



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: October 6, 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 September 8, 2025
Recommendation: The Board approves the minutes of September 8, 2025 as circulated.
6. Business Arising from the Minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Correspondence
 - a. Inspectorate of Policing (IoP) Advisory Bulletin 2.1: Board and Committee Meetings
10. Statistics/Reports – 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.**
11. Financial Statements – Summary for period ending September 30, 2025
Recommendation: That the Board receive the financial statements ending September 30, 2025 in Item 11.
12. Board Memo – Capital Budget Request 2026

Recommendation: That the Board approve the Woodstock Police Service 2026 Capital Budget in the amount of \$257,673.50 to make these much-needed renovations and purchases at 615 Dundas St., Woodstock.

13. Amendments to Recovering Fees By-Law 07-2024

Recommendation: That the Board approve Recovering Fees By-Law 07-2024 as amended.

14. Unfinished Business

15. Closed Session

Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss the security of the property of the Board, personal matters about identifiable individuals, labour relations or employee negotiations, and litigation or potential litigation affecting the Board, including matters before administrative tribunals pursuant to S. 44(2)(a), (b), (d), and (e) 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, November 10, 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 September 8, 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; Kristin Barnim, WPSB EA; and Daryl Stevenson, Community Appointee joined via Zoom.

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

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:03 p.m.

2. WELCOME

Chair Whiteford welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Jerry ACCHIONE

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 – JUNE 9, 2025

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve the minutes of June 9, 2025 as circulated.

CARRIED.

6. APPROVAL OF EMERGENCY MEETING MINUTES – AUGUST 21, 2025

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board approve the Emergency Meeting minutes of August 21, 2025 as circulated.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone of the Zone 4 Meeting hosted by WPSB on Wednesday, September 10th at 8:00 a.m. at the Sally Creek Community Centre and confirmed attendance by Board members.
- Chair Whiteford noted that the Ontario Association of Police Service Boards (OAPSB) Labour Conference will take place on November 25th and 26th at the Hilton Toronto Airport Hotel & Suites. He requested that any Board Members wishing to attend contact Kristin for registration and hotel arrangements.
- Chair Whiteford invited Mayor Acchione to speak regarding the invitation from Arpan Khanna and Pierre Poilievre to attend their bail reform announcement in Vaughan on Thursday, September 11th. It was agreed that the Mayor would represent the Board as a delegate and speak on its behalf. The Chief and Deputy Chief will also attend.

9. VERBAL REPORT FROM CHIEF

- On June 7, 2025 members of the Woodstock Police Service participated in the annual Torch Run in support of the Special Olympics. Appreciation was extended to Boston Pizza Woodstock for their continued support.
- On June 12, 2025 the Woodstock Police Service hosted Ryan Teschner, Inspector General of Policing for Ontario, along with representatives from the Inspectorate of Policing. The meeting was positive, with special recognition given to the Board for the timely adoption of the Critical Points Policy.
- On June 13, 2025 members of the WPS attended the Touch-a-Truck event hosted by Good Beginnings Childcare. Members conducted a drone presentation and children were invited to explore a police truck.

- On June 21, 2025 WPS recognized National Indigenous Peoples Day, honouring the rich cultures, traditions, and contributions of First Nations, Inuit, and Métis peoples.
- On July 12, 2025 members of the WPS Community Response Unit joined the community at the Wheels of Honour event at Cedarview Retirement Living. Officers engaged with seniors and guests, sharing meaningful conversations and moments of laughter.
- In July, WPS participated in the Kids and Kops camp in collaboration with Big Brothers Big Sisters of Oxford County, an initiative designed to build trust and positive relationships with youth in Woodstock.
- On July 19, 2025 WPS took part in the opening ceremonies of the Woodstock Special Olympics Baseball Club tournament at Southside Park.
- On August 16, 2025 WPS proudly participated in the Oxford Punjabi Cultural Association's annual Cultural and Sports Fest, which featured food, games, and community activities.
- In preparation for back to school, WPS conducted a traffic safety project to remind motorists to slow down, watch for crossings, stop for school buses with flashing lights, and remaining alert for children, all in an effort to keep the community safe.

10. CORRESPONDENCE

- A) Ontario Police College Basic Constable Training March Past and Review Ceremony – Thursday, September 18, 2025
Chief Wilkinson, Deputy Chief Novacich, and Board Chair Whiteford will attend the event.

11. 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 11.

CARRIED.

12. FINANCIAL STATEMENTS

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board receive the financial statements ending August 31, 2025 in Item 12.

CARRIED.

13. BOARD REPORT – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #25-OCI166)

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board receive the administrative review of the SIU Report (SIU #25-OCI166) as information.

CARRIED.

14. BOARD REPORT NO. 3 – 2025 – OAPSB ZONE 4 2025 MEMBERSHIP FEE

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board RATIFY THE EMAIL VOTE CONDUCTED ON July 2, 2025, approving and directing the payment of \$50.00 for the annual OAPSB Zone 4 Membership Fee.

CARRIED.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board adjourns to Closed Session at 3:46 p.m. to discuss personal matters about identifiable individuals and labour relations or employee negotiations pursuant to S. 44(2)(b) and (d) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that 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 4:45 p.m.
CARRIED.

17. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 10

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve the Closed Session Agenda as circulated.
CARRIED.

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 September 8, 2025.
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 – BOARD REPORT – ADMINISTRATIVE REVIEW
OF SIU INVESTIGATION (SIU #25-OCI166)

Information only.

CLOSED SESSION # 5 – WOODSTOCK POLICE ASSOCIATION
CORRESPONDENCE RECEIVED SEPTEMBER 5, 2025

Direction was given to the Negotiating Committee of the Board.

CLOSED SESSION # 6 – BOARD REPORT NO. 4 - 2025

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the recommendation contained within Closed Session Board Report No. 4 – 2025.
CARRIED.

CLOSED SESSION # 7 – BOARD REPORT NO. 5 – 2025

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board approve the recommendation contained within Closed Session Board Report No. 5 – 2025.

CARRIED.

CLOSED SESSION # 8 – BOARD REPORT NO. 6 – 2025

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board approve the recommendation contained within Closed Session Board Report No. 6 – 2025.

CARRIED.

CLOSED SESSION # 9 – BOARD ONLY – BOARD REPORT NO. 7 – 2025

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the recommendation contained within Closed Session Board Report No. 7 – 2025.

CARRIED.

CLOSED SESSION # 10 – OTHER ITEMS AS NECESSARY

None.

18. NEW BUSINESS

None.

15. Date of Next Board Meeting Monday, October 6, 2025 at 3:00 p.m. at the Woodstock Police Service Headquarters.

16. ADJOURNMENT

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board does now adjourn at 4:50 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

Inspector General Advisory Bulletin



Advisory Bulletin 2.1: Board and Committee Meetings

Date of issue: September 25, 2025

What you need to know

Police service boards and OPP detachment boards conduct their business and make deliberations, considerations, and decisions in meetings. The *Community Safety and Policing Act* (CSPA) sets out requirements for meetings held by boards and their committees, and establishes a modern approach premised on public transparency of board business as the ‘rule,’ with requirements for a board to publicly explain when meetings are closed to the public.

“Meeting” Definition

The CSPA does not define “meeting” for determining when compliance with meeting requirements is necessary. Using subsection 238(1) of the *Municipal Act* for guidance, boards should consider a meeting to be any regular, special, or other gathering of a board or committee where:

- a quorum of members is present, and
- members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the board or committee.

Social or informal gatherings of board members would not be board meetings unless the two-part test described is met. Board members should be vigilant when a quorum is present at gatherings to avoid holding unintended meetings.

Meeting Notice – CSPA subsections 43(5)-(7)

Boards and committees must publish notice of meetings that are open to the public on the Internet. The notice must:

- be published at least seven days before the meeting, except in extraordinary circumstances (CSPA subsection 43(5)-(6)); and,
- include the proposed agenda and either the record of the most recent public meeting or information on how the public can access that record (CSPA subsection 43(7)).

Electronic meeting notices must include specific information about how to access the meeting.¹

Transparency and Open Meetings – CSPA subsection 43(3)

Meetings conducted by boards and their committees must be open to the public subject to decisions to close meetings or parts of meetings when permitted by subsection 44(2).

The purpose of the CSPA open meeting rule is to increase the open and transparent exercise of board authority and discharge of duties so as to enhance public confidence in the operation and integrity of boards, and by extension the policing they oversee.

Boards and committees should consider public access when deciding on meeting locations. Holding a “public” meeting within a secure police facility or at a non-published location may not always meet the test of “open to the public”². In addition, the use of electronic meetings presents additional challenges to ensure meetings are publicly open.

Closed Meetings – CSPA subsections 44(2)-(6)

Boards and committees may (not must) close meetings to the public if the subject matter being considered is:

- the security of the property of the board;
- personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record (a “law enforcement” matter);
- a proposed or pending acquisition or disposition of land by the board;
- labour relations or employee negotiations;
- litigation or potential litigation affecting the board, including matters before administrative tribunals;
- advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;

¹ [Ombudsman Investigation Report – Municipality of West Elgin December 2024](#)

² [Ombudsman Investigation Report – Township of Woolwich June 2015](#)

- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board; or,
- an ongoing investigation respecting the board.

Boards should note the discretionary nature of decisions to exclude the public when considering the above subjects. When making these decisions, boards and committees should balance the principles of transparency and public interest against the potential harm of disclosure.

Meetings must be closed to the public by police service boards and their committees if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act* (CSPA subsection.44(3)).

Board and committee meetings may also be closed to the public if held for the purpose of educating or training members and the business or decision-making of the board is not materially advanced in the meeting (CSPA subsection.44(6)).

The CSPA open and closed meeting rules for boards and committees very closely follow, with some modifications, the rules for municipal councils, committees, and local boards under Ontario's *Municipal Act*. The Ontario Ombudsman has been examining open meeting matters under that Act since 2008 and has published guidance that the loP believes will assist police service boards, OPP detachment boards and their committees when making decisions on the CSPA open and closed meeting rules and practices. The Ontario Ombudsman guidance document is available here: [Open Meetings - Guide for Municipalities | Ombudsman Ontario](#)

Agenda Considerations – CSPA subsection 44(1)

Before holding a meeting, boards and committees must consider whether to close the meeting or part of the meeting having regard to subsections 44(2)-(3) of the CSPA, referenced above, which list subjects that either permit or require the exclusion of the public.

Resolution Closing Meeting – CSPA subsection 44(1)

If a board or committee decides to exclude the public, they must state by resolution the fact the board is holding a closed meeting, and the general nature of the matter to be considered. In addition, if the public is excluded from a meeting held for educating or training board or committee members, the resolution must specifically state that the meeting is closed under subsection 44(6).

In addition to the CSPA requirement for educational and training meetings, the loP recommends that closed meeting resolutions cite the specific CSPA authority for excluding the public in all instances. The loP further recommends that resolutions have sufficient detail of the closed matter to assure the public that the power to close the meeting is being responsibly exercised. Finally, to support transparency, the required resolution must be made in a meeting or part of a meeting that is open to the public.

Board Delegation and Committees – CSPA subsections 42(1)-(4)

Boards may delegate any of their powers to a committee established by by-law of the board. The by-law may govern the name, powers, duties, and quorums of the committee. The by-law should also govern the composition of the committee and member appointment process.

Committees must be composed of at least two members of the board, except if the only delegated power is bargaining under Part XIII of the CSPA. A bargaining committee can be composed of one board member. Additional non-board members may be appointed to the committee as long as a majority of the committee is composed of members of the board.

Quorum – CSPA subsection 43(2)

Boards and committees must have a quorum present to hold a meeting to conduct business and make decisions. Quorum is a majority of the members of the board.

Vacancies on a board do not reduce meeting quorum requirements. For example, quorum for a five-member board with two vacancies remains at three members.

Board members are not counted towards quorum if they are prohibited from exercising the powers or performing the duties of their position because mandatory training has not been completed (CSPA subsections 35(2)-(5)).

Board members may become subject to Inspector General investigations into their conduct and directed to decline to exercise their powers or perform their duties as a member of the board pursuant to CSPA subsection 122(1). Board members who have received this direction are not counted towards quorum. If the board cannot constitute quorum as a result, the Inspector General may appoint additional members to act in their place for the duration of the investigation.

Quorum for committees is determined by boards through their by-law establishing the committee (CSPA subsection 42(2)).

Meeting Frequency – CSPA subsection 43(1)

Boards must hold at least four meetings each year. Holding meetings exceeding this minimum and the period between meetings are discretionary decisions for boards. These decisions should be based on the governance obligations and statutory responsibilities arising from the size and complexity of the governed police service or OPP detachment, and the needs of the area under the board's jurisdiction.

Record of Meeting – CSPA subsection 43(4)

Boards must record all resolutions, decisions, and other proceedings at all meetings, whether open to the public or not. The record must not include additional notes or comments by the recorder.

The IoP recommends boards, when establishing committees, include this recording requirement as a duty of the committee in the governing by-law.

What you need to do*Meeting Practice Examination and Potential Changes to Practice*

Boards should examine their meeting practices, particularly regarding holding closed meetings, in consideration of the transition from long-standing *Police Services Act* requirements to those newly established by the CSPA. Where needed, adjustments should be made to come into compliance.

Boards should have any changes in meeting practices reflected in their established rules and procedures (CSPA section 46).

The new requirement for a resolution to close meetings will require some boards to change their existing practice of holding two distinct consecutive meetings – open and closed – with the closed meeting entirely excluding the public. Through its monitoring function, the IoP has observed that boards who have successfully transitioned meeting practices to the new requirements have adopted one of two options, both of which are CSPA-compliant:

- Two distinct consecutive meetings: Open meeting is entirely public and ends with adjournment. The closed meeting starts with an open part for routine administrative matters (opening statements, declarations of interest) followed by a resolution compliant with CSPA subsection 44(1). The closed portion ends with a resolution to return to public. The closed meeting ends in public with adjournment.
- A single meeting that is partly open and partly closed: The open part is closed by resolution compliant with CSPA subsection 44(1). The closed portion ends by resolution to return to the open meeting. The meeting continues in public until adjournment.

Emergency and Special Meetings

A board may be required to hold an emergency or special meeting outside of its regularly scheduled meetings. IoP Advisors have the authority to enter board meetings for compliance monitoring, including those closed to the public, pursuant to CSPA subsection 115(7). Boards should **notify their assigned Police Services Advisor for all emergency and special meetings whether open to the public or closed so the IoP is**

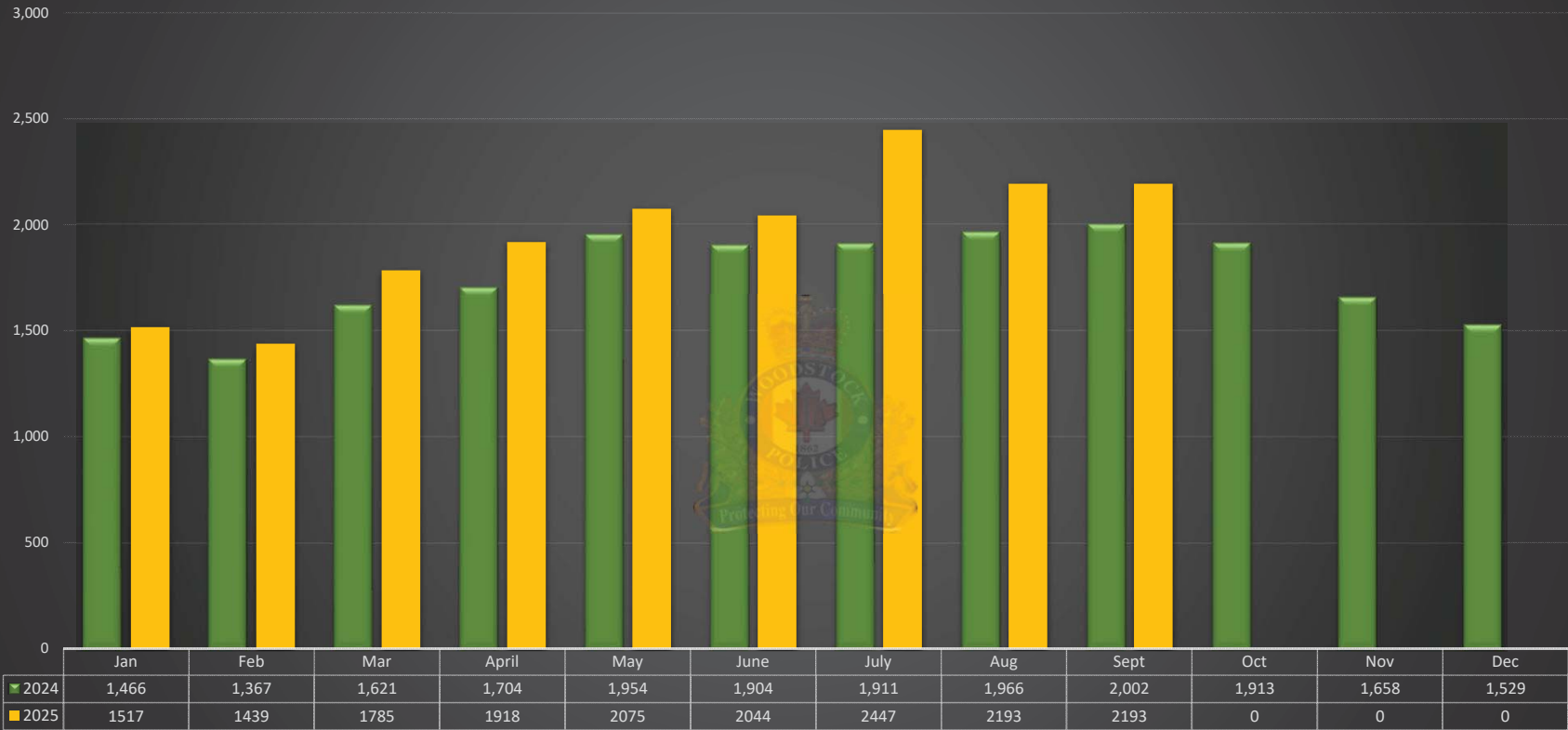
aware and the Advisor can determine whether attendance is necessary in the circumstances.

What we will do

The IoP's Police Services Advisors support the Inspector General's statutory monitoring and advisory duties under the CSPA. Advisors are available to provide advice on board compliance with the CSPA meeting requirements, including suggested application of leading practices and referrals to boards that have established good practices.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA subsection 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CPSA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

2025 WPS Calls for Service

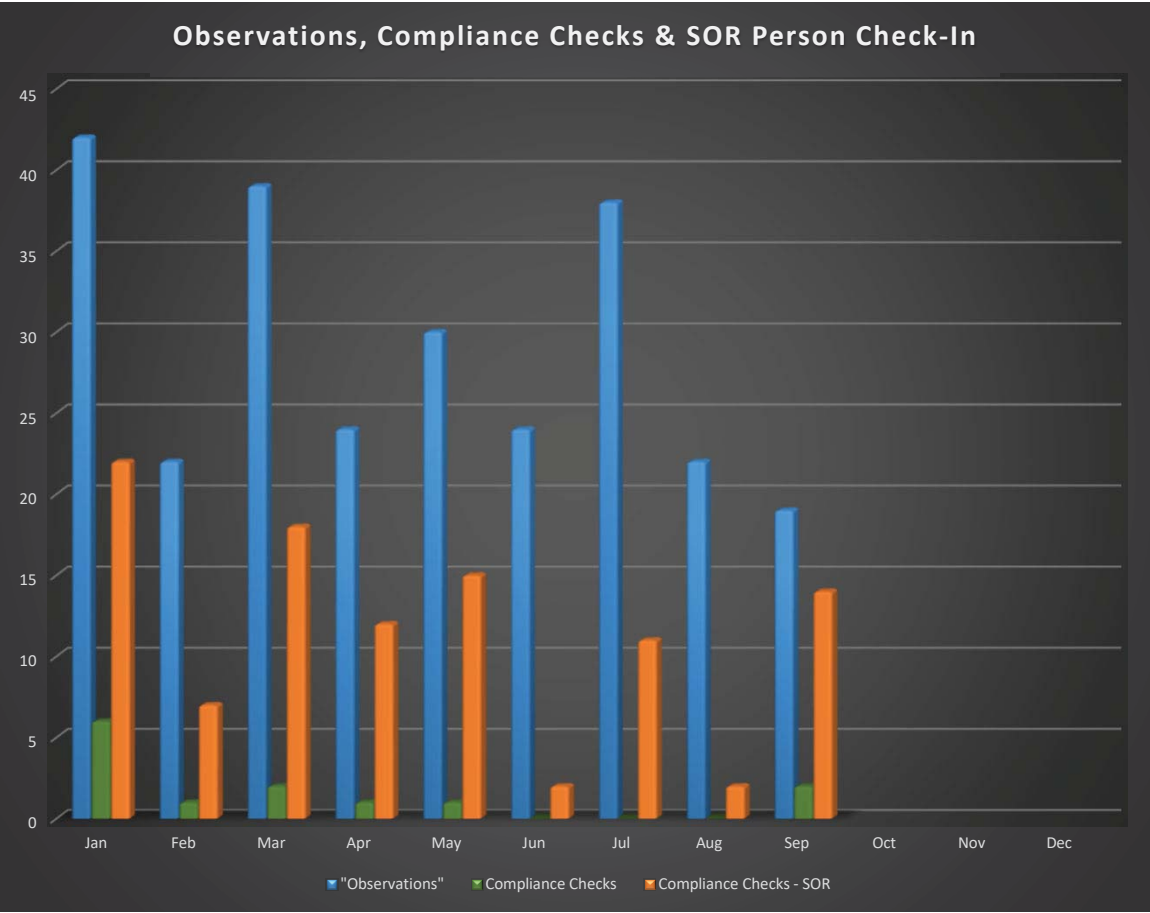


2025

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		1517	1439	1785	1918	2075	2044	2447	2193	2292				17710	21015
	2	911 Calls		2925	2938	3075	3090	3286	3465	3633	3276					25688	37941
	3	OPP Transfer		763	784	798	899	864	1060	1019	882					7069	10497
	4	London CACC		1235	1145	1113	1114	1198	1149	1226	1095					9275	13656
	5	County Fire / Other		68	68	143	81	60	97	115	138					770	1224
	6	WPS and WFD		859	941	1021	1056	1164	1159	1273	1161					8634	12574
	7	911 Hang Ups		83	78	95	100	122	131	116	105					830	1265
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	21	13	25	12	7	47	69	60	44				298	415
			Foot Beat Hours	31	20.5	38.75	18.25	15	85.5	118	176	138				641	680
																0	0
	2	Bike & Park	Park patrol													0	0
			Bike patrol					1	5	9	7					22	23
Criminal Investigation Services	3	Focused Patrols								1	5					6	9
	1	Impaired Driving		9	5	8	2	9	4	13	6	5				61	103
	2	Criminal Charges Arrests		96	100	165	74	139	122	142	147	127				1112	1441
				117	85	105	85	124	110	136	129	138				1029	1396
	3	Controlled Drugs and Substance Act		5	4	10	0	16	2	12	14	13				0	0
																76	120
Police Complaints	4	Youth Criminal Justice		14	6	5	6	8	3	5	3	16				66	91
	5	Warrants Executed		38	26	30	27	35	29	23	32	43				283	426
	1	LECA Complaints		3	1	2	2		2	2		1				13	19
	2	Internal Chiefs														0	
Road Safety	3	Concluded		2	1	2	2	1	2		1					11	
	1	HTA Radar		55	34	82	102	43	44	60	41	22				483	825
	2	HTA Offences		72	57	49	72	65	42	70	31	45				503	950
	3	Provincial Offence (LLA, CAIA, TPA)		21	14	16	27	20	18	30	22	29				197	312
																0	
	4	By-Law / Parking		85	73	41	1	2		3	3					208	315
		R.I.D.E		1	1	2		2	3	1	2					12	52
		Vehicles Checked		225	160	300		308	240	160	85					1478	3683
		Overdose / Death		2	4	6	1	2	5	4	1						
		Stolen Vehicles		2	9	5	5	3	11	2	4	4				45	
		Recovered		3	1	4		6	8	2	4	2				30	
		Arrest Made		1	1	1		2	3		2					10	

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	42	6	22
Feb	22	1	7
Mar	39	2	18
Apr	24	1	12
May	30	1	15
Jun	24	0	2
Jul	38	0	11
Aug	22	0	2
Sep	19	2	14
Oct			
Nov			
Dec			
	260	13	103



Time: 2:49:58 PM

Woodstock Police Service Board - September 30, 2025

<u>Account</u>	<u>Description</u>	2025 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63025-0000	ONTARIO - POLICE DISCLOSURE PROTOCOL GRANT	\$0.00	\$202,350.27	(\$202,350.27)	0.00%
0500-63027-0000	ONTARIO - RIDE PROGRAMME	15,000.00	24,700.00	(9,700.00)	164.67
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	100,000.00	0.00	100,000.00	0.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOVERED	487,170.00	255,075.00	232,095.00	52.36
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	8,000.00	0.00	100.00
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	39,836.00	(27,086.00)	312.44
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	5,000.00	0.00	5,000.00	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	280,670.00	531,130.04	(250,460.04)	189.24
0500-63049-0000	MOBILE CRISIS RESPONSE TEAM ENHANCEMENT	114,910.00	181,010.12	(66,100.12)	157.52
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	35,290.03	4,709.97	88.23
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	100,000.00	78,869.83	21,130.17	78.87
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	200,000.00	151,951.29	48,048.71	75.98
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	45,219.00	19,781.00	69.57
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	28,170.57	(3,170.57)	112.68
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	2,949.77	1,050.23	73.74
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	12,078.83	(6,078.83)	201.31
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	7,351.00	(7,351.00)	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	268,356.72	90,123.28	74.86
0500-69255-0000	WSIB SURPLUS REFUND	0.00	2,438.64	(2,438.64)	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	678.15	(678.15)	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	800,000.00	822,559.73	(22,559.73)	102.82
0500-69268-0000	POLICE - HOSTED TRAINING REVENUE	0.00	1,920.00	(1,920.00)	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	\$2,842,291.34	\$998,868.66	74.00%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$954,470.00	\$562,493.40	\$391,976.60	58.93%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,951,970.00	\$1,460,111.41	\$491,858.59	74.80%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,435,560.00	\$1,778,787.49	\$656,772.51	73.03%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$16,042,210.00	\$11,000,649.66	\$5,041,560.34	68.57%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$131,620.00	\$189,618.79	(\$57,998.79)	144.07%
0500-72231-0170	WPSB-COMMUNITY ENGAGEMENT-MEETINGS & L	\$0.00	\$6,000.00	(\$6,000.00)	0.00%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,409,030.00	\$3,054,605.06	\$1,354,424.94	69.28%

Time: 2:50:04 PM

Woodstock Police Service Board - September 30, 2025

<u>Account</u>	<u>Description</u>	2025 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
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	\$2,594.59	(\$2,594.59)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$320,400.00	\$246,866.33	\$73,533.67	77.05%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,450.00	\$227,287.30	\$79,162.70	74.17%
Total Expenditures		\$26,656,710.00	\$18,531,254.37	\$8,125,455.63	69.52%
Total Revenues		(\$3,841,160.00)	(\$2,842,291.34)	(\$998,868.66)	74.00%
Net Difference		\$22,815,550.00	\$15,688,963.03	\$7,126,586.97	68.76%

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
September 30, 2025

	Name	January 1, 2025	2025 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to : Operating/Capital:	Balance September 30, 2025	
0180-52031	Sick Leave Severance Reserve Fund	1,251,107.94	10,000.00	12,768.12		149,086.76		1,124,789.30	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		524.17				20,912.14	
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	13,292.29	-	149,086.76	640,000.00	2,503,080.64	



October 6, 2025

Board Report October 2025 - OPEN

Re: WPSB Capital Budget Request (2026)

The following Capital Budget requests have been identified for 2026:

1. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Renovation to Room #1124 & Room 1126**

RATIONALE:

The current Community Response Unit (CRU) office has become too small to accommodate the Unit's growth. To better support operations and collaboration, the CRU will be relocating to a larger office space that allows all members to work together in a shared environment. As part of this transition, a door will be installed between the CRU Sergeants' office and the new CRU unit office to create a more open and connected workspace.

\$7187.50

2. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Renovation to current VaSoc office (Victims Assistance of Oxford County) Room # Old Crime Stoppers Office**

RATIONALE:

With the relocation of the Community Response Unit (CRU) office to the existing VaSoc office space, the VaSoc team will be moved to a smaller office designed to accommodate two people. To support this change, a new entrance door will be installed off the hallway near the elevator

for the VaSoc office. This adjustment will ensure the Unit continues to effectively carry out its important work supporting victims of crime and related services.

\$8750.00

3. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Renovation to current Staff Sergeant office.**

RATIONALE:

With the continued expansion of both sworn and civilian members within the Woodstock Police Service (WPS), the need for additional office space has become essential. To accommodate this growth, the existing Staff Sergeant's office will be divided by installing a wall, creating a new office space for a Sergeant.

\$3500.00

4. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Renovation to Administration area.**

RATIONALE:

The printer/photocopy/storage room as a new office for our 2nd HR position. Cabinets off the wall, new paint and carpet.

\$2000.00

5. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Front Office renovation**

RATIONALE:

The front entrance area of the Police Service currently contains four desks arranged in a row. This layout has become overcrowded, making it difficult for employees to work efficiently and comfortably. Additionally, the space does not adequately support interactions with members of the public, such as those waiting for vulnerable sector fingerprinting or speaking with officers. To better meet operational needs and improve public service, this area should be redesigned to

provide a more functional and comfortable workspace for staff, while also creating a more welcoming and accessible environment for visitors.

\$46,330.00

6. New Item for 2026

City New Buildings, Repairs and Maintenance Police Station – HVAC System

RATIONALE:

There are numerous concerns with our HVAC system in our building, which was not replaced during the 2018 renovation and addition project. Despite the expansion, the existing HVAC infrastructure remains outdated and incompatible with newer systems, leading to significant and ongoing issues.

Key Issues:

- **Health & Safety Complaints:** Numerous complaints have been received from staff regarding temperature extremes and poor air quality. These conditions pose health risks and negatively impact morale and productivity.
- **Temperature Control Failures:** The building is consistently too cold in the winter and excessively warm and humid in the summer. The system lacks adequate controls to maintain a comfortable and safe environment.
- **System Incompatibility:** The old and new HVAC components do not function in sync, resulting in inconsistent heating, cooling, and ventilation throughout the building.
- **Temporary Measures:** We have resorted to purchasing multiple small heaters to keep staff warm during colder months, which is neither sustainable nor energy-efficient.

Request for Action:

We respectfully request a comprehensive assessment of the HVAC system and a plan for replacement or upgrade to ensure proper climate control, energy efficiency, and compliance with health and safety standards.

\$7,000

7. New Item for 2026

City New Buildings, Repairs and Maintenance Police Station – Request for Electrical Panel Labeling

Due to recent power issues throughout the building, we have identified a significant concern regarding the labeling—or lack thereof—of various fuse panels. While our current custodian has been with WPS for many years and has developed a working knowledge of these panels through experience, this informal system poses a serious risk moving forward.

To ensure safety, efficiency, and compliance, we are requesting that a qualified electrical company be contracted to inspect and properly label all fuse panels throughout the building.

\$10,000

8. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Request for Portable Radios**

Due to the growing number of officers and the expansion of specialized units, the immediate need for additional portable radios has become critical. These radios are essential for maintaining clear, reliable communication in dynamic and potentially dangerous situations, directly impacting officer safety and operational effectiveness. The high cost of portable radios reflects their advanced technology, durability, and secure communication capabilities, which are vital for law enforcement. Without sufficient radios, officers may face delays in response, reduced situational awareness, and increased risk during emergencies. While the cost of portable radios may seem high, it reflects the advanced technology required for secure, reliable, and durable performance in the field. Investing in more units is not a discretionary expense. It is a critical infrastructure need that supports public safety, protects our personnel, and ensures our department can meet the demands of modern policing.

\$156,000

9. New Item for 2026

**City New Buildings, Repairs and Maintenance
Police Station – Loading Dock Stairs**

Form a new concrete ramp with railing. The current platform has no use and only serves as an obstruction in the parking lot which is already low on spacing.

\$16,906.87

TOTAL NEW 2026 PROJECTS: \$257,673.50

Recommendations:

- 1. That the Board approve the Woodstock Police Service 2026 Capital Budget outlined in #1 to #9 above in the amount of \$257,673.50 to make these much-needed renovations and purchases at 615 Dundas St., Woodstock.**

Chief of Police

September 29, 2025

Attn: Woodstock Police Services Board

I am writing you today to request the outlined and attached changes be made to BY-LAW 07-2024 at the earliest convenience.

Attached herein a "modified" copy of the existing BY-LAW 07-2024 that outlines the specific changes sought:

Pages 1-3 you will see a yellow highlighted spot with "USB". I wish to make the change from DVD/CD to USB for a more efficient way to release records. Not all applicants have a CD or DVD player to review release records.

Page 6 reflects the same DVD/CD to USB request.

Page 6 under item: is the addition of body worn camera footage and photos to Freedom of Information. There is an additional "photos invoice" that can speak to the existing photo release breakdown that I do not wish to alter. Just to add to.

Page 7, schedule A reflects the DVD/CD change to USB **32GB**, BWC or photos exceeding this 32GB will be subject to another cost of USB.

The raised cost for mailing to the set fee of \$15.00 (with the reoccurring need to purloine release records/USBs). Also adding HST to the fee statement.

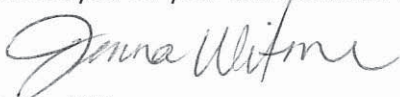
Page 8, schedule b is the same changes as **page 7**

Page 9 (ADDED PAGE) is the fee for service, which is specific to photographs and the cost per photograph. Only change is DVD/CD to USB.

Page 10 schedule c, the removal of field sketch and Drone imaging. Field sketches are rarely done and if they are they aren't considered "traffic field sketch" due to the ratios and measurements not being completed for the same. Drone imaging forms part of photos and Freedom of Information.

Page 11 no changes (shows small table of context for changes requested)

Thank you for your consideration in these modifications.

A handwritten signature in black ink, appearing to read 'Jenna Witmer', written in a cursive style.

Jenna Witmer

Freedom of Information Analyst and Records Clerk



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 07-2024

A by-law to recover fees for Woodstock Police Service Reports, motor vehicle collisions/reconstructions, police record checks, fingerprints, DVD/CDs, including human resource time and related expenses. **USB**

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WOODSTOCK POLICE SERVICE BOARD

BY-LAW 07-2024

A by-law to recover fees for Woodstock Police Service Reports, motor vehicle collisions/reconstructions, police record checks, fingerprints, DVD/CDs, including human resource time and related expenses. **USB**

1. PREAMBLE

Preamble

- 1.1 WHEREAS the Woodstock Police Service Board is responsible for the provision of adequate and effective police services in the municipality pursuant to section 38(1)(b) of the *Community Safety and Policing Act*; and
- 1.2 AND whereas section 38(2) of the *CSPA* provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provisions of policing;
- 1.3 WHEREAS the Board seeks to recover part of the costs of providing reports which are the property of the Woodstock Police Service; and
- 1.4 WHEREAS pursuant to section 391 of the *Municipal Act*, the Board, being a local Board as defined in section 1 of the *Municipal Act*, is authorized to pass by-laws imposing fees or charges on any class of persons, services and activities provided by and done on behalf of the Board; and
- 1.5 WHEREAS it is the responsibility of the Chief of Police of the Woodstock Police Service, in their capacity as Chief law enforcement officer to administer the policing services of the City of Woodstock in accordance with the policies and regulations as approved and established by the Woodstock Police Service Board.

2. INTERPRETATIONS

For the purposes of this by-law:

- | | | |
|--------------------|-----|---|
| <i>Definitions</i> | 2.1 | "Board" means the Woodstock Police Service Board; |
| | 2.2 | "Service" means the Woodstock Police Service; |
| | 2.3 | "City" means the City of Woodstock; |
| | 2.4 | "Record" means any record of information, however recorded, whether in printed form by electronic means or otherwise. |

3. APPLICATION

- | | | |
|--------------------------------------|-----|--|
| <i>Schedule for Recoverable Fees</i> | 3.1 | That the attached Appendix "A" and subsequent Schedules attached thereto be adopted as the schedule for recoverable fees for requests for Woodstock Police Service reports including, but not limited to, motor vehicle collision reports, collision reconstruction reports, general Woodstock Police Service reports on incidents, criminal record checks, DVD/CDs, Alarms, paid duty requests, including related human resource time, photocopying, and shipping expenses. |
| <i>Requests for Reports/Fees</i> | 3.2 | All requests for reports will be in writing or on an approved Woodstock Police Service form. Except for exigent circumstances all applicable fees will be collected prior to release of the reports or other documents. These fees will not be applied if, at the decision of the Chief of Police, the information is being shared with another Enforcement or Investigative Agency. |

4. ENACTMENT

- | | | |
|-----------------------|-----|---|
| <i>Repeal</i> | 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. |
| <i>Effective Date</i> | 4.2 | This by-law shall come into effect on the date of its enactment. |

ENACTED AND PASSED THIS 9th day of September 2024.

WOODSTOCK POLICE SERVICE BOARD

Chair

Ken Whiteford

Vice-Chair

Leslie Farrell



WOODSTOCK POLICE SERVICE BOARD

BY-LAW NO. 07-2024

APPENDIX "A" - RECOVERABLE FEES

Note: H.S.T. is included in all fees, except those noted herein

Item	COST
MOTOR VEHICLE COLLISIONS /RECONSTRUCTION	See Schedule C attached
Collision Reports	\$50.00
Technical Collision Investigation Report with Collision Reconstruction, Field Notes & 3D Scan	See Schedule C attached
FARO 3D Scan ONLY	See Schedule C attached
Technical Collision Investigation and Field Notes of Officer	See Schedule C attached
Scale Diagram Only	See Schedule C attached
Interview of Reconstructionist/Officer	See Schedule C attached
POLICE RECORD CHECKS	
Level 1 – PCRC (Volunteer/Student)	\$20.00
Level 1 – PCRC (Employment/Other)	\$45.00
Level 2 – PIC (Volunteer/Student)	\$20.00
Level 2 – PIC (Employment/Other)	\$45.00
Level 3 – PVSC (Volunteer/Student)	\$20.00
Level 3 – PVSC (Employment/Other)	\$45.00
Additional Copies	\$5.00
Criminal Record Checks – Record Suspension	\$45.00
FINGERPRINTS	
Civil Fingerprints (any purpose)	\$65.00
Fingerprints – Employment VSS	\$25.00 (no change – this is a fee charged by RCMP that must be collected and reimbursed)
MISCELLANEOUS	
Crown Attorney DVD Transcript Requests	\$2.75 per page & H.S.T.
Insurance/Occurrence Report	\$50.00
Interview of Sworn Member/Reconstruction Officer	1.5 times the Senior Constable rate of pay & H.S.T. (include a 3 hour minimum call out.) – No change – Same as Paid Duty
<i>Paid Duty Events (Sworn Members)</i>	
<i>Paid Duty Events (Administration Fee)</i>	15% of sworn members rate
<i>Paid Duty Vehicle Rate</i>	\$50.00 per hour
<i>Paid Duty Employer Health Tax</i>	1.95% of total amount charged for members
<i>Paid Duty W.S.I.B.</i>	3.62% of total amount charged for members ** subject to change based on rate increases
<i>Paid Duty - H.S.T.</i>	On all Paid Duty Categories
<i>Photographs / M.V.C. / Crime Scenes</i>	Up to 10 photos - \$30.00 Additional Images (11-40) - \$2.00 per image Additional images (over 40) - \$1.50 per image

Item	COST
	PLUS HST
Prisoner Escort/Security (P.O.A. Court)	\$33.09 per hour plus 1.95% Health Tax and 3.62% W.S.I.B. fee & H.S.T. ** subject to change based on rate increases
USB	\$30.00
Purge Request (FPS, sealing of records)	\$40.00 - form to be created and available on website; currently is only a letter address to Chief and no fee
Freedom of Information/ BWC / Photos	See attached Schedule A
Court Orders	See attached Schedule B
ALARMS	
Commercial Registration Fee (ANNUALLY)	\$50.00 (includes 4 false alarms)
Residential Registration Fee (ANNUALLY)	\$50.00 (includes 4 false alarms)
Subsequent False Alarm Fee	\$50.00 per false alarm after 4
Unregistered False Alarm Fee	\$50.00 residential and \$100.00 business / false alarm
Suspension Reinstatement Fee	\$0.00

SCHEDULE "A"

Woodstock Police Service
Municipal Freedom of Information and Protection Privacy Act
FEE STATEMENT

Date:

FILE NO.:

REQUESTER:

Application Fee: \$5.00

Reproduction Fee: (number of pages released)
pages @ \$0. 20per page or \$

USB (32gb) @ \$30.00 each \$

Search Time/Preparation Time: (to locate and assemble documents)
minute/hr @ \$7.50 / 15 minutes \$

Mailing Costs: (if electronic send is not available)
Postage costs incurred \$15.00

Less Application Fee Received (\$5.00)

SUBTOTAL \$

HST \$

BALANCE OWING \$

PLEASE MAKE CHEQUE PAYABLE TO:
WOODSTOCK POLICE SERVICE
615 Dundas Street, Woodstock, ON N4S 1E1

SCHEDULE "B"
Woodstock Police Service
Court Order - FEE STATEMENT

Date: FILE NO.:

REQUESTER:

Reproduction Fee: (number of pages released)
pages @ \$0.20 per page or \$

USB (32gb) @ \$30.00 each \$

Search Time/Preparation Time: (to locate and assemble documents)
minute/hr @ \$7.50 per 15 Minutes \$

Mailing Costs: (if electronic send is not available)
Postage costs incurred \$15.00

SUBTOTAL \$

HST \$

BALANCE OWING \$

PLEASE MAKE CHEQUE PAYABLE TO:
WOODSTOCK POLICE SERVICE
615 Dundas Street, Woodstock, ON N4S 1E1

FEE FOR SERVICE

WOODSTOCK POLICE SERVICE

615 Dundas Street, Woodstock ON N4S 1E1

Requestor:

Date:

Incident: WP22***** (FOI-2024-000**)

PHOTOGRAPHS

Total # of images is 112

USB with up to 10 images (\$30.00)	10	\$ 30.00
Additional images (11-40 - \$2.00 per image)	30	\$ 60.00
Additional images (over 40 - \$1.50 per image)	72	\$ 108.00
SUBTOTAL		\$ 198.00
HST		\$ 25.74
TOTAL		\$223.74

example
chart

See Invoice 2 of 2 – Next page

SCHEDULE "C"

Woodstock Police Service COLLISION RECONSTRUCTION REPORTS FEE STATEMENT

Date:

FILE NO.:

REQUESTER:

The following collision reconstruction data may be available from this Police Service. Some fees are subject to applicable HST.

Collision Report:

A copy of the standard Ministry of Transportation Motor Vehicle Collision Report completed in relation to a collision in accordance with the provisions of the *Highway Traffic Act* (Ontario) but shall not include witness statements or other personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario)

@ \$50.00

\$

FARO 3D Scan (Raw Data):

Additional: For the enhanced LEVEL 4 with animation scan option please contact the Records Department as an additional fee will incurred

@ \$1000.00

\$

Crash Data Retrieval (CDR) System Report: (per vehicle)

A technical report based on the analysis of information obtained from a CDR System Report (if available)

@ \$500.00 / vehicle

\$

Field Sketch:

A hand-drawn sketch created by a member of Traffic Services and the Collision Reconstruction Unit at the scene of the collision (if available)

WISH TO
BE
REMOVED

@ \$250.00

\$

DRONE Imaging

Video footage of a scene or search using DRONE:

@ \$10.00 /page

\$

Technical Collision Investigation Field Notes:

The hand written notes generated by a member of the Collision Reconstruction Unit or Traffic Services while attending the scene of collision. There will be a six (6) page minimum applied to requests for these documents.

@ \$10.00 /page

\$

Technical Collision Investigation Report (TCI Report):

A Police Service report, which the involved vehicles, a scene overview and may include atmospheric and lighting conditions, scene evidence, and includes a technical and collision analysis by a member of the Collision Reconstruction Unit. There will be a six (6) page minimum applied to requests for these documents.

@ \$10.00 /page

\$

Vehicle Inspection Report and Vehicle Mechanical Examination Report (per vehicle):

Visual and technical analysis of a damaged vehicle (if available); and
A report generated by a licenced mechanic retained during the course of the investigation by the Police Service, relating to an examination for mechanical fitness of each vehicle involved in a collision and the identification of faults, if any (if available)

@ \$250.00 / vehicle

\$

Interview with member of Collision Reconstruction Unit:

Customers frequently request access to members of the Collision Reconstruction Unit for an interview. Interviews will be approved at a rate of 1.5 times a 1st Class Constable Rate plus HST (minimum 3 hours). Interviews will pertain to technical aspects of the investigation only.

@ \$1.5 x 1st Class Constable Rate

\$

SUBTOTAL

\$

HST

\$

TOTAL FEE INCURRED

\$

BALANCE OWING

\$

PLEASE MAKE CHEQUE PAYABLE TO:

WOODSTOCK POLICE SERVICE

615 Dundas Street, Woodstock, ON N4S 1E1

Red: to be removed

Yellow highlight: is added

Things to be removed are things I
have not used in releasing
information.

Need to add HST to all items
processed.