



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: May 12, 2025

Time: 1:00 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 April 7, 2025
Recommendation: The Board approves the minutes of April 7, 2025 as circulated.
6. Business Arising from the Minutes
7. Municipal Auditor Presentation
8. Verbal Report from the Chair
9. Verbal Report from the Chief
10. 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 10 be received.**
11. Financial Statements – Summary for period ending March 31, 2025.
12. Garlow Inquest
13. Expense Allowance By-Law 02-2024 – Amendment of Section 3.5
Recommendation: That the Board approve Expense Allowance By-Law 02-2024 as amended.

14. Unfinished Business

15. 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.*

16. Motions arising from Closed Session

17. New Business (if necessary)

18. Date of next Board meeting Monday, June 9, 2025 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.

19. Adjournment



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board met on April 7, 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; Mayor Jerry Acchione, 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; David Tilley, Zone 4 Police Advisor; and City Councillor Mark Schadenberg joined via Zoom.

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 Jerry ACCHIONE

Seconded by Daryl STEVENSON

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 – March 10, 2025

Moved by Leslie FARRELL

Seconded by Connie LAUDER

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

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone about the upcoming Ontario Association of Police Service Boards (OAPSB) Spring Conference and AGM in London from June 3-5 and the Zone 4 Meeting which we will be hosting in September at Sally Creek Community Centre.

8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson advised that there have been numerous investigations in recent weeks.
- On March 19, two officers graduated from the Ontario Police College. They have been with WPS for a couple of years in other positions, are well known to the Service, and demonstrated strong academic performance and a positive attitude.
- On March 21, WPS recognized World Down Syndrome Day by participating in the "Rock Your Socks" campaign.
- On April 2, WPS recognized World Autism Awareness Day, promoting kindness and inclusion for all.
- Chief Wilkinson commended the Drug Unit for its hard work on an eight-month investigation, which led to the arrest of three individuals and the seizure of \$350,000 worth of drugs, including fentanyl, along with loaded firearms and a stolen motorcycle. The Chair asked that the Chief pass on the Board's congratulations to the Drug Unit members.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

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

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

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

CARRIED.

Chair Whiteford requested that vehicle thefts statistics be added to the monthly statistics/reports. The most recent monthly numbers were provided.

10. 2024 COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES (CIICC) REPORT

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board receive the 2024 CIICC Report for information.
CARRIED.

11. 2024 USE OF FORCE REPORT

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board receive the 2024 Use of Force Report for information.
CARRIED.

12. 2024 AUXILIARY UNIT ANNUAL REPORT

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive the 2024 Auxiliary Unit Annual Report for information.
CARRIED.

13. PUBLIC RELATIONS RESERVE FUND POLICY

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the public relations reserve fund policy.
CARRIED.

14. CRITICAL POINTS POLICY

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board approve the critical points policy.
CARRIED.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adjourns to Closed Session at 3:28 p.m. to discuss the security of the property of the Board, personal matters about identifiable individuals, and labour relations or employee negotiations pursuant to S. 44(2)(a), (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.

CARRIED.

CLOSED SESSION RISES

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board does now rise from Closed Session and reconvenes at 4:56 p.m.

CARRIED.

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

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Leslie FARRELL

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

CARRIED.

Board Members received a thorough drone demonstration from Police Constable and Certified Drone Operator, Chandler Anderson, at the start of the closed session.

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

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of April 7, 2025.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

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

CARRIED.

CLOSED SESSION # 4 – SICK TIME REPORT

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board approve 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 2024 had “0” sick days and 3 or less sick days as detailed in the 2024 Attendance Record Summary Report dated December 31, 2024.

CARRIED.

CLOSED SESSION # 5 – BOARD MEMO – SCST APPOINTMENT OF M.C.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint M.C. as a Special Constable with the Woodstock Police Service as of March 31, 2025.

CARRIED.

CLOSED SESSION # 6 – BOARD MEMO – APPOINTMENT OF A.G.

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board formally appoint A.G. as a police officer with the Woodstock Police Service as of March 24, 2025.

CARRIED.

CLOSED SESSION # 7 – BOARD MEMO – APPOINTMENT OF D.P.

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board formally appoint D.P. as a police officer with the Woodstock Police Service as of March 24, 2025.

CARRIED.

CLOSED SESSION # 8 – NOTICE OF RETIREMENT – G.R.

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive the retirement letter.

CARRIED.

CLOSED SESSION # 9 – COLLECTIVE BARGAINING MEMORANDUM
OF AGREEMENT DRAFT

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board endorse the Memorandum of Agreement.

CARRIED.

CLOSED SESSION # 10 – BOARD REPORT NO. 2 – 2025

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board approves the recommendation contained within
Closed Session Report No. 2 – 2025.

CARRIED.

CLOSED SESSION # 11 – BOARD ONLY SESSION

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board continue the extension of hours for the
WPSB Executive Assistant until June 6, 2025.

CARRIED.

CLOSED SESSION # 12 – OTHER ITEMS AS NECESSARY

An item was discussed as part of the amendments to the agenda.

No motions arose from the discussion.

A matter was raised by the Deputy regarding the untimely passing
of Constable R. Sziklai.

18. NEW BUSINESS

None.

15. Date of Next Board Meeting Monday, May 12, 2025 at 3:00 p.m. at the
Woodstock Police Service Headquarters.

16. ADJOURNMENT

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board does now adjourn at 5:01 p.m.

CARRIED.

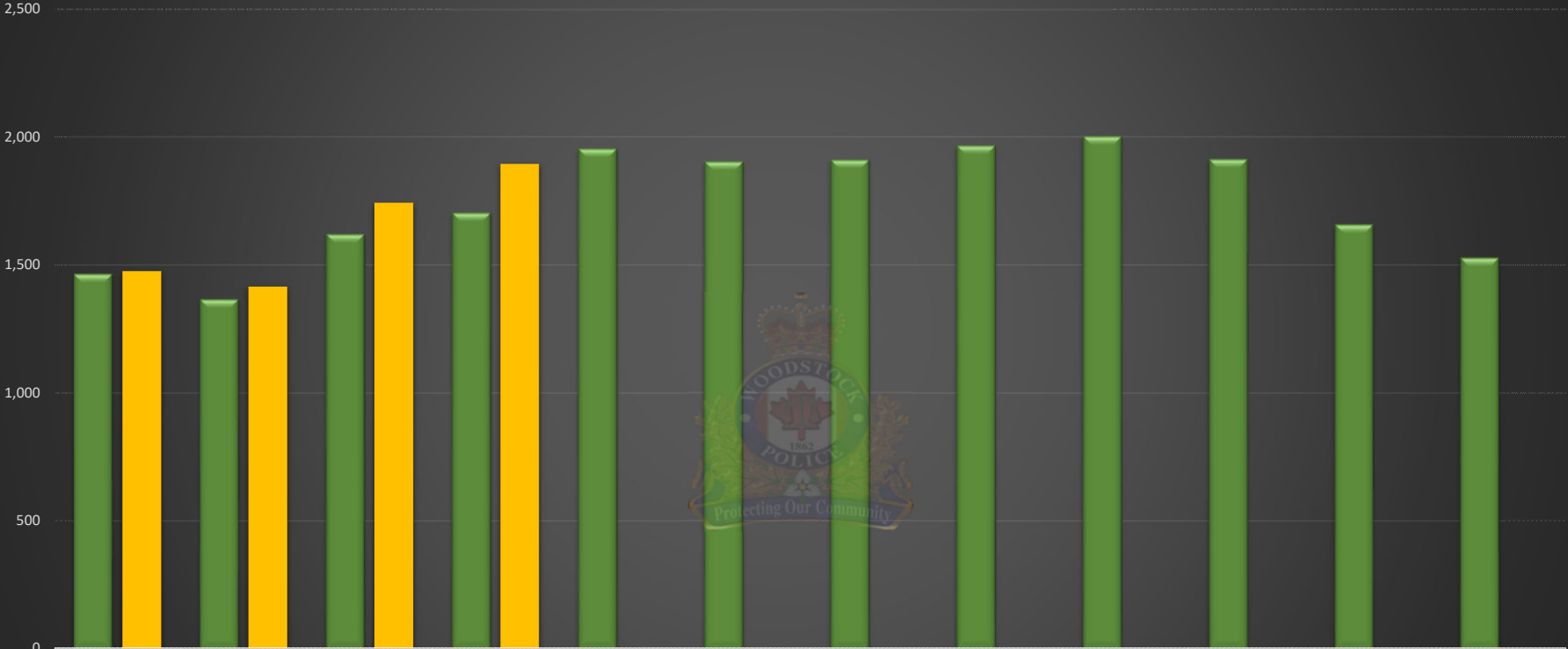
"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

2025 WPS Calls for Service

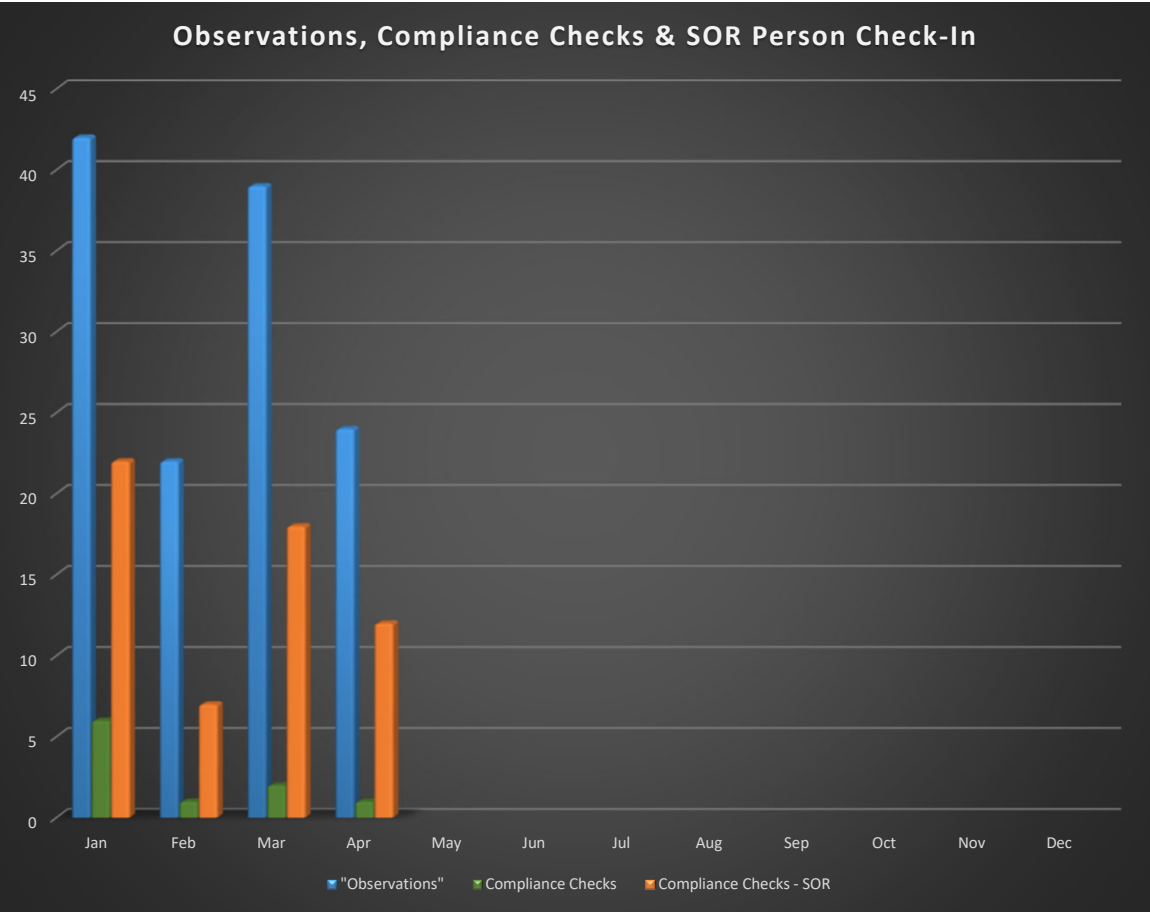


	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2024	1,466	1,367	1,621	1,704	1,954	1,904	1,911	1,966	2,002	1,913	1,658	1,529
2025	1476	1415	1743	1895	0	0	0	0	0	0	0	0

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	1895									6529	21015
	2	911 Calls		2925	2938	3075	3090									12028	37941
	3	OPP Transfer		763	784	798	899									3244	10497
	4	London CACC		1235	1145	1113	1114									4607	13656
	5	County Fire / Other		68	68	143	81									360	1224
	6	WPS and WFD		859	941	1021	1056									3877	12574
	7	911 Hang Ups		83	78	95	100									356	1265
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	21	13	25	12									71	415
			Foot Beat Hours	31	20.5	38.75	18.25									109	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	2									24	103
	2	Criminal Charges Arrests		96	100	165	74									435	1441
				117	85	105										307	1396
	3	Controlled Drugs and Substance Act														0	0
				5	4	10	0									19	120
																0	
	4	Youth Criminal Justice		14	6	5	6									31	91
	5	Warrants Processed		38	26	30	27									121	426
Police Complaints	1	LECA Complaints		3	1	2	2									8	19
	2	Internal Chief's														0	
	3	Concluded		2	1	2	2									7	
Road Safety	1	HTA Radar		55	34	82	102									273	825
	2	HTA Offences		72	57	49	72									250	950
	3	Provincial Offence (LLA, CAIA, TPA)		21	14	16	27									78	312
																0	
	4	By-Law / Parking		85	73	41	1									200	315
		R.I.D.E		1	1	2										4	52
		Vehicles Checked		225	160	300										685	3683
		Stolen Vehicles		2	9	5	5									21	
		Recovered		3	1	4										8	
		Arrest Made		1	1	1										3	

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	42	6	22
Feb	22	1	7
Mar	39	2	18
Apr	24	1	12
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	127	10	59



WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
March 31, 2025

	Name	January 1, 2025	2025 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to : Operating/Capita:	Balance March 31, 2025	
0180-52031	Sick Leave Severance Reserve Fund	1,251,107.94	10,000.00	4,471.94				1,265,579.88	Includes \$ 745,084.15 surplus for 2024
0170-51152-0000	Insurance Loss Reserve	212,232.66	5,000.00					217,232.66	
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	20,387.97		183.34				20,571.31	
0170-51157-0000	Honour Guard Reserve	2,100.80						2,100.80	
0170-51158-0000	Labour Relations Reserve	640,989.65					640,000.00	989.65	Potential Transfer
0170-51159-0000	Reserve for Information Technology	440,805.40						440,805.40	
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	3,263,875.11	15,000.00	4,655.28	-	-	640,000.00	2,643,530.39	

Time: 4:59:32 PM

Woodstock Police Service Board - March 31, 2025

<u>Account</u>	<u>Description</u>	2025 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
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	0.00	100,000.00	0.00
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	11,182.00	(4,182.00)	159.74
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	300,000.00	49,885.44	250,114.56	16.63
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	38,000.00	22,892.54	15,107.46	60.24
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	5,000.00	0.00	5,000.00	0.00
0500-63046-0000	NG911 GRANT	280,670.00	531,130.04	(250,460.04)	189.24
0500-63049-0000	MOBILE CRISIS RESPONSE TEAM ENHANCEMENT	114,910.00	0.00	114,910.00	0.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	6,210.00	33,790.00	15.53
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	100,000.00	28,161.04	71,838.96	28.16
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	200,000.00	50,650.43	149,349.57	25.33
0500-69205-0000	COUNTY 911	49,970.00	0.00	49,970.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	123,430.00	0.00	123,430.00	0.00
0500-69216-0000	POLICE - ALARM REVENUE	65,000.00	40,718.50	24,281.50	62.64
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	1,963.93	23,036.07	7.86
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	180.99	3,819.01	4.53
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	1,361.35	4,638.65	22.69
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	40,780.00	40,996.37	(216.37)	100.53
0500-69229-0000	DONATIONS - CANINE UNIT	0.00	1,351.00	(1,351.00)	0.00
0500-69240-0000	TRANS FROM RESERVE RE LABOUR RELATIONS	640,000.00	0.00	640,000.00	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	358,480.00	90,310.22	268,169.78	25.19
0500-69265-0000	WSIB REIMBURSEMENTS	800,000.00	282,365.61	517,634.39	35.30
0500-69268-0000	POLICE - HOSTED TRAINING REVENUE	0.00	640.00	(640.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	0.00	20,000.00	0.00
Total Revenues		\$3,841,160.00	\$1,159,999.46	\$2,681,160.54	30.20%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$954,470.00	\$185,623.49	\$768,846.51	19.45%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,951,970.00	\$417,031.68	\$1,534,938.32	21.37%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,435,560.00	\$492,485.52	\$1,943,074.48	20.22%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$16,042,210.00	\$3,247,832.98	\$12,794,377.02	20.25%

Woodstock Police Service Board - March 31, 2025

<u>Account</u>	<u>Description</u>	2025 BUDGET	<u>ACTUAL</u> Y.T.D.	DIFFERENCE	Percentage Spent
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$131,620.00	\$61,473.68	\$70,146.32	46.71%
0500-72231-0170	WPSB-COMMUNITY ENGAGEMENT-MEETINGS & L	\$0.00	\$5,000.00	(\$5,000.00)	0.00%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,409,030.00	\$903,265.26	\$3,505,764.74	20.49%
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	\$2,240.34	\$97,759.66	2.24%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$1,094.59	(\$1,094.59)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$320,400.00	\$67,376.02	\$253,023.98	21.03%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,450.00	\$94,483.27	\$211,966.73	30.83%
	Total Expenditures	\$26,656,710.00	\$5,477,906.83	\$21,178,803.17	20.55%
	Total Revenues	(\$3,841,160.00)	(\$1,159,999.46)	(\$2,681,160.54)	30.20%
	Net Difference	\$22,815,550.00	\$4,317,907.37	\$18,497,642.63	18.93%

Time: 4:49:36 PM

Woodstock Police Service Board - December 31, 2024 - Final - Subject to Audit

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$14,800.00	\$200.00	98.67%
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	487,170.00	0.00	100.00
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	(8,000.00)	16,000.00	(100.00)
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	332,569.59	(0.59)	100.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	152,008.00	152,464.73	(456.73)	100.30
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,750.00	0.00	100.00
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	0.00	17,400.00	(17,400.00)	0.00
0500-63046-0000	NG911 GRANT	889,056.00	638,594.96	250,461.04	71.83
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	58,237.45	(18,237.45)	145.59
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	139,025.13	(54,025.13)	163.56
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	142,601.72	(2,601.72)	101.86
0500-69205-0000	COUNTY 911	49,973.00	48,033.00	1,940.00	96.12
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	82,936.00	82,936.00	0.00	100.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	59,347.50	20,652.50	74.18
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	69,568.22	(44,568.22)	278.27
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	7,563.22	(3,563.22)	189.08
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	12,777.44	(6,777.44)	212.96
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
0500-69236-0000	TRANS. FROM INSURANCE LOSS RESERVE	0.00	80,629.05	(80,629.05)	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	353,000.00	354,619.56	(1,619.56)	100.46
0500-69255-0000	WSIB SURPLUS REFUND	0.00	341,138.48	(341,138.48)	0.00
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	2,420.47	(2,420.47)	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	1,092,467.61	(492,467.61)	182.08
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	6,000.00	(6,000.00)	0.00
0500-69268-0000	POLICE - HOSTED TRAINING REVENUE	0.00	2,560.00	(2,560.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	32,441.72	(12,441.72)	162.21
Total Revenues		\$3,916,669.00	\$4,421,628.91	(\$504,959.91)	112.89%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$833,585.00	\$735,992.36	\$97,592.64	88.29%
-----------------	----------------------------------	--------------	--------------	-------------	--------

Woodstock Police Service Board - December 31, 2024 - Final - Subject to Audit

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> Y.T.D.	DIFFERENCE	Percentage Spent
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,777,743.00	\$1,782,494.10	(\$4,751.10)	100.27%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,008,483.00	\$2,182,407.74	(\$173,924.74)	108.66%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$15,077,180.00	\$14,340,817.96	\$736,362.04	95.12%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$103,437.00	\$181,761.18	(\$78,324.18)	175.72%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,301,067.00	\$5,314,811.08	(\$1,013,744.08)	123.57%
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	\$105,283.08	(\$5,283.08)	105.28%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$6,901.03	(\$6,901.03)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$318,446.00	\$352,794.18	(\$34,348.18)	110.79%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$333,086.20	(\$26,638.20)	108.69%
	Total Expenditures	\$24,831,389.00	\$25,336,348.91	(\$504,959.91)	102.03%
	Total Revenues	(\$3,916,669.00)	(\$4,421,628.91)	\$504,959.91	112.89%
	Net Difference	\$20,914,720.00	\$20,914,720.00	\$0.00	100.00%

Ministry of the Solicitor General

Ministère du Solliciteur général

Office of the Chief Coroner
Ontario Forensic Pathology Service

Bureau du coroner en chef
Service de médecine légale de l'Ontario



Forensic Services and
Coroners' Complex
25 Morton Shulman Avenue
Toronto ON M3M 0B1

Complexe des sciences judiciaires
et du coroner
25, Avenue Morton Shulman
Toronto ON M3M 0B1

Telephone: (416) 314-4000
Facsimile: (416) 314-4030

Téléphone: (416) 314-4000
Télécopieur: (416) 314-4030

April 25, 2025

Via email: rwilkinson@woodstockpolice.ca

Rod Wilkinson
Chief of Police
Woodstock Police Service
615 Dundas Street
Woodstock ON N4S 1E1

Dear Chief Wilkinson:

Re:	Inquest into the death of:	Robyn GARLOW
	Date Death Pronounced:	October 20, 2018
	OCC Inquest File No.:	Q2025-12
	Date Inquest Jury Verdict &	
	Recommendations Received:	April 4, 2025

The jury in the inquest into the death of Robyn Garlow has made recommendations directed to all Ontario police services. Therefore, your organization may be in a position to implement the recommendations, or at the very least, would benefit from reviewing and considering them.

Since your police service was not directly involved in the inquest, you do not have an obligation to respond to this recommendation. However, we would be most pleased to receive a response from you if your organization can provide information or insight regarding the recommendation, or if you have implemented (or plan to implement) the recommendation.

Responses to inquest recommendations will be made public. Therefore, your response should not contain personal identifiers with the exception of identifying the decedent.

If you would like to respond, you may do so by completing the attached chart, *Responses to Jury Recommendations*. Your response is requested by **October 27, 2025**.

A list of organizations requested to report back is provided.

We are pleased to provide you with a copy of the inquest jury verdict and recommendations. The presiding officer's verdict explanation is also attached for your reference.

I would like to explain the significance of inquests and consequent recommendations under the *Coroners Act*. An inquest is a public hearing conducted by a coroner before a jury of five community members. Inquests are held for the purpose of informing the public about the

circumstances of a death. An inquest does not find fault, blame or legal wrongdoing but rather examines the circumstances of one or more deaths and looks for lessons that can be learned from the death(s) that may contribute to a safer future for the living. Juries often make recommendations based on these learned lessons and, while they are not binding, it is hoped that implemented recommendations will prevent future deaths in similar circumstances.

As noted above, inquest jury recommendations are not legally binding; however, we trust they will be given careful consideration for implementation.

Thank you for participating in this important process. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Cameron', with a stylized, flowing script.

David A. Cameron, MD, LLB, CCFP
Regional Supervising Coroner – Inquests

/dpw

Attachments:

Responses to Jury Recommendations

List of Organizations Requested to Respond to Jury Recommendations

Contact Information and Recommendation Referrals

Responses to Jury Recommendations

GARLOW Inquest Q2025-12

WOODSTOCK POLICE SERVICE

RECOMMENDATION:

11 - 13

[illegible]

List of Organizations Requested to Respond to Jury Recommendations

GARLOW Inquest Q2025-12

Hamilton Police Service

All Police Services in Ontario

Ontario Police College

Ministry of the Solicitor General

Contact Information and Recommendation Referrals

Responses to Jury Recommendations

GARLOW Inquest Q2025-12

WOODSTOCK POLICE SERVICE

Part I: Contact Information

Name	Position Title
Email address	Telephone number

Part II: Referral

We believe the following recommendations may be best addressed by these organizations:

Recommendation Number	Organization Name & Address	Contact Name & Title

Forward to occ.inquests.registraroffice@ontario.ca



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

TABLE OF CONTENTS

SECTION	PAGE NO.
1. PREAMBLE.....	2
Preamble	2
2. INTERPRETATIONS.....	2
Definitions.....	2
3. APPLICATION	3
General Application	3
Expenses.....	3
Mileage Allowance	3
Per Diem	3
Board Credit Card	4
Advance Funds	4
No Reimbursement of Alcohol.....	4
Reimbursement of Expenses	4
Expense Review Officer	4
4. ENACTMENT.....	4
Repeal	4
Effective Date	4



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

1. PREAMBLE

- Preamble*
- 1.1 To provide a framework to cover the payment of reasonable expenses incurred with respect to attendance at conferences, conventions, seminars, workshops, and training course/event approved through the budget under travel and training for expenses incurred outside the City of Woodstock.
- 1.2 To provide direction regarding attendance at the events outlined in section 1.1, all members of the Board are eligible to attend provided the events take place in Ontario. The Chair or Vice-Chair of the Board, or if neither is available, another designated Board member, may attend events organized by the Canadian Association of Police Governance (CAPG). If the CAPG Annual Conference is in Ontario, the Board will determine the number of attendees based on budgetary considerations at the time.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions*
- 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Board*” means the Woodstock Police Service Board;
- 2.3 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.4 “*City*” means the City of Woodstock;

- 2.5 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.6 “*Service*” means the Woodstock Police Service;
- 2.7 “*Vice-Chair*” means the Member elected as Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

3. APPLICATION

General Application

- 3.1 It is the responsibility of the delegate to keep transportation and accommodation at a reasonable cost. This by-law applies to Board Members and persons appointed to committees attending as a representative of the Board.

Expenses

- 3.2 Expenses include:
- (a) Registration fees of delegate;
 - (b) Actual cost of single room accommodation at the site of the event or within a reasonable distance;
 - (c) Members may choose their own method of transportation provided it does not exceed the most economical method, when possible. If delegate uses a personal automobile, the delegate will be reimbursed for mileage/kilometers as provided in section 3.3 of this by-law;
 - (d) If travelling by train, bus or air fare to and from the site of the conference and/or hotel.

Mileage Allowance

- 3.3 Mileage allowance will be paid in accordance with the rate used by the Woodstock Police Service per kilometre while travelling outside the City of Woodstock.

Per Diem

- 3.4 A per diem rate per day based on the Consumer Price Index is set each year to cover meals, gratuities, and any other expense not covered that is incurred under section 3.2 of this by-law.
- (a) This rate will be paid for the number of days the delegate attends, plus two days for travelling when distance requires arriving the night prior to the start of the conference and staying until the day after.
 - (b) No receipts will be required to claim per diem rate.
 - (c) When travelling out of the country the per diem will be factored at the currency rate of the country of travel.
 - (d) The per diem rate will be adjusted annually on January 1 to reflect the increase/decrease in the All-Item

Consumer Price Index and set by the City.

- Board Credit Card* 3.5 Where applicable, the Board credit card may be used for the payment of eligible expenses as outlined in this by-law. All purchases made with the Board credit card must comply with the City of Woodstock's Employee Purchasing Card Program Visa Commercial Card Handbook. Each purchase must be approved by the Chair of the Board prior to payment. Once payment is made, a Woodstock Police Service Visa Submission Form shall be completed, signed by the Chair, and submitted to the City of Woodstock.
- Advance Funds* 3.56 The delegate may request advancement of funds, by means of an Expense Report, covering the registration fee, accommodation, and travel costs, except mileage.
- No Reimbursement of Alcohol* 3.67 No reimbursement will be made for the purchase of alcoholic beverages.
- Reimbursement of Expenses* 3.78 On return the delegate must complete an "Expense Report" form. Actual expenses incurred shall be supported by receipts, with the exception of mileage.
- Expense Review Officer* 3.89 The Chair is appointed "Expense Review Officer" (ERO) responsible for administering this by-law with respect to Members of the Board, the Chief of Police, and Board Executive Assistant.
- 3.910 The Vice-Chair is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Chair of the Board.
- 3.4011 The Chief of Police is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Deputy Chief of Police.
- 3.4412 To enable the Chair and Vice-Chair to carry out their responsibilities, all Expense Report forms generated by members of the Board will be submitted to the Executive Assistant of the Board for appropriate distribution.

4. ENACTMENT

- Repeal* 4.1 All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed.
- Effective Date* 4.2 This by-law shall come into force on the date of its enactment.

ENACTED AND PASSED THIS 9th day of September 2024.

WOODSTOCK POLICE SERVICE BOARD

Chair

“Original Signed By”

Ken Whiteford

Vice-Chair

“Original Signed By”

Leslie Farrell