)	188.17
0500-69220-0000	POLICE - PAID DUTY REVENUE - ADMINISTRATIO	4,000.00	4,966.16	(966.16)	124.15
0500-69222-0000	POLICE - PROV. OFFENCES COURT SECURITY	6,000.00	9,453.55	(3,453.55)	157.56
0500-69225-0000	POLICE - REFUND SURPLUS - GREAT WEST LIFE	100,000.00	100,120.55	(120.55)	100.12
0500-69240-0000	POLICE - TRANS FROM LABOUR RELATIONS RE	100,000.00	0.00	100,000.00	0.00
0500-69248-0000	POLICE - SECONDMENT PAYMENTS - VARIOUS	369,290.00	189,067.35	180,222.65	51.20
0500-69251-0000	DONATION - OXFORD INSURANCE BROKERS	0.00	725.00	(725.00)	0.00
0500-69263-0000	POLICE - TRANSFER FROM INFO TECHNOLOGY F	200,000.00	0.00	200,000.00	0.00
0500-69265-0000	POLICE - WSIB REIMBURSEMENTS	700,000.00	432,753.50	267,246.50	61.82
0500-69508-0000	POLICE - GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	9,800.23	10,199.77	49.00
Total Revenues		<u>\$3,572,120.00</u>	<u>\$2,221,132.70</u>	<u>\$1,350,987.30</u>	<u>62.18%</u>
<u>Expenditures</u>					
0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$1,014,270.00	\$496,002.29	\$518,267.71	48.90%
0500-72212-0000	POLICE - COMMUNICATIONS EXPENSES	\$2,166,300.00	\$1,220,240.93	\$946,059.07	56.33%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,613,840.00	\$1,683,465.16	\$930,374.84	64.41%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$16,807,930.00	\$10,671,173.44	\$6,136,756.56	63.49%
0500-72230-0000	POLICE - SERVICES BOARD EXPENSES	\$133,930.00	\$91,344.66	\$42,585.34	68.20%
0500-72231-0000	POLICE - COMMUNITY ENGAGEMENT EXPENSES	\$0.00	\$4,959.44	(\$4,959.44)	0.00%
0500-72240-0000	POLICE - ADMIN EXPENSES	\$4,429,110.00	\$2,643,526.70	\$1,785,583.30	59.69%
0500-72244-0000	POLICE - ONTARIO YOUTH GRANT EXPENSES	\$5,000.00	\$0.00	\$5,000.00	0.00%
0500-72245-0412	POLICE - VICTIMS SUPPORT GRANT EXP - OTHR	\$100,000.00	\$0.00	\$100,000.00	0.00%

Time: 8:30:48 AM

Woodstock Police Services Board - August 31, 2026

<u>Account</u>	<u>Description</u>	2026 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$320,400.00	\$248,638.04	\$71,761.96	77.60%
0500-72298-0000	POLICE - CRUISER EXPENSES	\$306,450.00	\$214,764.12	\$91,685.88	70.08%
Total Expenditures		\$27,897,230.00	\$17,330,731.81	\$10,566,498.19	62.12%
Total Revenues		(\$3,572,120.00)	(\$2,221,132.70)	(\$1,350,987.30)	62.18%
Net Difference		\$24,325,110.00	\$15,109,599.11	\$9,215,510.89	62.12%



September 14, 2026

Board Report – September 14, 2026 - OPEN SESSION

RE: ***Request to WPSB for sponsorship to the Jeff Pincombe Charity Golf Tournament being held September 30th, 2026***

The Woodstock Police Association will be hosting the Jeff Pincombe Charity Golf Tournament, this coming September 30th, 2026

This tournament is held in memory of a past officer, Jeff Pincombe who was killed in an off-duty car accident in 2004. Following his death, Jeff's family created a bursary that has been awarded to several of our officers. Jeff was well respected amongst his peers at the Woodstock police and the golf event has significant meaning to all who knew him and who were affected by his passing.

The organizers are seeking organizations to sponsor a hole for this tournament, in the amount of \$200

Signs will be provided to show "*this hole sponsored by the Woodstock Police Services Board*"

Recommendation:

That the Board approve the attached sponsorship in the amount of \$200 to support the Jeff Pincombe Charity Golf Tournament

Jamie Taylor
Deputy Chief of Police

**WOODDSTOCK POLICE
ASSOCIATION
JEFF PINCOMBE**



CHARITY GOLF FUNDRAISER

Wednesday, September 30, 2026

1:00 p.m. Start

Craigowan Golf Club

595838 HWY 59 North, Woodstock

\$180.00 per person

Teams of 4 – scramble

Includes: Refreshments prior to golf, 18 holes of golf, golf cart, dinner on course games and events and prizes.



**CONTACT: Nathan Hergott OR
Tyler Allard**

**ALL MONEY RAISED BY THIS EVENT WILL BE
DONATED TO LOCAL, MEANINGFUL CHARITIES.**

To: **Woodstock Police Service Board**

From: **Woodstock Police Service Board Chair**

Re: **CRA Account Access – WPSB Account No. 84498 6661**

RECOMMENDATION

That the Woodstock Police Service Board approve that the Director of Administrative Services for the City of Woodstock be provided with the access required to fully manage the Canada Revenue Agency (CRA) accounts for the Woodstock Police Service Board, Account Number 84498 6661.

AIM

To ensure the City of Woodstock has the appropriate access and administrative authority to effectively manage the Woodstock Police Service Board's CRA account and address any future access issues.

BACKGROUND

On July 31, 2026, the Chief of Police received correspondence from the Deputy Treasurer for the City of Woodstock advising that there had recently been issues gaining access to the CRA site for the accounts associated with the Woodstock Police Service Board.

The Deputy Treasurer requested that the Woodstock Police Service Board approve a recommendation to provide the Director of Administrative Services for the City of Woodstock with the access required to fully manage the CRA accounts for the WPSB, Account Number 84498 6661.

COMMENTS

Providing the Director of Administrative Services with the required CRA access will support the timely and effective administration of the Board's CRA account and assist in avoiding disruptions associated with account access.

To: **Woodstock Police Service Board**

From: **Woodstock Police Service Board Chair**

Re: **Adoption of City of Woodstock Strategic Asset Management Policy AS011**

RECOMMENDATION

That the Woodstock Police Service Board adopt the City of Woodstock Strategic Asset Management Policy AS011 as the policy of the Woodstock Police Service Board and that the policy be utilized for all assets as defined within the policy.

AIM

To establish a consistent and effective approach to the management of the Woodstock Police Service Board's assets through the adoption and application of the City of Woodstock's Strategic Asset Management Policy AS011.

BACKGROUND

On August 12, 2026, the Manager of Asset Management for the City of Woodstock contacted the Chief of Police requesting that the Woodstock Police Service Board adopt the City of Woodstock's Strategic Asset Management Policy AS011 as its own.

The request further indicated that the policy should be utilized for all assets as defined within the policy.

Policy AS011 is attached to this report.

COMMENTS

Adopting the City of Woodstock's Strategic Asset Management Policy AS011 will provide the Woodstock Police Service Board with a consistent framework for the management of its assets and align the Board's asset management practices with those of the City of Woodstock.

The policy will apply to all assets as defined within AS011 and will support the Board in ensuring that its assets are managed in a consistent, sustainable and effective manner.



City Council Policy Manual

Subject:	Strategic Asset Management Policy
Policy Number:	AS011
Revision:	02
Approved by Council:	May 2, 2019
Amended:	February 5, 2026

Purpose

Asset management is the systematic approach to the governance and realization of value from assets over their lifecycle. The City of Woodstock and its Local Boards are committed to proactively managing their assets to effectively deliver services, support sustainability and economic development, and maintain prudent financial planning and decision making.

This policy is intended to provide a framework for implementing asset management to enable a consistent and strategic approach at all levels of the organization, and provide guidance to staff responsible for asset management.

Definitions

Unless otherwise noted, the definitions provided in this document align with those outlined in O. Reg. 588/17, Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act, 2015* and the international standards for asset management.

Asset: An asset is an item, thing or entity that holds potential or actual value to an organization. The value will vary between different organizations and their stakeholders, and can be tangible or intangible, financial or non-financial.

Asset Management: Asset Management is the coordinated activity of an organization to help realize value from the assets it owns.

Asset Management Plan (AMP): An asset management plan (AMP) is a strategic document that guides a municipality's management of infrastructure assets and other assets to deliver corporate objectives in the most cost-effective manner.

Asset System: A set of assets that interact or are interrelated.

City: The Corporation of the City of Woodstock.

Core Municipal Infrastructure Asset: Defined by O. Reg. 588/17, any municipal infrastructure asset that is a, Water asset that relates to the collection, production, treatment, storage, supply or distribution of drinking water; Wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater; Stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater; Road; or Bridge or culvert.

Green Infrastructure Asset: An infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

Level of Service (LOS): A level of service (LOS) is a measure of what the municipality is providing to the community and the nature and quality of that service.

Lifecycle: The various phases of an asset's life that are identified as planning & construction, operations, maintenance, and disposal. Each phase has its own opportunities, risks, impacts and costs.

Local Board: Refers to all Local Boards within the City of Woodstock including, but not limited to, the Woodstock Police Services Board, the Woodstock Public Library Board, and the Woodstock Board of Management.

Municipal Infrastructure Asset: An infrastructure asset (core and non-core municipal infrastructure assets), including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board.

Natural assets/natural infrastructure: The use of preserved, restored, or enhanced elements or combinations of vegetation and associated biology, land, water, and naturally occurring ecological processes to meet targeted infrastructure outcomes.

Stakeholder: A person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

Public: Residential, commercial, industrial, and institutional stakeholders, and any other stakeholders that rely on City owned municipal infrastructure assets.

Application

City Council, City Staff and Local Boards will utilize this policy and incorporate it into an asset management planning approach that fosters the integration of municipal documents such as the Strategic Plan, financial plans, the Official Plan, development charges study and various master plans.

The Asset Management Policy applies to all assets that are used in service delivery and require deliberate management by the City and its Local Boards. The service-focused intent of this policy drives the identification of assets to be included in asset management. For this reason, the

capitalization thresholds developed for the purposes of financial reporting will not be used in selecting the assets covered by asset management planning processes.

Principles

The *Infrastructure for Jobs and Prosperity Act, 2015*, set out principles to guide asset management planning for municipalities in Ontario. The City of Woodstock and its Local Boards will strive to incorporate the following principles whenever possible in managing their infrastructure assets:

Forward looking: The City and its Local Boards will take a long-term view when considering demographic and economic trends in the region.

Budgeting and planning: The City and its Local Boards will take into account any applicable budgets or fiscal plans, such as budgets adopted under Part VII of the Municipal Act, 2001.

Prioritizing: The City and its Local Boards will strategically identify infrastructure priorities to minimize lifecycle costs and maximize service delivery, which will drive investment decisions.

Economic development: The City and its Local Boards will promote economic competitiveness, productivity, job creation and training opportunities.

Transparency: The City and its Local Boards will be evidence-based and transparent. Additionally, subject to any prohibitions under an Act or otherwise by law on the collection, use or disclosure of information, the City and its Local Boards will make decisions with respect to infrastructure based on information that is publicly available or made available to the public, and will share information with implications on infrastructure and investment decisions with other levels of government and other public sector entities.

Consistency: The City and its Local Boards will ensure the continued provision of core public services such as the transportation network, storm sewer network, parks and facilities.

Environmentally conscious: The City and its Local Boards will minimize the impact of infrastructure on the environment by respecting and helping maintain ecological and biological diversity, augmenting resilience to the effects of climate change and endeavouring to make use of acceptable recycled aggregates.

Health and safety: The City and its Local Boards will ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

Community focused: The City and its Local Boards will promote community benefits, including the supplementary social and economic benefits arising from infrastructure projects that are intended to improve the well-being of the community, such as local job creation and training opportunities, improvement of public space within the community and promoting accessibility for persons with disabilities.

Innovation: The City and its Local Boards will create opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.

Integration: The City and its Local Boards will, where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

Responsibilities

This policy requires the commitment of key stakeholders across the organizational structures of both the City and its Local Boards. The following outlines the responsibilities of these key stakeholders:

City Council/Local Boards:

- Approve by resolution the asset management plan and its updates at least every five (5) years from the date when it is fully completed under Section 6 of O. Reg. 588/17;
- Conduct annual reviews of asset management plan implementation progress on or before July 1st of every year that includes:
 - o Progress on ongoing efforts to implement the asset management plans,
 - o Consideration of the strategic asset management policy,
 - o Any factors affecting the ability of the City and its Local Boards to implement their asset management plans,
 - o Consultation with department heads, and
 - o A strategy to address these factors including the adoption of appropriate practices,
- Support ongoing efforts to continuously improve and implement the asset management plans.

Chief Administrative Officer:

- Maintain compliance with the strategic asset management policy and provincial asset management regulation.
- Ensure adequate resources are available to implement and maintain core asset management practices.

Senior Management Team

- Oversee asset management planning activities that fall within their service area and in support of others, including staffing, establishing and monitoring levels of service, and reporting on asset management progress and results.

Administration

The following factors will be considered in the implementation of this policy:

Budgeting

The asset management plans and progress made on the plans will be considered by the City and its Local Boards in the creation of the annual capital and operating budgets and any long-term financial plans.

Service area staff will reference the asset management plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps and prioritize spending needs across the gap identified in the plan and recent developments for the appropriate budget years.

Treasury staff will be involved in asset management planning to facilitate the bridge between the financial strategy developed in the asset management plan(s), the budget submissions of each service area and the overall budgeting process.

Community Planning

Asset management planning will be aligned with the Oxford County Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impacts. The City and its Local Boards will achieve this by consulting with those responsible for managing services impacted by development or redevelopment to analyze future costs and the viability of projected changes. Methods, assumptions and data used will be documented.

Climate Change

Climate change will be considered as part of the City's and its Local Boards risk management approach and embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impacts and other risks with the cost of reducing these vulnerabilities. A balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding and capital investments.

Public Availability

The Strategic Asset Management Policy and the related Asset Management Plans will be available on the City's and its Local Boards websites as well as a printed copy of either document will be provided to any person who requests it.

Stakeholder Engagement

The City of Woodstock and its Local Boards recognize the need for stakeholder input into the planning process and will foster informed dialogue using the best information available. Asset management planning will be coordinated with neighbouring municipalities and regulated utilities.

Updates

Revision Date	Rev #	Particulars
May 2, 2019	00	Approved by Council
June 20, 2024	01	Addition of definitions and updates
February 5, 2026	02	Addition of Local Boards