



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: March 18, 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 February 12, 2024.
Recommendation: That the Board approves the minutes of February 12, 2024 as circulated.
6. Business arising from the minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Statistics/Reports – Deputy Chief
 - a. Calls for Service Statistic
 - b. Calls for Service Report
 - c. Charge Comparison
 - d. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received.**
10. Board Memo – 2023 Use of Force Statistics
11. Board Memo – Missing Persons Act
12. Unfinished Business
13. Closed Session

14. **Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss intimate financial or personal matters or other matters may be disclosed of such a nature having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P15, S. 35 of the *Ontario Police Services Act*.**
15. Motions arising from Closed Session
16. New Business (if necessary)
17. Date of Next Board meeting Monday, April 8, 2024 @ 3:00 P.M. at Woodstock Police Service, via Zoom
18. Adjournment



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on February 12, 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; and Kristin Barnim, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; Kristi Lampman, Human Resources Coordinator; Jamie Taylor, Inspector

Regrets: Daryl Stevenson, Community Appointee

1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 2:55 p.m.

2. WELCOME

Ken WHITEFORD welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

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

Amendments:

i. *Amended to add b to item 7 for Zone 4 Fees*

ii. *Amended to add Records and Retention by law to item 8*

CARRIED.

4. There were no declarations of pecuniary interest.

5. APPROVAL OF MINUTES – January 15, 2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve the minutes of January 15, 2024 as

circulated.
CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

a) CAPG 2024 Membership Renewal

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve payment in the amount of \$1,599.62 for the 2024 CAPG Membership fee.

CARRIED.

b) Zone 4 2024 Fee

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve payment in the amount of \$50.00 for the 2024 Zone 4 fee.

CARRIED.

8. VERBAL REPORT FROM CHAIR

- Chair Whiteford asked Board members for their thoughts on social media for the Board. The Board agreed to trial social media, namely Facebook and Instagram, for a six-month period.
- Chair Whiteford advised of the letter received from the Information and Privacy Commissioner of Ontario dated February 1, 2024.
- Chair Whiteford advised Board members that a copy of the Records and Retention by-law from the city was received and sections that were pertinent to the Board in terms of records were identified. Contact was made with the city to establish how the by-law for the Board could be put together.

9. VERBAL REPORT FROM CHIEF

- Chief Wilkinson advised that Citizens Police Academy will take place in March. Applications are due by February 19, 2024 at 4:00 p.m. Applications can be located on the WPS Facebook page or website. Click the link and complete the form.

- January 24th was Bell's "Let's Talk Day." The WPS recognizes the importance of mental health and wellness and works every day to break down the stigma attached to mental health.
- February 2-4 WPS participated in the "Choose to Include" donut campaign for the Special Olympics. The event was very successful.
- Chief Wilkinson advised that WPS is still hiring communicators, special constables and constables. If you know anyone who is interested in joining the WPS please have them submit an application.

10. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

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

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

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

CARRIED.

11. 2023 CIICC MANDATED YEARLY REPORT – DEPUTY CHIEF NOVACICH

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the board receive the Collection of Identifying Information in Certain Circumstances report as information.

CARRIED.

12. UNFINISHED BUSINESS

- Chair Whiteford advised that we do not have an annual presentation from the auditor regarding the status of the financial operation of the Service which is a fiduciary responsibility of the board. The Board will inquire regarding a presentation by the auditor in March or April.

- C. Lauder noted that in a 7-6 vote, Thames Valley District school board trustees rejected a staff recommendation to reintroduce a school resource officer program.

13. CLOSED SESSION

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 3:41 p.m. to discuss intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

R.S.O. 1990, c.P15, s.35 of the Ontario Police Services Act.

CARRIED.

17. CLOSED SESSION RISES

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board does now rise from Closed Session and reconvenes at 4:48 p.m.

CARRIED.

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

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

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 February 12, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

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

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES – DEPUTY

CHIEF

Moved by Connie LAUDER

Seconded by Leslie FARRELL

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

CARRIED.

CLOSED SESSION # 5 – SICK TIME REPORT

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approves continuing the Attendance Recognition Program for full-time Uniform and Civilian Members employed for a minimum of one year, before being eligible, and currently on duty with the Woodstock Police Service, who in 2023 had "0" sick days and 3 or less sick days as detailed in the 2023 Attendance Record Summary Report dated December 31, 2023.

CARRIED.

CLOSED SESSION # 6 – BOARD MEMO – BOARD APPOINTMENT OF ALL PREVIOUS MEMBERS

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board formally appoint all members of the Woodstock Police Service hired before January 1, 2024.

CARRIED.

CLOSED SESSION # 7 – OTHER ITEMS AS NECESSARY

a) Police Constable and K9 Handler, D. Skillings, introduced the newest member of the K9 unit to the Board. The K9 had his first deployment two weeks ago when an incident occurred at the local Peavey Mart. A competition to name the K9 is being held from February 14 – 25.

b) A grievance from the WPA was received today, February 12, 2024.

19. NEW BUSINESS

None.

20. Date of Next Board Meeting MONDAY, March 18, 2024 at 3:00 p.m. at the Woodstock Police Service Headquarters.

21. ADJOURNMENT

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board does now adjourn at 4:51 p.m.

CARRIED.

Original Signed by

Ken Whiteford, Chair
Woodstock Police Service Board

Original Signed by

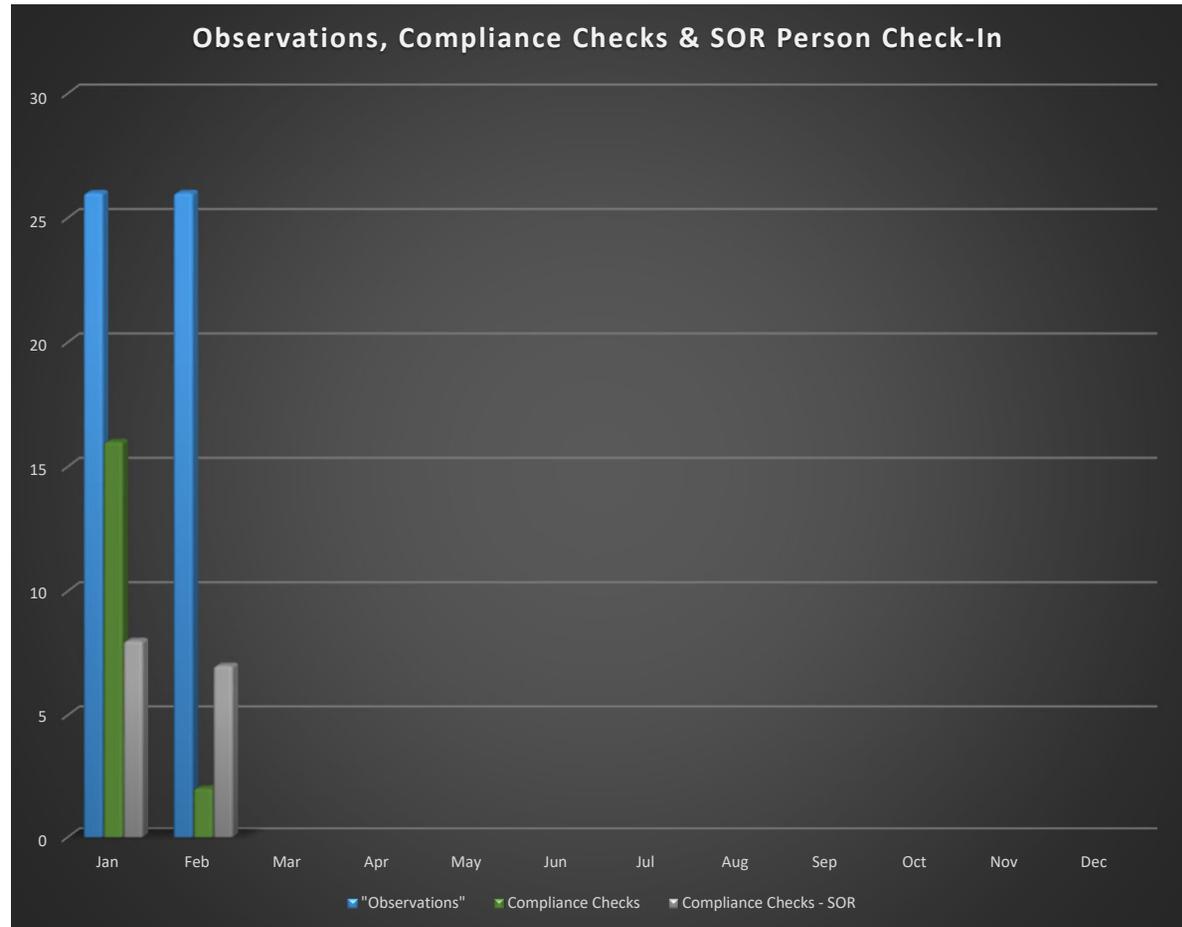
Leslie Farrell, Vice Chair
Woodstock Police Service Board

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											2833	21527	
	2	911 Calls		3053	2692											5745	42214	
	3	OPP Transfer		827	729											1556		
	4	London CACC		1154	1101											2255		
	5	County Fire / Other		92	51											143		
	6	WPS and WPF		980	811											1791		
	7	911 Hang Ups		67	57											124	0	
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	11	36											47	373	
			Foot Beat Hours	13.25	55.5												68.75	432.5
	2	Bike & Park															0	0
			Park patrol														0	1
			Bike patrol														0	0
3	Focused Patrols		3												3	14		
Criminal Investigation Services	1	Impaired Driving		3	5											8	69	
	2	Criminal Charges Arrests		165	114											279	1350	
				100	126										226	1467		
	3	Controlled Drugs and Substance Act		6	6											12	143	
	4	Youth Criminal Justice		3	10											13	91	
5	Warrants Processed		35	37											72	426		
Police Complaints	1	OIPRD Complaint		2	1											3	13	
	2	Internal Chiefs														0		
	3	Concluded			3													
Road Safety	1	HTA Radar		31	42											73	538	
	2	HTA Offences		57	81											138	582	
	3	Provincial Offence (LLA, CAIA, TPA)		25	39											64	269	
	4	By-Law / Parking R.I.D.E Vehicles Checked		83	30												113	278
			1															
			30													30	3850	
															-			

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	26	16	8
Feb	26	2	7
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	52	18	15

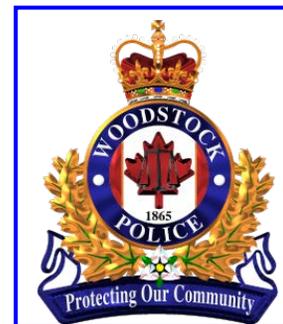


Woodstock Police Service

615 Dundas Street

Woodstock, Ontario N4S 1E1

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



TO: Woodstock Police Services Board

CC: Chief Rod Wilkinson

FROM: Deputy Chief Nick Novacich

DATE: February 12th, 2024

RE: 2023 Use of Force Annual Reporting Regulation 926, Police Services Act

The Police Services Act of Ontario Regulation entitled Equipment and Use of Force Regulation 926 s.14.5 contains criteria for when a police officer shall submit the prescribed report in relation to use of force.

s.14.8 (6) Report – related requirements

The Chief of Police shall submit an annual report to the police services board, analyzing the data from the reports submitted under subsections 14.5(1) regarding use of force by members of the police force and identifying any trends O.Reg 532/22 s.2

The attached report presented

Recommendation(s):

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

Woodstock Police - 2023 Use of Force Statistics					
	2021		2022		2023
Reports submitted/year	31		41		29
Time of Day					
00:00-06:00 Hrs.	1		6		8
06:00-12:00 Hrs.	5		12		6
12:00-18:00 Hrs.	6		10		11
18:00-00:00 Hrs.	20		13		5
Distance from the subject the Officer(s) is dealing with					
Less than 2 meters	5		12		
2-3 meters	4		14		13
3-5 meters	13		5		11
5-7 meters	3		2		
7-10 meters	2		1		4
10+ meters	3		3		
Suspect Weapons or perceived weapons					
Knife/Machete	7		2		10
Gun/Rifle	5		1		5
Physically fighting	1				
Vehicle as a weapon	4		1		6
Other (bat,metal etc)	6		2		8
Use of Force Option Used by the Officer					
Firearm					
# of times ANY firearm pointed	14		19		27
# Of times PISTOL pointed	10				21
# Of times SHOTGUN pointed	0		0		1
# Of times Carbine (C-8 rifle)	4				5

Baton					
# of times Asp baton used	1				
OC Spray					
(aka pepper spray)	1				2
Hands on used by Officer					
(punch, knee etc.)	3		1		1
Conductive Energy Weapon (CEW-TASER)					
# Of times CEW displayed or pointed	17		9		5
# Of times CEW Deployed (darts)	3		4		4
# Drive Stun			1		
Animals					
put down due to injury and/or distemper – Racoons	2		10		3
Race Based Data					
White	34		29		27
Black	5		3		2
Indigenous	0		0		
Latino	0		1		
Middle Eastern			3		
Years of Service					
0 to 5	13		13		11
5 to 10	7		9		5
10 to15	8		5		0

15 to 20	1		4		2
20 to 30	3		3		8

The Police Services Act requires members of a police service to submit a use of force report to the Chief of Police whenever the member:

- 1) Draws a handgun in the presence of a member of the public,
- 2) Points a firearm at a person, discharges a firearm
- 3) Draws and displays a CEW to a person with intent to achieve compliance
- 4) Points a CEW at a person, discharges a CEW
- 5) Uses a weapon other than a firearm on another person; or
- 6) Uses physical force on another person includes use of a horse or dog that results in an injury requiring services of a physician, nurse or paramedic

The 2023 Use of Force Reports describing the different use of force options engaged by our officers on frontline duty has been reviewed. There were a total of twenty-nine (29) reports submitted during 2023. This is a decrease from the number of reports submitted in 2022, when forty-one (41) were submitted. The break-down of the types of reports submitted in 2023 is as follows:

In each of the (29) incidents requiring a Use of Force Report, with the exception of destroying injured animals, the officers were dealing with actively resistant offenders or in circumstances where a threat was presented that justified the Use of Force measures to protect their safety or the safety of members of the public. Some examples of the incidents where Use of Force Reports were submitted, (5) involved guns, (10) involved knives, (8) involved other weapons (bats, metal bars etc.), (6) involved a vehicle as a weapon.

As indicated in the table, the incident involving the discharge of a firearm involved officers putting down a raccoon that were exhibiting signs of distemper or rabies. This animal was put down for humanitarian or public safety reasons. After reviewing all of the incidents where force was used with our Use of Force Instructor, I can advise that in each and every incident, the officers responded appropriately to the level of force presented by the suspect.

Considering the fact that our officers responded to 21,527 calls for service, and dealt with a wide variety of assaultive, violent, actively resistant and/or armed offenders in 2023, these statistics are well within acceptable margins.

In addition, Use of Force reporting requirements changed as of January 1st, 2020. The Ministry designed a new form with additional reporting requirements, on the form and later to the Ministry itself. The new change in the form is the addition of the category "Perceived Subject Race – what race category

best describes the subject(s)". The information is being collected for the purpose of identifying and monitoring potential racial bias or profiling in a specific service, program, or function. Further, it is important for members of police services to understand they are being asked to give their best assessment of an individual, honestly and in good faith, and that recording your perception of race in the use of force report is mandatory whenever a use of force report must be completed under the Equipment and Use of Force Regulation. Race Based Data is as follows: White (27), Black (2), Indigenous (0), Latino (0). After the form has been reviewed by the training officer it is then emailed directly to the Ministry. The Training Officer also meets with every officer in regards to their Use of Force report. The purpose of this is to go over any positives, alternative measures, or learning experiences that can be considered whenever confronted with this sort of situation again.

Respectfully submitted;

Deputy Chief of Police Nick Novacich



March 18, 2024

Board Report: March 2024 OPEN SESSION

Re: Missing Person Act, 2018 (2022 Report to Ministry of Solicitor General)

The *Missing Persons Act, 2018* came into force on July 1, 2019. Section 5 of the Act provides the legislative authority that an officer may make an urgent demand to a person to produce copies of records if the officer is satisfied that there are reasonable grounds to believe that the records will assist in locating the missing person. The officer must also believe that the time taken to obtain a judicial order for said records could put the missing person at harm or that the records could be destroyed.

Under Section 8 of the *Missing Persons Act, 2018*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2023 annual report must include urgent demands made during the period of January 1, 2023 to December 31, 2023.

This report is being submitted in compliance with the Act. Outcomes of specific investigations do not form part of this report. In summary there were 87 distinct missing persons investigations in 2023. The Woodstock Police Service made 2 Urgent Demands for 2 Missing Persons Investigations as authorized in Section 8 of the Missing Persons Act. The attached report has been forwarded to the Ministry of the Solicitor General on the prescribed template.

Recommendation

That the Board receive the Annual Report pursuant to Section 8 of the Missing Persons Act.

Rod Wilkinson
Chief of Police

Attachment (1)

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

Data Collection

Period of data collection

Start Date (yyyy/mm/dd) 2023/01/01	End Date (yyyy/mm/dd) 2023/12/31
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Name of Police Force
Woodstock Police Service

Detachment Location (if applicable)

Unit Number	Street Number 615	Street Name Dundas St.	PO Box
City/Town Woodstock	Province Ontario		Postal Code N4S 1E1
Total Number of Urgent Demands made 2	Number of Missing Persons Investigations in which a demand was made 2		

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

Records	Description	Total number of times demanded
Records containing contact information or other identifying information		0
Photos, videos, or other records containing visual representation		0
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location		0
Records of employment information		0
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>	Form 5 Urgent Demand for medical records to Oxford Community Health Center seeking medical services sought by missing person.	1
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>		0
Records that related to a student of an educational institution		0
Records containing travel and accommodation information		0

Records	Description	Total number of times demanded
Records of financial information	Credit Card transactions and banking information (Scotiabank)	1
Other records		0