



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: April 7, 2025

Time: 3:00 P.M.

LOCATION: Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda
Recommendation: The Board approves the agenda as circulated.
4. Declarations of Conflict of Interest
5. Approval of Minutes from March 10, 2025
Recommendation: The Board approves the minutes of March 10, 2025 as circulated.
6. Business Arising from the Minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Statistics/Reports – Deputy Chief
 - a. Calls for Service Statistic
 - b. Calls for Service Report
 - c. Charge Comparison
 - d. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received.**
10. 2024 Collection of Identifying Information in Certain Circumstances (CIICC) Report
Recommendation: The Board receives this report for information.
11. 2024 Use of Force Report
12. 2024 Auxiliary Unit Annual Report
Recommendation: The Board receives this report for information.
13. Public Relations Reserve Fund Policy

14. Critical Points Policy

15. Unfinished Business

16. Closed Session

Recommendation: That the Board adjourns to Closed Session at _____ pm 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 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.*

17. Motions arising from Closed Session

18. New Business (if necessary)

19. Date of next Board meeting Monday, May 12, 2025 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.

20. Adjournment



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board met on March 10, 2025 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

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

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

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5. APPROVAL OF MINUTES – February 10, 2025

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve the minutes of February 10, 2025 as circulated.

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded members of the Zone 4 Meeting on September 10 that we will be hosting. He inquired about any arrangements regarding location that have been explored or finalized. The Deputy Chief advised that the Executive Assistant for Senior Management is currently researching venue options, including Sally Creek and the Holiday Inn. Board Member Connie Lauder suggested that South Gate may be able to provide breakfast.
- Chair Whiteford noted that a Public Relations Reserve Fund Policy will be brought forward at the April meeting.

8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson noted that he, the Deputy, and Inspector Taylor attended the Coldest Night of the Year event. The Board was the lead sponsor and there was significant recognition through signage and expressions of gratitude for the Board's donation. Chief Wilkinson also thanked the Auxiliary Members who attended.
- Chief Wilkinson wished all those celebrating a peaceful and joyful Ramadan filled with reflection, compassion and a strong sense of community.
- Chief Wilkinson acknowledged the passing of two former officers. Ron Rudy began his career as an Auxiliary Officer with the Woodstock OPP detachment, later becoming a Constable and retiring after 36 years of service with the Woodstock Police Service. Bill Spence dedicated 23 years of service to the Norwich, Oxford Community, and City of Woodstock Services. Members of the Service attended both funerals to pay their respects.
- Chief Wilkinson commended all members of the Service for their hard work and professionalism in handling a significant volume of high-risk incidents in recent weeks. These included complex arrests, drug-related offences, firearms investigations, armed robberies, vehicle thefts, and cases of impaired driving. Chief Wilkinson assured the public that these matters are being taken seriously and that investigations are ongoing.

- Chief Wilkinson reported that the recruitment team attended Fanshawe College, engaging with prospective candidates and generating several applications as a result.
- Chief Wilkinson recognized Constable Wubs for receiving the King's Coronation Medal. Whether leading the Honour Guard Unit, volunteering with St. John Ambulance, or serving as a Volunteer Firefighter, Constable Wubs has consistently demonstrated dedication to his community and country.
- Saturday, March 8 marked International Women's Day. Chief Wilkinson thanked the dedicated women of the Woodstock Police Service, both sworn officers and civilian members, for their hard work, commitment and contributions to making a difference in the community.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

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

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

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

CARRIED.

10. INSPECTORATE OF POLICING POLICY, PROCESS AND REPORTING
LISTS – ZONE 4 MEETING – FEBRUARY 19

Information only.

11. BOARD MEMO – 2024 MISSING PERSONS ACT ANNUAL REPORT

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board receive the Annual Report pursuant to Section 8 of the *Missing Persons Act*.

CARRIED.

12. BOARD MEMO – 2024 FREEDOM OF INFORMATION ANNUAL REPORT

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board receive the Freedom of Information Annual Report for information.

CARRIED.

13. UNFINISHED BUSINESS

None.

14. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board adjourns to Closed Session at 3:30 p.m. to discuss the security of the property of the board, personal matters about identifiable individuals, labour relations or employee negotiations, and a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value pursuant to S. 44(2)(a), (b), (d), and (i) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

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 4:33 p.m.

CARRIED.

15. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 9

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board approve the Closed Session Agenda as circulated and amended by adding three discussion items to # 9 – Other Items as Necessary.

CARRIED.

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

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board receive for information the Staffing Report and

Staffing Activity Report dated as of March 10, 2025.
CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

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

CARRIED.

CLOSED SESSION # 4 - DETAILED FINANCIAL STATEMENT -
PERIOD ENDING DECEMBER 31, 2024 - DRAFT 1

Information only.

CLOSED SESSION # 5 - 911 PRIMARY PUBLIC SAFETY ANSWERING
POINT AGREEMENT

Information only.

CLOSED SESSION # 6 - BOARD MEMO - SCST APPOINTMENT OF
S.Y.

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board formally appoint S.Y. as a Special Constable with the Woodstock Police Service as of March 4, 2025.

CARRIED.

CLOSED SESSION # 7 - BOARD MEMO - SCST APPOINTMENT OF
V.S.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint V.S. as a Special Constable with the Woodstock Police Service as of March 4, 2025.

CARRIED.

CLOSED SESSION # 8 - BOARD MEMO - 2024 PUBLIC SECTOR
SALARY DISCLOSURE

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board receive the report on the 2024 Public Sector Salary Disclosure.

CARRIED.

CLOSED SESSION # 9 – OTHER ITEMS AS NECESSARY

Three items were discussed as part of the amendments to the agenda and the following resolution was passed regarding one of the items:

Zoom vs. Teams Plan

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board retain the Zoom plan for 2025 and that the cost be borne by the Board.

CARRIED.

16. NEW BUSINESS

None.

17. Date of Next Board Meeting Monday, April 7, 2025 at 3:00 p.m. at the Woodstock Police Service Headquarters.

18. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now adjourn at 4:36 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

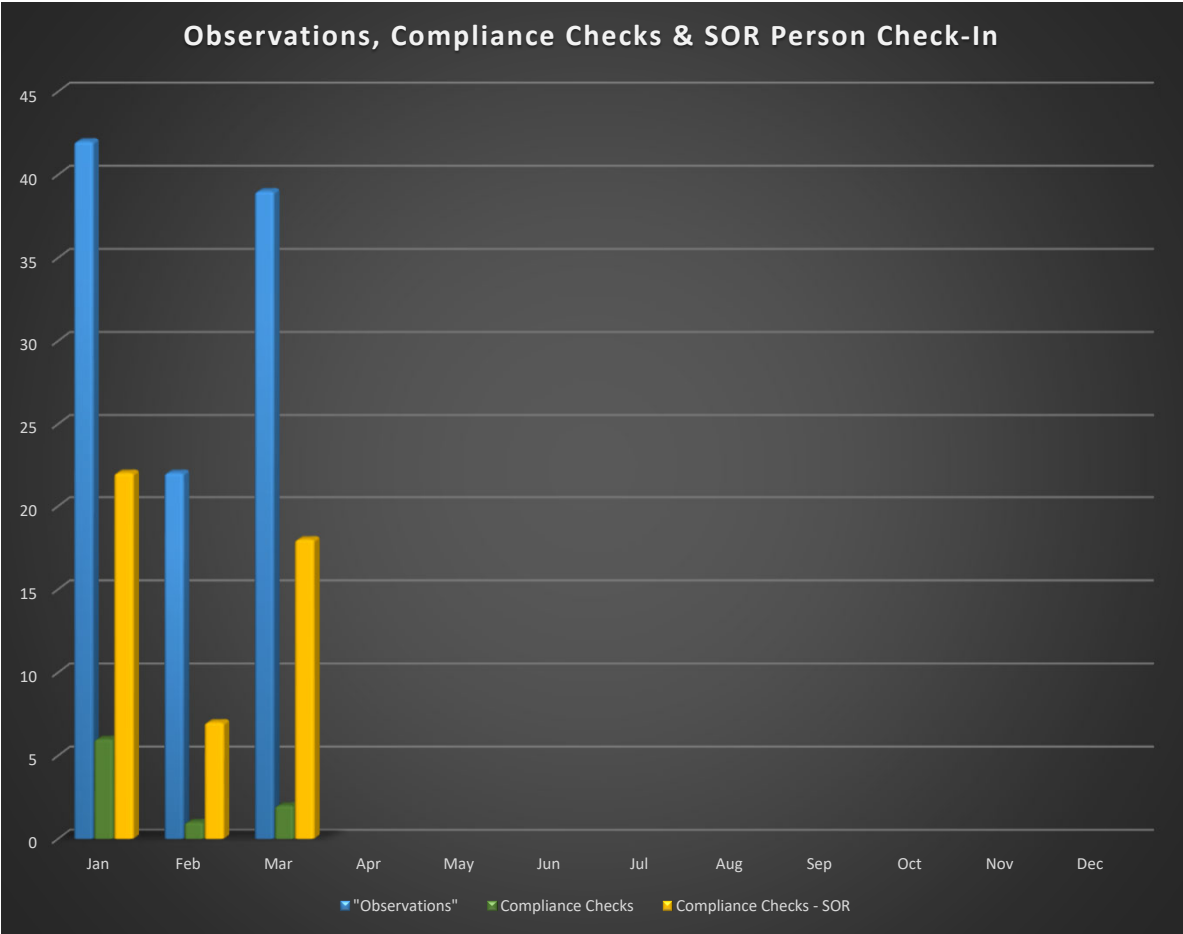
2025 WPS Calls for Service



Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025 year to date	2024 year to date
Calls for Service	1	Calls for Service		1476	1415	1743										4634	21015
	2	911 Calls		2925	2938											5863	37941
	3	OPP Transfer		763	784											1547	10497
	4	London CACC		1235	1145											2380	13656
	5	County Fire / Other		68	68											136	1224
	6	WPS and WFD		859	941											1800	12574
	7	911 Hang Ups		83	78											161	1265
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	21	13	25										59	415
			Foot Beat Hours	31	20.5	38.75										90	680
																0	0
	2	Bike & Park	Park patrol													0	0
			Bike patrol													0	23
	3	Focused Patrols														0	9
Criminal Investigation Services	1	Impaired Driving		9	5	8										22	103
	2	Criminal Charges Arrests		96	100	165										361	1441
				117	85	105										307	1396
	3	Controlled Drugs and Substance Act														0	0
				5	4	10										19	120
																0	
	4	Youth Criminal Justice		14	6	5										25	91
	5	Warrants Processed		38	26	27										91	426
Police Complaints	1	LECA Complaints		3	1	2										6	19
	2	Internal Chief's														0	
	3	Concluded		2	1	2										5	
Road Safety	1	HTA Radar		55	34	82										171	825
	2	HTA Offences		72	57	49										178	950
	3	Provincial Offence (LLA, CAIA, TPA)		21	14	16										51	312
																0	
	4	By-Law / Parking		85	73	41										199	315
		R.I.D.E		1	1	2										4	52
		Vehicles Checked		225	160	300										685	3683
																-	

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	42	6	22
Feb	22	1	7
Mar	39	2	18
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	103	9	47



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: April 7th, 2025

RE: 2024 CIICC Mandated Yearly Report – Collection of Identifying Information in Certain Circumstances Report (O. Reg. 58/16)

The Woodstock Police Service is responsible for preparing the annual report regarding the collection of identifying information in certain circumstances, in accordance with Ontario Regulation 58/16.

During the period of January 1, 2024 to December 31, 2024, the Woodstock Police Service (WPS) recorded a total of zero (0) regulated interactions as defined by the Regulation.

In June 2015, the Ministry of Community Safety and Correctional Services (MCSCS) announced the Government of Ontario would move forward on regulating street checks to ensure a fair and consistent approach throughout the province.

In October 2015, MCSCS published draft Regulations and, in March 2016, announced Ontario would prohibit carding and street checks and set out new rules for Police Interactions (O. Reg. 58/16). The implementation date of the new legislation was January 1, 2017.

In addition to the rules, initial and ongoing training for officers was also prescribed. Initial training took place in 2016, with refresher training required every three years. During the course of 2019, sworn members of the Organization were required to complete the 3-year refresher training for “Collection of Identifying Information in Certain Circumstances” (CIICC), as mandated by the Ministry.

As noted, there were no regulated interactions as defined by O. Reg. 58/16. The contents of the annual report to the Board, made under section 14 of the Regulation requires the following to be reported annually:

2024 CIICC

Number of attempted collections	0
Number of attempts in which Identifying Information was collected	0
Number of individuals from whom identifying information was collected	0
Number of times the following provisions were relied upon to advise the individual of his/her rights that they were not required to provide identifying information to police:	0
i) might compromise the safety of the individual	
ii) would likely compromise an ongoing police investigation	0
iii) might allow confidential informant to be identified	0
iv) might disclose the identity of a person contrary to law	0
Number of times an individual not provided a receipt because they didn't indicate they wanted one	0
Number of times a receipt was not provided as doing so might:	
i) compromise the safety of the individual	0
ii) might delay the officer from responding to another matter	0
Number of times officers permitted access to identifying information that has been restricted	0

Because there was no regulated interaction with members of the public reported, there is no evidence of disproportionate collection of information.

Annual report

14. (1) This section applies to,
 - (a) an annual report provided by a municipal chief of police to a board under section 31 of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act; and
 - (b) the annual report provided by the Commissioner under subsection 17 (4) of the Act.
- (2) A chief of police shall ensure that his or her annual report includes the following information in relation to attempted collections of identifying information:
 1. The number of attempted collections and the number of attempted collections in which identifying information was collected.
 2. The number of individuals from whom identifying information was collected.
 3. The number of times each of the following provisions was relied upon to not do something that would otherwise be required under subsection 6 (1):

- i. subsection 6 (2),
 - ii. clause 6 (3) (a),
 - iii. clause 6 (3) (b), and
 - iv. clause 6 (3) (c).
4. The number of times an individual was not given a document under clause 7 (1) (b) because the individual did not indicate that they wanted it.
 5. The number of times each of the following clauses was relied upon to not do something that would otherwise be required under subsection 7 (1):
 - i. clause 7 (2) (a), and
 - ii. clause 7 (2) (b).
 6. The number of attempted collections from individuals who are perceived, by a police officer, to be within the following groups based on the sex of the individual:
 - i. male individuals, and
 - ii. female individuals.
 7. For each age group established by the chief of police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group.
 8. For each racialized group established by the chief of police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group.
 9. A statement, based on an analysis of the information provided under this subsection, as to whether the collections were attempted disproportionately from individuals within a group based on the sex of the individual, a particular age or racialized group, or a combination of groups and if so, any additional information that the chief of police considers relevant to explain the disproportionate attempted collections.
 10. The neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area.
 11. The number of determinations, referred to in subsection 9 (5), that section 5 or clause 9 (4) (a) was not complied with.
 12. The number of determinations, referred to in subsections 9 (6) and (7), that section 5, 6 or 7 was not complied with.
 13. The number of times members of the police force were permitted under subsection 9 (10) to access identifying information to which access must be restricted.
- (3) A chief of police shall establish age groups for the purpose of paragraph 7 of subsection (2).
- (4) A chief of police shall establish racialized groups for the purpose of paragraph 8 of subsection (2) and shall do so in a way that allows the information required by subsection (2) relating to the racialized groups to be comparable to the data referred to in the following paragraphs, as released by the Government of Canada on the basis of its most recent National Household Survey preceding the period covered by the chief of police's annual report:
1. For each derived visible minority group set out in the National Household Survey, the number of individuals who identified themselves as being within that group.
 2. The number of individuals who claimed Aboriginal identity.
- (5) This section does not require the inclusion of information about anything that occurred before January 1, 2017.

Chiefs of police must review practices and report

15. (1) If an annual report referred to in section 14 reveals that identifying information was attempted to be collected disproportionately from individuals perceived to be within a group or combination of groups, the chief of police shall review the practices of his or her police force and shall prepare a report setting out the results of the review and his or her proposals, if any, to address the disproportionate attempted collection of information.

(2) A municipal chief of police shall provide his or her report to the relevant board, and the Commissioner shall provide his or her report to the Minister of Community Safety and Correctional Services.

(3) When a board receives a report from a municipal chief of police under subsection (2), and when the Minister of Community Safety and Correctional Services receives a report from the Commissioner under subsection (2), the board or the Minister, as the case may be,

- (a) shall publish the report on the Internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the board or the Minister, as the case may be, considers appropriate; and
- (b) shall consider the report and the proposals, if any, set out in the report and consider, in the case of a board, whether to give directions under clause 31 (1) (e) of the Act or, in the case of the Minister, whether to give directions to which the Commissioner would be subject under subsection 17 (2) of the Act.

Recommendation(s):

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

Woodstock Police - 2024 Use of Force Statistics				
	2022		2023	
Reports submitted/year	41		29	59
Time of Day				
00:00-06:00 Hrs.	6		8	8
06:00-12:00 Hrs.	12		6	15
12:00-18:00 Hrs.	10		11	5
18:00-00:00 Hrs.	13		5	31
Distance from the subject the Officer(s) is dealing with				
Less than 2 meters	12			
2-3 meters	14		13	29
3-5 meters	5		11	14
5-7 meters	2			
7-10 meters	1		4	4
10+ meters	3			
Suspect Weapons or perceived weapons				
Knife/Machete	2		10	24
Gun/Rifle	1		5	14
Physically fighting				
Vehicle as a weapon	1		6	
Other (bat,metal etc)	2		8	14
Use of Force Option Used by the Officer				
Firearm				
# of times pistol drawn	19		27	29
# Of times PISTOL pointed			21	30
# Of times SHOTGUN pointed	0		1	

# Of times Carbine (C-8 rifle)			5		
Baton					
# of times Asp baton used	0		0		0
OC Spray					
(aka pepper spray)			2		2
Hands on used by Officer					
(punch, knee etc.)	1		1		
Conductive Energy Weapon (CEW-TASER)					
# Of times CEW displayed or pointed	9		5		20
# Of times CEW Deployed (darts)	4		4		7
# Drive Stun	1				
Animals					
put down due to injury and/or distemper – Racoons	10		3		4
Race Based Data					
White	29		29		34
Black	3		3		3
Indigenous	0		0		0
Latino	1		1		1
Middle Eastern	3		3		11
Years of Service					

0 to 5	13		11	15
5 to 10	9		5	9
10 to 15	5		0	12
15 to 20	4		2	5
20 to 30	3		8	13

The Community Safety and Policing 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 2024 Use of Force Reports describe the different use of force options engaged by our officers on frontline duty has been reviewed. There were a total of fifty-nine (59) reports submitted during 2024. This is a increase from the number of reports submitted in 2023, when twenty-nine (29) were submitted. The break-down of the types of reports submitted in 2024 is as follows:

In each of the (59) 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, (14) involved guns, (24) involved knives, (14) involved other weapons (bats, metal bars etc.).

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 21,015 calls for service, and dealt with a wide variety of assaultive, violent, actively resistant and/or armed offenders in 2024, 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 (34), Black (3), Indigenous (0), Latino (1), Middle Eastern (11). 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;

A handwritten signature in black ink, appearing to read "N. Novacich", enclosed within a thin blue rectangular border.

Deputy Chief of Police Nick Novacich



**Woodstock Police Service Auxiliary Unit
Annual Report
2024**

Woodstock Police Service Auxiliary Unit 2024

Overview:

The Woodstock Police Service Auxiliary Unit was fully present in the community throughout 2024. The unit includes 18 volunteers from various backgrounds, each bringing unique experience and expertise.

Recruitment:

In early 2024, the unit started recruiting new members to volunteer. With over 20 applications, through background investigations and interviews, Sgt Wright, Cst Wubs and Cst Hackney, along with Acting Sergeants Corbett and Hurst, 5 new members joined the unit. The service would like to welcome Mike Turnbull, David Vanderhorst, Nicholas Lucier, Christin Murado and Riley Schnurr. These members were sworn in, October 2024, and have already been hard at work and making a positive impact within the community!

As the year came to an end, we bid farewell to unit members, Elizabeth Borbely and Nate Hawkins. We would like to express our gratitude for their years of service and their volunteer work in the community.

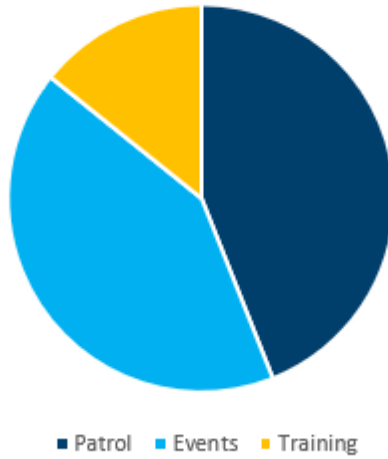
As we continue to look for a Sergeant in the unit, we would like to thank Gary Corbett, Jeff Hurst, Scott Robinson and Ray McConnell for stepping up and assuming interim responsibilities.

Community Involvement:

This year, the unit was very active, participating in community events, ride-alongs, and training sessions. Together, they volunteered a total of 1,599.5 hours, which included events such as:

24-Feb	Coldest Night of the Year
30-Mar	Easter Egg Hunt
20-Apr	Earth Day Clean up
27-Apr	Arbour Day
20-May	Victoria Day Midway
20-May	Victoria Day Weekend Parade
08-Jun	Cultural Canvas
09-Jun	Triathlon Club Kids
22-Jun	Wienerfest
01-Jul	Canada Day
07-Aug	City beautiful Awards Garden Park
16-Aug	Cowapolooza
15-Sep	Terry Fox Run
11-Nov	Remembrance Day
15-Nov	Lighting of Museum square
16-Nov	Santa Clause Parade
21-Nov	Decoration Exchange

2024 Hours







Recommendation: That the board accept this report for information purposes



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Public Relations Reserve Fund Policy
Policy Number:	AI-042
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") recognizes the importance of fostering community engagement and supporting initiatives that enhance public safety and well-being. In accordance with the *Community Safety and Policing Act* (the "Act"), the Board shall establish a Public Relations Reserve Fund to manage and allocate proceeds from the sale of property and unclaimed money that lawfully come into the possession of the Woodstock Police Service (the "Service"). The use of the Public Relations Reserve Fund shall align with the public interest, support community partnerships, and enhance the relationship between the police service and the community.

Policy Application

1. This policy is established pursuant to the *Act*, which grants Police Service Boards the authority to direct the use of proceeds from property sales and unclaimed funds for purposes deemed to be in the public interest. The Public Relations Reserve Fund shall be administered in accordance with sections

258 and 259 of the *Act*.

2. It is the policy of the Board with respect to the use of the Public Relations Reserve Fund, that the Board may allocate funds to support initiatives and organizations in Woodstock that align with the following objectives:
 - a. enhancing community safety and well-being through public engagement;
 - b. strengthening partnerships between the police service and community stakeholders;
 - c. providing limited financial support to community organizations and events;
 - d. supporting skills training, education, and leadership development for members of the police service and the community;
 - e. promoting public awareness of law enforcement, justice initiatives, and the presence and contribution of the Board;
 - f. recognizing contributions made by members of the police service and the Board; and
 - g. offering rewards as approved by the Board and in accordance with the Board's LE-014 Citizen Rewards Policy.
3. The Public Relations Reserve Fund shall not be used for:
 - a. items funded through the Board's or Service's operational budget;
 - b. covering an accumulated deficit;
 - c. political events or activities;
 - d. capital expenditures;
 - e. additional funding for organizations that have already received financial

support from the City of Woodstock (the "City") in the current fiscal year, except under exceptional circumstances; or

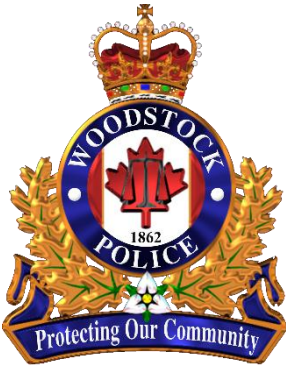
- f. requests from individuals.
4. The public relations reserve funding approval and assessment process shall be as follows:
- a. All requests for financial support must be submitted in writing to the Board, including a description of the initiative, clear and measurable outcomes, a timeline, how the Board will be promoted by the initiative, and any other information requested by the Board.
 - b. Applications will be considered at a regular monthly Board meeting, provided that the request is submitted at least two weeks in advance of the meeting at which the applicant wants their request to be considered.
 - c. All expenditures from the Public Relations Reserve Fund require prior approval by the Board.
 - d. Funding approval is subject to the availability of funds in the Public Relations Reserve Fund.
 - e. Approval of funding for a particular purpose does not create a binding precedent for future approvals.
 - f. Retroactive funding for initiatives that have already taken place shall not be granted, except under exceptional circumstances.
 - g. Any unspent funds from an approved allocation must be returned to the Public Relations Reserve Fund.
5. To ensure the responsible administration of the Public Relations Reserve Fund, the Board shall maintain financial oversight and compliance with applicable regulations. The Fund's sources, restrictions, and investment

practices are outlined below:

- a. The Public Relations Reserve Fund shall be sourced from the disposal of items lawfully possessed by the Service, including unclaimed money with no lawful recipients.
 - b. The Public Relations Reserve Fund shall not include trust funds or be funded from budget sources submitted to the City.
 - c. The Chief of Police, or designate, shall ensure that the Public Relations Reserve Fund is held in a separate bank account, that its transactions are properly managed, and that its records are maintained.
 - d. To ensure long-term sustainability, the bulk of the principal shall be invested in secure, low-risk financial instruments, such as guaranteed investment certificates (GICs) or other investments permitted under applicable legislation and financial regulations. Any interest or returns generated shall remain within the fund and be used to support future initiatives.
6. Where possible, all financial contributions from the Public Relations Reserve Fund should be acknowledged in marketing and promotional materials, such as event signage, press releases, social media, or event summary reports, to recognize the Board's support.
 7. The Board shall review this policy annually to ensure that the funding priorities and criteria remain reasonable and aligned with the Board's objectives.

Reporting

8. The Chief of Police shall prepare and submit a report to the Board twice a year, once mid-year and once at the end of the fiscal year, summarizing all requests approved during each respective period and the balance of the Public Relations Reserve Fund.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Critical Points Policy
Policy Number:	AI-043
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

Effective information sharing between the Woodstock Police Service (the “Service”) and the Woodstock Police Service Board (the “Board”) is essential for the Board to fulfil its oversight responsibilities. Clear communication is particularly important during periods of heightened organizational risk, such as when responding to large-scale events.

This policy establishes key Critical Points and outlines a framework to ensure that the Chief of Police (the “Chief”) and the Board can identify them, facilitating the timely exchange of relevant information from the Service to the Board. This process enables the Board to effectively carry out its governance role, which includes developing and updating Board policies, setting priorities, asking questions, and providing non-binding advice on operational matters.

The Board recognizes the legal limits of its authority in directing the Chief and is committed to upholding these boundaries. By law, the Board cannot direct the Chief regarding specific investigations or operational decisions. While the Board may establish objectives

and priorities for policing Critical Points, it is the Chief's responsibility to determine the appropriate methods to achieve these goals.

Nothing in this policy restricts the Service from exercising its lawful authority to respond to emergent situations in the interest of public safety.

The purpose of this policy is to:

- define the term Critical Point and establish clear, consistent criteria for identifying such points as they emerge.
- outline the type of information the Board requires from the Chief to assess potential Critical Points.
- establish the process for information sharing between the Board and the Service once a Critical Point has been identified or confirmed.
- enhance the Board's oversight of the Service in alignment with its legislative responsibilities;
- promote accountability of the Service to the Board; and
- ensure that the Chief can fulfil their duties in accordance with the law.

Policy Application

1. The Board defines a Critical Point as a matter of strategic importance that is time-sensitive and significantly heightens operational, financial, reputational, or other risks, requiring the Board's immediate attention or preparedness to act. Examples include:
 - a. credible external or internal complaints, including workplace discrimination or harassment, that suggest broader systemic issues;
 - b. events raising significant public policy concerns;
 - c. large-scale operations or events requiring advance planning and approval by the Service's Command;
 - d. situations that could materially impact the Service's relationship with

marginalized or vulnerable communities; or

- e. any other circumstance that presents an urgent and substantial risk requiring the Board's immediate awareness or action.
2. The Chief will notify the Chair or their designate if a Critical Point arises or is likely to arise, providing written details, including the nature of the situation, the risks involved, relevant operational information, continuity of service plans, any coordination with other organizations, estimated financial impact, applicable legal requirements, and any resource or policy considerations. The Chair will share this information with Board Members in strict confidence.
 3. In consultation with the Board Members and in accordance with the Board's Procedural By-Law 01-2024, the Chair will determine if additional information is required, if Board policies should be amended, or if direction should be provided to the Chief in line with the Board's oversight responsibilities. If necessary, the matter may be placed on the agenda of a regularly scheduled meeting or a special meeting of the Board may be convened. The Chief will continue to provide updates through the Chair until the Critical Point is resolved.
 4. If the Chair or a Board Member believes an anticipated event may constitute a Critical Point, the Chair may ask the Chief to assess whether it meets the definition and, if so, report accordingly or provide justification if it does not. Once the Board has set objectives, asked questions, and provided non-binding advice where appropriate, the Chief retains full autonomy to finalize and implement operational plans. If the Board later determined that objectives are not being met, it will communicate this to the Chief, who remains responsible for executing the response.
 5. The Chief will ensure that all Command and Service Members from the rank of Inspector and above receive training to recognize and report potential Critical Points. The Board will also provide training to new Board Members to help them understand the concept of Critical Points and their associated

responsibilities.

Reporting

6. Where operationally feasible and in consultation with the Chief, the Board will publicly disclose relevant details regarding Critical Points, provided that doing so does not compromise operational effectiveness, the safety of Service Members or the public, or any other operational considerations raised by the Chief.