



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

**DATE: May 13, 2024**

**Time: 3:00 P.M.**

**LOCATION:** Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda  
**Recommendation: The Board approves the agenda as circulated.**
4. Declaration of Pecuniary Interest
5. Approval of Minutes from April 15, 2024.  
**Recommendation: That the Board approves the minutes of April 15, 2024 as circulated.**
6. Business arising from the minutes
7. Municipal Auditor Presentation
8. Correspondence
  - a. All Chiefs Memo – Police Week 2024: May 12-18, 2024
9. Verbal Report from the Chair
  - a. Diversity Plan
  - b. Record Retention By-Law
10. Verbal Report from the Chief
11. 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 11 be received.**
12. Financial Statements – Summary for period ending April 30, 2024  
**Recommendation: That the Financial Statements as presented be accepted for information.**

13. Discretionary Fund Proposal
14. PTSD Golf Tournament Sponsorship
15. Complaints of Misconduct Policy
16. Complaint About a Special Constable Form
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 information supplied in confidence to the board, and litigation or potential litigation affecting the board pursuant to S. 44(2)(b), (e), 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, June 10, 2024 @ 3:00 P.M. at Woodstock Police Service, via Zoom
22. Adjournment



## **WOODSTOCK POLICE SERVICES BOARD**

The Woodstock Police Services Board met on April 15, 2024 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

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

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; David Tilley, Zone 4 Police Advisor; Kristi Lampman, Human Resources Coordinator and City Councillor Kate Leatherbarrow joined via Zoom.

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

Ken WHITEFORD called the meeting to order at 3:00 p.m.

### **2. WELCOME**

Ken WHITEFORD welcomed everyone.

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

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the agenda as circulated.  
CARRIED.

4. There were no declarations of pecuniary interest.

### **5. APPROVAL OF MINUTES – March 18, 2024**

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve the minutes of March 18, 2024 as circulated.  
CARRIED.

### **6. BUSINESS ARISING FROM THE MINUTES**

None.

## 7. VERBAL REPORT FROM CHAIR

- Chair Whiteford advised that he participated in a meeting of directors of OAPSB last Thursday night. A point that came from the meeting was that the Board needs to change all of our branding everywhere to take off the "s" in services to read Police Service Board. Another point was that there continues to be issues with the distribution of training certificates. Chair Whiteford took for granted that all Board members had completed the necessary training based on emails received.
- Chair Whiteford reminded everyone of the upcoming OAPSB conference in Collingwood at the beginning of June. Any Board members who can attend are encouraged to as there will be a lot on the program related to the new Act.

## 8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson advised that the canine naming contest is officially closed. The name chosen was Cruz. There were 3,000 entries and 12 people entered the name, Cruz.
- WPS has engaged their recruit team a little bit more then they have any other year. They attended the Oxford Career Expo, and the Home Show where they set up booths in an attempt to recruit and get as many applications as possible.
- WPS is currently accepting applications for YIPI (Youth in Policing Initiative) students. The application process closes on May 6<sup>th</sup>. Application forms can be found on the WPS website. Interested applicants can fill out a form, attach resume and drop off at headquarters or email to [communityservice@woodstockpolice.ca](mailto:communityservice@woodstockpolice.ca).
- Chief Wilkinson recognized the good work and joint effort between the uniform patrol and drug unit. They seized a loaded hand gun through an investigation last month.
- Chief Wilkinson advised that some executive members of WPS participated in the Soup Stock event in support of DASO (Domestic Abuse Services Oxford).
- On April 7<sup>th</sup> officers attended Toyota for a staff and families open house to show support to the community.

- April is Sikh Heritage Month and Arab Heritage Month. WPS celebrates both their contributions to the community.
- Training for the new e-bikes was on April 8<sup>th</sup>. The pilot project is up and running and will last until December. There have been good reviews thus far.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

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

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

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

CARRIED.

11. UNFINISHED BUSINESS

None.

12. CLOSED SESSION

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board adjourns to Closed Session at 3:20 p.m. to discuss intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

S.O. 2019, c.1, sched. 1, s. 44 of the Community Safety and Policing Act  
CARRIED.

13. CLOSED SESSION RISES

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board does now rise from Closed Session and reconvenes at 5:14 p.m.

CARRIED.

14. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 12

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

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

*Amendment:*

- i. Amended to remove item 4*

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of April 15, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

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

CARRIED.

CLOSED SESSION # 4 – WPS PERSONNEL LIST

Information only.

CLOSED SESSION # 5 – RESIGNATION OF K.M.

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 6 – BOARD APPOINTMENT OF K.W.

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board formally appoint K.W. as a member of the Woodstock Police Service as of April 15, 2024.

CARRIED.

CLOSED SESSION # 7 – BOARD MEMO – REQUEST FOR INDEMNIFICATION FROM WPA – INC#WP24000542

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board agree to indemnify the officer, pursuant to Article 27 of the current Woodstock Police Service Board/Woodstock Police Association Collective Agreement and that a letter acknowledging said indemnification be provided to the Woodstock Police Association.

CARRIED.

CLOSED SESSION # 8 – BOARD MEMO – REQUEST FOR INDEMNIFICATION FROM WPA – INC#WP24003772

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board agree to indemnify the officers, pursuant to Article 27 of the current Woodstock Police Service Board/Woodstock Police Association Collective Agreement and that a letter acknowledging said indemnification be provided to the Woodstock Police Association.

CARRIED.

CLOSED SESSION # 9 – CORRESPONDENCE FROM WPA TO CHIEF ET AL – VARIOUS MATTERS

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive the correspondence from WPA to the Chief et al as information.

CARRIED.

CLOSED SESSION # 10 – DISCRETIONARY FUND PROPOSAL

Deferred to the next open session meeting in May.

CLOSED SESSION # 11 – BOARD ONLY SESSION

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board extend the hours for WPSB EA, K. Barnim, during the months of May and June.

CARRIED.

CLOSED SESSION # 12 – OTHER ITEMS AS NECESSARY

None.

15. NEW BUSINESS

None.

16. Date of Next Board Meeting MONDAY, May 13, 2024 at 3:00 p.m. at the Woodstock Police Service Headquarters.

17. ADJOURNMENT

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board does now adjourn at 5:20 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



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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Police Week 2024: May 12-18, 2024**  
**Provincial Theme “*Join Policing: Keep Ontario Safe*”**

<b>DATE OF ISSUE:</b>	<b>May 2, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>May 18, 2024</b>
<b>INDEX NO.:</b>	<b>24-0028</b>
<b>PRIORITY:</b>	<b>Normal</b>

Police Week is an annual recognition week that focuses on increasing community awareness and acknowledgement of police services, while strengthening partnerships between police and those they serve. It is an opportunity to commend all members of police services for their strong commitment to keeping Ontario safe.

Since 1970, Police Week has taken place in May to coincide with Peace Officers Memorial Day, which is internationally recognized on May 15. As such, May 12 to 18, 2024, will be designated Police Week in Ontario.

The provincial theme for 2024 is “***Join Policing: Keep Ontario Safe***”. This year’s theme provides an opportunity to use in-person events, social media, or other platforms to celebrate the policing profession in an effort to bring awareness to the profession and increase recruitment, while highlighting how our police services continue to keep our province safe.

Similar to previous years, police services across the province are encouraged to use the hashtag **#PoliceWeekON** to promote local efforts during Police Week 2024, including highlighting various professions within the police service, and the great work of local officers and the positive impact they have on their communities. If your police service is interested in submitting a profession or program to be featured on the Ministry of the Solicitor General’s social media channels during Police Week, please complete the attached template and email it to [Ashika.Sharda@ontario.ca](mailto:Ashika.Sharda@ontario.ca) and [Shamitha.Devakandan@ontario.ca](mailto:Shamitha.Devakandan@ontario.ca) by **May 8, 2024**, along with a photo that the ministry has permission to use on social media.

The ministry will review and may use submissions to create posts that will be shared on **@ONsafety** (Facebook and X).

In addition, the ministry has developed a web banner to help promote Police Week 2024 on your local websites and through social media. Please visit the Ontario Association of Chiefs of Police website ([www.oacp.ca](http://www.oacp.ca)) to download the banner.

If you have any questions about Police Week 2024, please contact Shamitha Devakandan, Community Safety Analyst, at [Shamitha.Devakandan@ontario.ca](mailto:Shamitha.Devakandan@ontario.ca) and Ashika Sharda, Junior Community Safety Analyst, at [Ashika.Sharda@ontario.ca](mailto:Ashika.Sharda@ontario.ca).

As always, I would like to thank the Ontario Association of Chiefs of Police for its support throughout the planning process and sharing this year's Police Week materials on its website.

Sincerely,



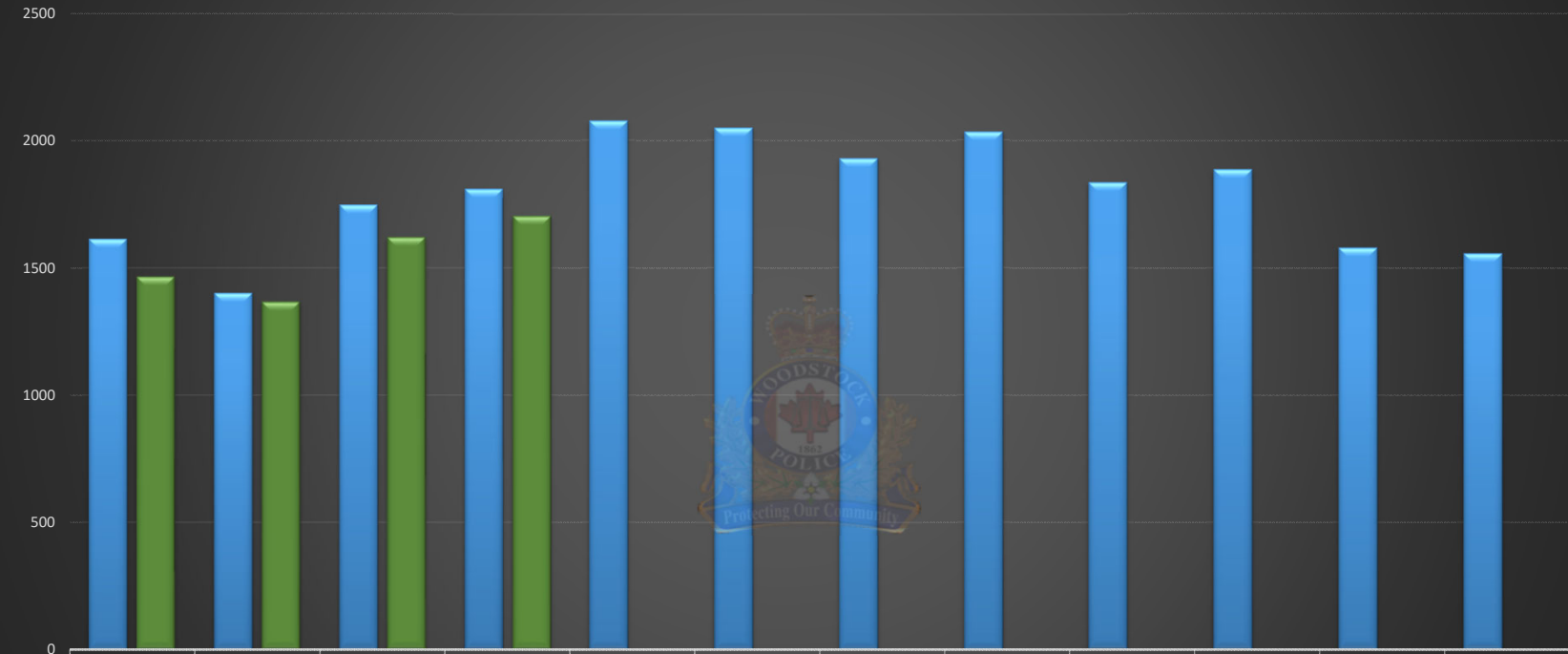
Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

Creed Atkinson  
Chief of Staff, Ministry of the Solicitor General

## 2024 WPS Calls for Service



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2023	1614	1402	1749	1811	2078	2050	1929	2034	1837	1888	1579	1556
2024	1466	1367	1621	1704								

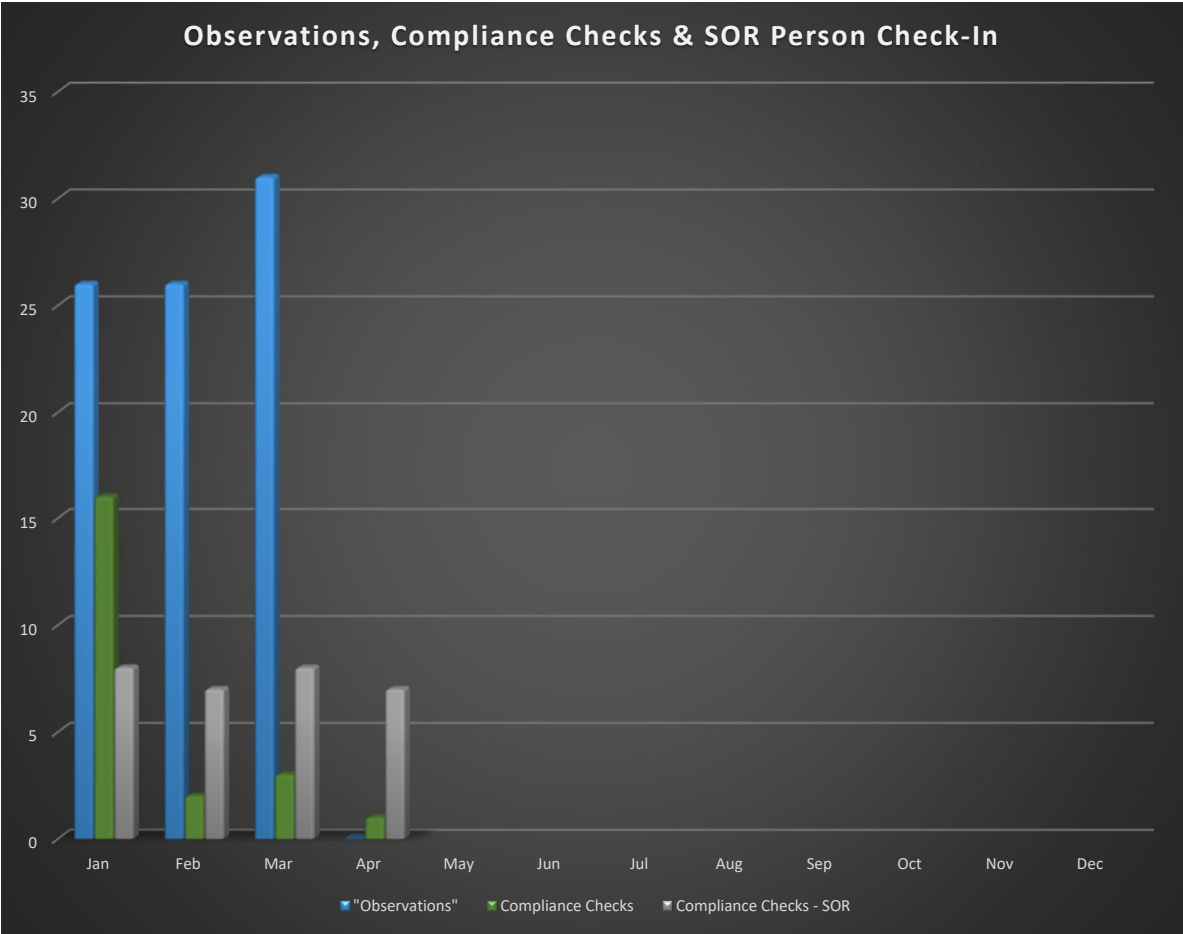
2024

## Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 year to date	2023 year to date
Calls for Service	1	Calls for Service		1466	1367	1621	1704									6158	21527
	2	911 Calls		3053	2692	2967	2994									11706	42216
	3	OPP Transfer		827	729	789	838									3183	
	4	London CACC		1154	1101	1110	1131									4496	
	5	County Fire / Other		92	51	88	60									291	
	6	WPS and WPF		980	811	980	965									3736	
	7	911 Hang Ups		67	57	78	82									284	0
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	11	36	47	31									125	373
			Foot Beat Hours	13.25	55.5	64.5	48.75									182.00	432.5
																0	0
	2	Bike & Park	Park patrol													0	1
			Bike patrol			1	2									3	0
Criminal Investigation Services	3	Focused Patrols		3		2	1									6	14
	1	Impaired Driving		3	5	7	7									22	69
	2	Criminal Charges Arrests		165	114	110	115									504	1350
				100	126	108	112									446	1467
	3	Controlled Drugs and Substance Act														0	0
				6	6	22	10									44	143
	4	Youth Criminal Justice		3	10	10	12									35	91
Police Complaints	5	Warrants Processed		35	37	24	20									116	426
	1	OIPRD Complaint		2	1	0										3	13
	2	Internal Chiefs					1									1	
Road Safety	3	Concluded			3		1										
	1	HTA Radar		31	42	86	82									241	538
	2	HTA Offences		57	81	83	58									279	582
	3	Provincial Offence (LLA, CAIA, TPA)		25	39	23	28									115	269
	4	By-Law / Parking		83	30	101	5									219	278
		R.I.D.E		1		1											
		Vehicles Checked		30		75										105	3850
																-	

Prepared by Deputy N. Novacich

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	26	16	8
Feb	26	2	7
Mar	31	3	8
Apr	0	1	7
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	83	22	30



WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
April 30, 2024

	Name	January 1, 2024	2024 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to f Operating/Capital	Balance April 30, 2024	
0180-52031	Sick Leave Severance Reserve Fund	689,037.41	10,000.00	9,022.23			200,000.00	508,059.64	Potential y/e transfer
0170-51152-0000	Insurance Loss Reserve	287,861.71	5,000.00					292,861.71	
0170-51153-0000	Reserve for Legal Fees	204,313.34						204,313.34	
0170-51156-0000	Reserve Building & Operations	130,343.35						130,343.35	
0180-52032	Voice Radio Replacement Reserve Fund	19,354.23		364.52				19,718.75	
0170-51157-0000	Honour Guard Reserve	2,100.80						2,100.80	
0170-51158-0000	Labour Relations Reserve	640,989.65						640,989.65	Includes 2023 year end surplus
0170-51159-0000	Reserve for Information Technology	440,805.40					150,000.00	290,805.40	Potential y/e transfer
0170-51161-0000	Canine Unit	13,645.95						13,645.95	
0170-51166-0000	Capital Projects Reserve	326,819.44						326,819.44	
0170-51171-0000	Reserve for Specialized Services & Wellness	18,855.28						18,855.28	
0170-51172-0000	Reserve for Civilian Clothing	2,273.33						2,273.33	
	Totals	2,776,399.89	15,000.00	9,386.75	-	-	350,000.00	2,450,786.64	

Time: 3:59:47 PM

**Woodstock Police Service Board - April 30, 2024**

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<b><u>Revenues</u></b>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$0.00	\$15,000.00	0.00%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	100,000.00	100,000.00	0.00	100.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	487,170.00	0.00	487,170.00	0.00
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	3,437.35	3,562.65	49.11
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	332,569.00	83,142.40	249,426.60	25.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	152,008.00	38,002.04	114,005.96	25.00
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	0.00	12,750.00	0.00
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63046-0000	NG911 GRANT	889,056.00	889,056.00	0.00	100.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	14,016.92	25,983.08	35.04
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	43,828.23	41,171.77	51.56
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	47,967.52	92,032.48	34.26
0500-69205-0000	COUNTY 911	49,973.00	0.00	49,973.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	82,936.00	0.00	82,936.00	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	43,747.50	36,252.50	54.68
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	27,448.50	(2,448.50)	109.79
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	3,101.01	898.99	77.53
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	3,206.60	2,793.40	53.44
0500-69223-0000	SALE OF USED VEHICLES	0.00	68,338.05	(68,338.05)	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	67,207.00	67,737.66	(530.66)	100.79
0500-69229-0000	DONATIONS - CANINE UNIT	0.00	2,000.00	(2,000.00)	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	353,000.00	91,228.42	261,771.58	25.84
0500-69259-0000	TRANS FROM SICK LEAVE SEVERANCE RES FUN	200,000.00	0.00	200,000.00	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	60.37	(60.37)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	150,000.00	0.00	150,000.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	600,000.00	297,674.02	302,325.98	49.61
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	7,513.14	12,486.86	37.57
<b>Total Revenues</b>		<b>\$3,916,669.00</b>	<b>\$1,831,505.73</b>	<b>\$2,085,163.27</b>	<b>46.76%</b>

**Expenditures**

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$833,585.00	\$217,829.94	\$615,755.06	26.13%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,777,743.00	\$545,077.10	\$1,232,665.90	30.66%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,008,483.00	\$627,974.40	\$1,380,508.60	31.27%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$15,077,180.00	\$4,380,868.67	\$10,696,311.33	29.06%

**Woodstock Police Service Board - April 30, 2024**

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$103,437.00	\$58,750.13	\$44,686.87	56.80%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,301,067.00	\$1,486,703.72	\$2,814,363.28	34.57%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$5,000.00	\$0.00	\$5,000.00	0.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$100,000.00	\$95,924.14	\$4,075.86	95.92%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$5,006.03	(\$5,006.03)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$318,446.00	\$81,278.35	\$237,167.65	25.52%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$109,343.47	\$197,104.53	35.68%
	<b>Total Expenditures</b>	<b>\$24,831,389.00</b>	<b>\$7,608,755.95</b>	<b>\$17,222,633.05</b>	<b>30.64%</b>
	<b>Total Revenues</b>	<b>(\$3,916,669.00)</b>	<b>(\$1,831,505.73)</b>	<b>(\$2,085,163.27)</b>	<b>46.76%</b>
	<b>Net Difference</b>	<b>\$20,914,720.00</b>	<b>\$5,777,250.22</b>	<b>\$15,137,469.78</b>	<b>27.62%</b>





# WOODSTOCK POLICE SERVICE

## Open Agenda Recommendation Report

**To:** Chair and Police Service Board Members

**From:** Deputy Chief Nick Novacich

**Subject:** Board Discretionary Fund Report

**Date:** May 13<sup>th</sup>, 2024

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### RECOMMENDATION:

*“The Woodstock Police Services Board authorize the creation of a Board Discretionary Fund in perpetuity, pursuant to the provisions of the Community Safety and Policing Act. These funds are to be used for any purpose that the Board considers in the public interest.”*

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Rod Wilkinson  
Chief of Police

:

## **BACKGROUND:**

The Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched 1  
[Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 \(ontario.ca\)](#)

### **Money**

#### **Section 259 (1)**

- (1) This section applies to money that comes into the possession of a police service under the circumstances described in paragraph 1 or 2 of subsection 258 (1) 2019, c.1, Sched 1, s. 259(1)
- (2) The money shall be dealt with in accordance with any procedures prescribed by the Minister. 2023, c 12, Sched 1, s.74
- (3) If three months have elapsed after the day the money came into the possession of a police service maintained by a police service board and the owner has not claimed it, the police service board may use it for any purpose that it considers in the public interest. 2023, c 12, Sched 1, s 74

### **Property in possession of a police service**

#### **Section 258**

- (1) This section applies to personal property of all kinds, except firearms and money that comes into the possession of a police service under either of the following circumstances:
  1. The property was stolen from its owner or was found abandoned in a public place and the chief of police is unable to determine who owns it.
  2. The property was seized by a member of the police service in the lawful execution of his or her duties, all legal proceedings in respect of the property have been completed, there is no court order for its disposition and there is no legal requirement, apart from this section, that it be retained or disposed of, 2019, c.1, Sched 1, s.258(1)

#### **Sale by the police service maintained by a police service board.**

- (2) The chief of police of a police service maintained by a police service board may cause the property to be sold, and the police service board may use the proceeds for any purpose that it considers in the public interest, including a charitable donation. 2023, c12, Sched 1, s.73

#### **Perishable property**

- (3) If the property is perishable, it may, at any time without notice, be donated to a charitable organization or sold. 2019, c.1 Sched 1, s. 258(3)

## **Non-perishable property**

(4) If the property is not perishable, the following rules apply to its sale:

1. The property may be sold when it has been in the possession of the police service for at least one month, in the case of a motor vehicle as defined in the Highway Traffic Act or a bicycle, or for at least three months, in the case of other property.
2. The sale shall be made using an in- person public auction, an online public auction or public tender.
3. In the case of an in- person public auction, at least 10 days' notice of the time and place of the auction shall be published on the internet, in accordance with the regulations made by the Minister, if any.
4. An online public auction must be open to bids from the public for at least seven days and may be extended until the property is sold.
5. A public auction may be adjourned, repeated if necessary, until the property is sold 2019, c.1, Sched 1, s.258(4)

## **Claim of owner of property**

(5) If a motor vehicle, bicycle or other property has been sold before it has been in the possession of the police service for three months and if the owner makes a claim before that time, the owner is entitled to receive the proceeds, less the costs of storage, advertising and sale. 2019, c.1, Sched 1, s. 258(5)

## **Register of property**

(6) The chief of police shall keep a register of property to ensure that the following rules are followed:

1. The description and location of every item of property shall be recorded.
2. If the property is sold, full particulars shall be recorded.
3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded. 2019, c.1, Sched 1, s.258(6)

## **Exception**

(7) This section does not apply to a motor vehicle that is impounded under section 220 of the Highway Traffic Act. 2019, c.1, Sched 1, s.258(7)

## **DISCUSSION / ANALYSIS**

As per Section 38 of the *Community Safety and Policing Act*, the Woodstock Police Service Board is authorized to establish its own rules and procedures in performing its duties under the *Act*. This includes the ability to establish a “Discretionary Fund”.

Section 258 (1) of the *Community Safety and Policing Act* establishes that Police Service Boards have the sole authority for spending the proceeds from the sale of property which lawfully comes

into the possession of the police service. The *Act* stipulates, "The Chief of Police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest." In the case of the Board, the proceeds from such sales can be placed into a fund known as a "Discretionary Fund" or name of their choosing.

Generally, Police Service Boards set up a Discretionary Fund to account for the use of these proceeds. Below are a few examples:

- Hamilton – Police Auction Fund Policy
- Toronto – Special Fund Policy
- York – Public Relations Reserve Fund Policy
- Peel – Community Support and Recognition Fund
- Greater Sudbury – Police Services Board Trust Fund
- London – Request for Board Funds Policy
- Ottawa – Board Discretionary Fund
- Halton – Board Discretionary Fund
- Guelph – Community Account

Regardless of what the Discretionary Fund is titled, the objective is the same; to support matters of public interest that support community engagement initiatives aimed at fostering safer communities, which include collaborative relationships with community members and organizations.

Further, disbursements from the Discretionary Fund allows the Police Service Board to demonstrate their belief that community engagement is the basis for enhancing community safety and well-being that builds healthy, strong and inclusive communities.

It also allows Police Service Board to support internal initiatives that celebrate member contributions and support their health and well-being.

Customarily, Police Service Boards establish and use these funds for the purposes of:

- Supporting participation by members of the Service and citizens in their city, in community events and activities.
- Building effective partnerships between the Police Service and other stakeholders in the community.
- Providing limited funding to members of the Police Service and community groups and organizations that need financial support.
- Providing skills training, education, and leadership opportunities for members of the community and the Police Service.
- Supporting public awareness of law enforcement and justice initiatives within Ontario.

- Recognizing the work of members of the Police Service Board and the Police Service.
- Offering rewards as approved by the Board.

Funds are generally not used:

- For any item funded through the current or capital budget of the Board or the Police Service.
- To cover an accumulated deficit.
- To support political events or activities.
- For capital costs.
- Under normal circumstances, as additional support of any group or organization that has received funding from the City in the current fiscal year.

### **Discretionary Funding Approval & Assessment Process**

The Police Service Board will be responsible for approving all requests for financial support from the Discretionary Fund. The Board will consider applications for funding from the Discretionary Fund for initiatives that align with the priorities of the Board, and that enhance community safety and well-being.

The Police Service Board may establish a funding approval and assessment process that includes:

- All requests for financial support must be made in writing to the Police Service Board and the application must include a description of the initiative, clear and measurable outcomes for the proposed initiative, a timeline for the initiative, and any other information requested by the Woodstock Police Service Board.
- Applications for funding from the Discretionary Fund will be considered by the Board at a regular monthly meeting.
- All funding initiatives are subject to the availability of funds in the Discretionary Fund.
- The Discretionary Fund will not support retroactive funding of initiatives that have already taken place, unless exceptional circumstances are present that may require it.
- It shall be a condition of any funding from the Discretionary Fund that any unspent funds shall be returned to the Discretionary Fund by an approved applicant.
- The approval of funding for a particular purpose shall not be considered a binding precedent on the Police Service Board.

- The Director of Financial Services or designate, shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the Discretionary Fund.
- In consultation with the Director of Financial Services or designate and the Chief of Police, the Police Service Board, shall monitor expenditures and shall report semi-annually all activity in the Discretionary Fund, including revenue, disbursements and balance.
- At the conclusion of the initiative, the applicant delivers a report that accounts for the use of the funds.

## **FUNDING SOURCES:**

The source of money for this fund would be the disposal of items that have come into the lawful possession of the police service. This includes public auctions and disposal of money where no other lawful recipient has been identified. Trust funds would not be included or funded from operational or capital sources that form part of the WPS annual budget request submitted to the municipality.

## **RECOMMENDATIONS/ALTERNATIVES:**

**Status Quo** (not recommended) – at present time, there is no designated Board fund or budget line that delineates money arising from property. This has historically been permitted to be absorbed into operational funds.

**Create a Board Discretionary Fund reserve (recommended)** – This would permit existing financial processes to track any money received that would require direct Board oversight. This would be included in financial reporting and would be utilized only with Board direction and/or approval.



May 13<sup>th</sup>, 2024

Board Report – May 2024 - OPEN SESSION

RE: ***Request to WPSB for sponsorship to the PTSD Golf Tournament to be held June 22<sup>nd</sup>, 2024 by the Support First Responders and Their Extended Network***

Jason White is currently a serving member with Correctional Services Ontario. Jason has been a long time advocate for support to First Responders in relation to PTSD and Operational Stress Injuries. Jason's work has formed a partnership with the Boots on the Ground organization, which is a resource for First Responders that provide anonymous confidential peer support 24 hours a day, 7 days in the Province of Ontario. This is a charitable organization completely run and staffed by volunteers.

June 22<sup>nd</sup>, 2024 a Golf Tournament will be hosted at Ingersoll Golf and Country Club. Any and all proceeds raised at this event will go directly to Boots on the Ground to support their program delivery.

**Recommendation:**

**That the Board approve the attached sponsorship in the amount of \$200 to support the PTSD Golf Tournament in support of First Responders and their extended network.**

Nick Novacich  
Deputy Chief of Police



To whom it may concern,

Allow me to introduce myself: I am Jason White, the founder of the PTSD First Responders Extended Network Golf Tournament. With over 15 years of service at the Correctional Service Canada, I have held various roles. In my spare time, I teach RPM (spin/cycle) classes for Goodlife Fitness and proudly support Boots on the Ground.

The success of our 2023 tournament was largely due to generous supporters like you. Witnessing people coming together once again, enjoying themselves while supporting a worthy cause, was truly heartening. This year, our focus for the 2024 tournament is to expand our support, enhance the tournament experience, and increase our donation to Boots on the Ground.

Our first responders, tirelessly serving their communities day in and day out, face immense challenges that often take a toll on their mental health. Boots on the Ground provides invaluable peer support to these heroes, offering assistance through every step of their journey. Dave McLennan, the Founder of Boots on the Ground, extends his heartfelt gratitude for your continued support, emphasizing the impact it has had on their services over the past five years:

**“Thank you for your continued support of Boots on the Ground!”**

**Your support and investment in BOTG allow us to continue to offer our services on our peer support help line during these challenging times. Our telephone lines are open 24 hours per day 7 days a week, offering confidential and anonymous peer support to First Responders across Ontario.**

**Here are some highlights of what we have achieved since launch;**

- **2780 calls for service from First Responders across the province.**



- **The addition of our services to include nurses and the military so that we now cover Police, Fire, EMS, Corrections, Nurses and Military.**
- **43 interventions with actively suicidal callers.**
- **14 In person visits.**
- **The launch of our PTSD service dog program with 8 PTSD service dogs provided to First Responders.**
- **The launch of our Therapy dog program with 78 therapy dog visits to First Responder facilities and functions across the province.**
- **The launch of our clinician funding program with 214 clinician visits financially covered for First Responders who could not otherwise have afforded to get this help.**
- **The launch of our group debrief program with several debriefs done across Ontario after critical incidents.**
- **The launch of our Alberta Division in October!**

**We are also involved in several research studies currently, including;**

- **The development of a free mobile app for all first responders and PSP across Canada with McMaster University.**
- **We are working with CAMH/Sunnybrook Hospital and Talk suicide Canada on the Caring Contacts research study where any First Responder who calls the talk suicide line and identifies as a First Responder, is offered a call back from a BOTG volunteer 2 days and 7 days after they initially reached out to the suicide help line.**
- **The Comrades in wellbeing research study funded by True Patriot Love in conjunction with Brock University and two amazing psychologists Tiffany Hunt and Tessa Alexander where we hosted a wellness day for military veterans with PTSD and this is being followed up by 12 weeks of on-line wellness and peer support.**

On June 22nd, 2024, at Ingersoll Golf & Country Club in Ingersoll, ON, we will gather for a day of support, gratitude, and camaraderie with community members and first responders. All proceeds from the event will directly benefit Boots on the Ground, ensuring the continuation of their essential peer support services.

Your generosity and support are instrumental in the success of our tournament. By backing our event, you make a tangible difference in the lives of frontline first responders who dedicate themselves to keeping our communities safe. We are immensely grateful for any donations and support you can provide.

Please visit our website for additional documents, information, and interviews with leaders from various first responder agencies: [www.ptsd1ren.org](http://www.ptsd1ren.org). We kindly request your support through any of the following means:

- Sponsor a hole for \$200 or explore other forms of sponsorship.
- Consider our Corporate Sponsorship Package (email us for more information).
- Donate prizes or packages for door prizes or silent auctions.
- Offer a cash donation.
- Explore other forms of support.

Thank you in advance for your consideration and support. We eagerly anticipate your response.

Sincerely,  
Jason White PTSD First Responders Extended Network  
[www.ptsd1ren.org](http://www.ptsd1ren.org)  
ptsd1ren@gmail.com / 226-979-9387  
Non-profit# 5011109



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Complaints of Misconduct</b>
<b>Policy Number:</b>	<b>LE-001</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Related Standards/Legislation/Directive**

S. 38 of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*  
(hereinafter referred to as *the Act*)

O. Reg. 406/23 Discipline

O. Reg. 411/23 Complaints about Special Constables

### **Application**

#### **1. General**

- 1.1. The Chief of Police shall ensure that procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under *the Act* and associated Regulations. The procedures shall provide that:
  - a. The Deputy Chief of Police shall liaise with the Complaints Director, and receive and investigate public complaints in accordance with *the Act*;
  - b. Well defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn members and Special Constables;

- c. Adequate training is provided to all members of the Service in respect of the complaints procedures of the Service and relevant parts of *the Act*;
  - d. The Deputy Chief of Police shall co-operate and follow the direction of the Complaints Director in respect of all public complaints;
  - e. A mechanism is developed and implemented to provide assistance for public complaints who may not be literate, or who may not be fluent in English.
- 1.2. Any complaints received by a Board Member against a police officer or a Special Constable shall be forwarded to the Board's Executive Assistant. The Executive Assistant shall forward a complaint against a police officer to the Complaints Director and shall notify the complainant, in writing, that the complaint has been forwarded to the Complaints Director. The Board shall also provide the complainant with information regarding the role of the Complaints Director. Any complaints received by the Board about a Special Constable shall be referred to the Chief of Police, and the complainant shall be notified that the complaint has been forwarded to the Chief of Police.
- 1.3. If the Board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Board shall forward the report to the Complaints Director.
- 1.4. If a person makes a complaint to the Board, a Board Member, the Chief of Police, or any member of the Police Service about the conduct of a Board Member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

## **2. Policy and Procedure Complaints**

- 2.1. If a person makes a complaint to the Board, a Board Member, the Chief of Police, or any member of the Police Service about:
  - a. The adequacy and effectiveness of policing provided;
  - b. A failure of the Board, Chief of Police, Police Service, prescribed policing provider to comply with this *Act* or the regulations, other than misconduct, including a systemic failure;
  - c. The policies of the Board or the procedures of the Chief of Police, the complaint shall be forwarded to the Inspector General, and the person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.
- 2.2. If the Inspector General refers a complaint to the Board about the Board's policies or the procedures of the Chief of Police, the Board shall:
  - a. Review the complaint as it related to the policies and procedures referred to;
  - b. Report back to the Inspector General with the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and
  - c. Report to the Minister about any steps taken in response to the complaint.

## **3. Complaints about Sworn Members**

- 3.1. The Chief of Police shall investigate all complaints referred to the Chief of Police by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of *the Act* and associated regulations.

- 3.2. In conducting an investigation, the Chief of Police shall endeavour to ensure that the investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with *the Act*.
- 3.3. If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation.
- 3.4. On concluding an investigation, the Chief of Police shall cause the investigation to be reported on in a written report. The Chief of Police shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.
- 3.5. The Chief of Police may conduct an investigation of a police officer employed by the Service, other than a Deputy Chief of Police, and shall cause the investigation to be reported on in a written report.
- 3.6. The Chief of Police shall promptly give notice of the substance of the reason for the investigation to the police officer, unless in the opinion of the Chief of Police, to do so might prejudice an investigation into the matter.
- 3.7. In finally resolving the complaint, the Chief of Police shall take no action, resolve the matter informally, or order a hearing, as appropriate, in accordance with the requirements of *the Act*.

#### **4. Complaints about Special Constables**

- 4.1. If the Chief of Police receives a complaint about a Special Constable, the Chief of Police shall:
- a. Provide the complainant with written acknowledgement that the complaint has been received;
  - b. Ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's certificate of appointment or contravened any provision of *the Act* or the regulations;
  - c. Ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Police Service or of another Police Service;
  - d. Advise the complainant of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board; and
  - e. Endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended.
- 4.2. If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation.
- 4.3. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of *the Act* or the regulations, the Chief of Police shall take appropriate action to remedy the contravention.

- 4.4. Notice to the public about how to make a complaint against a Special Constable shall be published on the Service's website.

## **5. Complaints Against the Chief of Police or a Deputy Chief of Police**

- 5.1. If the Board receives a complaint about the Chief of Police or a Deputy Chief of Police, the Board shall:
- a. Forward the complaint to the Complaints Director in accordance with *the Act* and associated regulations;
  - b. Adhere to all requirements of *the Act* and associated regulations in executing its responsibilities under this section;
  - c. Seek legal counsel as required.

## **6. Reporting**

- 6.1. The Chief of Police shall submit annual reports to the Board. The report shall include comparative data for the previous reporting period.





**WOODSTOCK  
POLICE  
SERVICE**

## Complaint About a Special Constable Form

Have you previously filed a complaint with the Woodstock Police Service? ☐ Yes ☐ No

Is this complaint related to an ongoing criminal court proceeding? ☐ Yes ☐ No

Is this complaint about something that happened to you? ☐ Yes ☐ No

How would you like correspondence to be sent to you? ☐ Yes ☐ No

### YOUR DETAILS (COMPLAINT)

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are under the age of 16, please provide your Guardian's name and contact information:

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### SPECIAL CONSTABLE DETAILS

Special Constable's Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Special Constable's Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

If there are more than two Special Constables involved, please include that information in your complaint details section below.

### YOUR COMPLAINT DETAILS

Where did the incident(s) that led to your complaint occur? If you do not know the address or street names, please include landmarks, etc.

Address: \_\_\_\_\_ Intersection: \_\_\_\_\_

Landmarks: \_\_\_\_\_

When did the incident(s) occur? If there is more than one incident, include each date.

Date (DD/MM/YYYY): \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

Date (DD/MM/YYYY): \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

Complaints may be screened out if they are made more than six months after the incident. If the incident occurred more than six months ago, please provide the reason(s) for the delay in filing your complaint:

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What is your complaint about?

Describe in detail what specifically happened to cause you to make a complaint. Please consider the following:

- What did the Special Constable(s) do, say or did not do that has caused you to make this complaint?
- Based on your complaint, what do you think the Special Constable(s) should have done or said?
- Describe any injury or damage as a result of what the Special Constable(s) did or did not do (**Please note:** A complaint filed with the Woodstock Police Service Board cannot result in financial compensation).
- If you are not the directly affected person, outline how you were affected (e.g., loss, damage, distress, and/or inconvenience).
- If this happened to someone else and you are a witness to the incident, please include the name and contact information of the person this happened to (if known).

You may attach additional information or documents as necessary.

[illegible]

### TRANSLATOR'S DECLARATION

☐ NOT APPLICABLE

I, (print name) \_\_\_\_\_ declare that I have accurately translated the content of this form for the complaint from English to (insert language) \_\_\_\_\_. I am proficient in both languages and was able to communicate fully with the complainant. The complainant has indicated that they fully understand the content and answers provided.

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

I used a translator to fill out this form and I will need to arrange for a translator in the event of an interview. ☐ YES ☐ NO

### ACCOMMODATION

If you have a disability, accommodations are available under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Please indicate how we may accommodate you:

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### DECLARATION

I certify that the information provided on this form is true. I understand that the information on this form will be provided to the Woodstock Police Service Chief of Police and/or the Woodstock Police Service Board (WPSB), and that this complaint may be investigated by the WPSB, with oversight by the Law Enforcement Complaints Agency (LECA). I further understand that providing false information could make me subject to prosecution under the *Criminal Code of Canada*.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

*If you are represented by an agent, please have them contact the Woodstock Police Service Board.*

## MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The personal information that you have provided on this complaint form is collected by the Woodstock Police Service Board under the *Community Safety and Policing Act* (CSPA). The information will be used to investigate your complaint. As a government agency, the Woodstock Police Service Board must adhere to the *Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about privacy protection, please contact the Freedom of Information and Privacy Office at the Ministry of the Attorney General at (416) 326-4300.

**Please sent this complaint form and any additional information/documents to the Woodstock Police Service Board Executive Assistant at [kristinbarnim@hotmail.com](mailto:kristinbarnim@hotmail.com) or via mail to 615 Dundas Street, Woodstock ON N4S 1E1, Attn: Kristin Barnim.**