



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: November 10, 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 October 6, 2025
Recommendation: The Board approves the minutes of October 6, 2025 as circulated.
6. Business Arising from the Minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Correspondence
 - a. OAPSB Email Dated October 27, 2025 – New Resource: Board Communication Policy Template – Strengthening Transparency and Public Trust
 - b. Letter of Appreciation from Downtown Woodstock BIA Dated November 3, 2025
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 10 be received.**
11. Financial Statements – Summary for period ending October 31, 2025
Recommendation: That the Board receive the financial statements ending October 31, 2025.

12. Board Report No. 10 – 2025
Recommendation: That all recommendations contained in Board Report No. 10 – 2025 pertaining to the WPSB Policy Committee meeting of October 16, 2025 be approved by motion, either individually or altogether.
13. Board Report No. 11 – 2025
Recommendation: That the Board adopt the amendments to section 24 of Board By-Law 01-2024.
14. Approval of Policy Committee Meeting Minutes from October 16, 2025.
Recommendation: That the Board approve the Policy Committee meeting minutes from October 16, 2025.
15. Records Retention By-Law 05-2024
Recommendation: That the Board approve updating By-Law 05-2024 to reflect the revised City of Woodstock Records Retention Schedule as approved by City Council on October 2, 2025.
16. Amendments to Board Policy AI-018 Appointment and Recruitment of the Chief of Police and Deputy Chief of Police.
Recommendation: That the Board approve policy AI-018 Appointment and Recruitment of the Chief of Police and Deputy Chief of Police as amended.
17. Amendments to Board Policy AI-41 Succession Planning
Recommendation: That the Board approve policy AI-041 Succession Planning as amended.
18. Unfinished Business
19. 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.
20. Motions arising from Closed Session
21. New Business (if necessary)
22. Date of next Board meeting Monday, December 8, 2025 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.
23. Adjournment



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board met on October 6, 2025 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

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

Also in attendance were Chief Nick Novacich; Jamie Taylor, Inspector; Kristi Lampman, Human Resources Coordinator; and David Tilley, Zone 4 Police Advisor 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 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 – September 8, 2025

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve the minutes of September 8, 2025 as circulated.

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford thanked all Board Members and staff for their assistance with the Zone 4 Meeting and Chief Wilkinson's Retirement Event, noting that both events were very successful.

8. VERBAL REPORT FROM CHIEF

- On September 10 the WPS and WPSB hosted the OACP/OAPSB Zone 4 Meeting at the Sally Creek Centre in Woodstock. Representatives attended from Brantford Police, Brant OPP, Norfolk OPP, Hamilton, Halton, Niagara Regional, as well as several Police Service Board Members. A special thank you was extended to Kristin, Becky, and the Board for organizing the event and breakfast. The event received many positive comments.
- In the afternoon of September 10 Chief Novacich, Former Chief Wilkinson, Inspector Taylor, and Board Member Daryl Stevenson attended the Jeff Pincombe Golf Tournament hosted by the Woodstock Police Association. The Board contributed a \$1000.00 donation and sponsorship, with signage displayed throughout the course recognizing the Board's support.
- On September 11 the WPS observed a moment of remembrance for the sacrifices of first responders who answered the call during the September 11, 2001 terrorist attacks in the United States.
- Also on September 11 Former Chief Wilkinson and Chief Novacich attended an event in the City of Vaughan in support of local Member of Parliament Arpan Khanna and the Jail Not Bail Act (Bill C-75). The event was well attended and received significant media coverage.
- On September 12 the Service recognized National Women in Policing Day, a day to honour and celebrate the contributions of female police officers across Canada. Chief Novacich recognized and thanked the female officers and civilian staff of the Woodstock Police Service for their ongoing dedication and service.
- On September 16 – 17 Former Chief Wilkinson and Chief Novacich attended the Small and Mid-Sized Chief's Conference in London which

was hosted by Aylmer Police. The conference included valuable roundtable discussions on issues affecting smaller services across Ontario, including grant funding, WSIB, recruitment challenges, bail reform, encampments, and open-air drug use.

- On September 18 Former Chief Wilkinson and Chief Novacich, and Chair Whiteford attended the Ontario Police College (OPC) March Pass to support new recruits, Veronica Sawicki and Jorden Demelo. Chief Novacich congratulated both graduates for their hard work and wished them continued success as they begin their post-OPC and coach officer training phase.
- On September 25 Chief Novacich and Inspector Taylor attended the Flag Raising Ceremony for Orange Shirt Day at Museum Square. Chief Novacich emphasized that every child matters. The event honoured Indigenous children who were taken from their families and reflected on the legacy of residential schools. It was well attended by City and County staff.
- On September 30 the Service recognized the National Day for Truth and Reconciliation, honouring the children who never returned home from residential schools, survivors, and their families and communities. The day serves as part of the broader effort to acknowledge the painful legacy of residential schools and support reconciliation between Indigenous and non-Indigenous peoples.

Following the report, Chair Whiteford inquired about the Service's position on open-air drug use. Inspector Taylor advised that he is working with the Community Relations Officer on a project to provide public education and enforcement. Pamphlets are being developed to support this initiative, and while the WPS is issuing more charges related to open-air drug use, the Service is currently focused on the educational phase of the program.

9. CORRESPONDENCE

- A) Inspectorate of Policing (IoP) Advisory Bulletin 2.1: Board and Committee Meetings
Moved by Jerry ACCHIONE
Seconded by Connie LAUDER
Resolved that the Board's Policy Committee be asked to review this correspondence and report back to the Board at the November or December Board Meeting.
CARRIED.

10. STATISTICS/REPORTS – INSPECTOR JAMIE TAYLOR

- 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 10.

CARRIED.

11. FINANCIAL STATEMENTS

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board receive the financial statements ending September 30, 2025.

CARRIED.

12. BOARD MEMO – CAPITAL BUDGET REQUEST 2026

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved 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.

CARRIED.

13. AMENDMENTS TO RECOVERING FEES BY-LAW 07-2024

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve Recovering Fees By-Law 07-2024 as amended.

CARRIED.

14. UNFINISHED BUSINESS

None.

15. CLOSED SESSION

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board adjourns to Closed Session at 3:35 p.m. 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.

CARRIED.

CLOSED SESSION RISES

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

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

CARRIED.

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

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.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY – CHIEF

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 October 6, 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 – STATUS OF LEGAL CASES

Information only.

CLOSED SESSION # 5 – MEMO – PROPERTY TRANSFER

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board approve the transfer of property as outlined in the memo from J.G. dated September 15, 2025.

CARRIED.

CLOSED SESSION # 6 – BOARD MEMO – APPOINTMENT OF D.S.

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board formally appoint D.S. as a police officer with the Woodstock Police Service as of September 15, 2025.

CARRIED.

CLOSED SESSION # 7 – BOARD MEMO – TERMINATION OF APPOINTMENT OF V.S.

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board formally terminate the Special Constable appointment of V.S. as of September 22, 2025.

CARRIED.

CLOSED SESSION # 8 – BOARD MEMO – APPOINTMENT OF V.S.

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board formally appoint V.S. as a police officer with the Woodstock Police Service as of September 22, 2025.

CARRIED.

CLOSED SESSION # 9 – BOARD MEMO – APPOINTMENT OF J.D.

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board formally appoint J.D. as a police officer with the Woodstock Police Service as of September 22, 2025.

CARRIED.

CLOSED SESSION # 10 – BOARD REPORT NO. 8 - 2025

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve the recommendation contained within Closed Session Board Report No. 8 – 2025.

CARRIED.

CLOSED SESSION # 11 – BOARD REPORT NO. 9 – 2025

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board approve the recommendation contained within Closed Session Board Report No. 9 – 2025.

CARRIED.

CLOSED SESSION # 12 – CORRESPONDENCE FROM ESENTIRE PRESIDENT AND COO

Direction was given by the Board to have the Chair and Chief co-sign a response to the email correspondence.

CLOSED SESSION # 13 – 2025 CONTRACT NEGOTIATIONS

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board ratify the terms of the 2025-2029 Collective Agreement for both Uniform and Civilian.

CARRIED.

CLOSED SESSION # 14 – BOARD ONLY SESSION

No motion arising.

CLOSED SESSION # 15 – OTHER ITEMS AS NECESSARY

Correspondence from Association of Municipalities of Ontario Regarding OPP Cost Recovery Model
Information only.

17. NEW BUSINESS

None.

18. Date of Next Board Meeting Monday, November 10, 2025 at 3:00 p.m. at the Woodstock Police Service Headquarters.

19. ADJOURNMENT

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board does now adjourn at 4:52 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

New Resource: Board Communication Policy Template – Strengthening Transparency and Public Trust

From OAPSB Training and Communications Team <communications@oapsb.ca>

Date Mon 2025-10-27 12:00 AM

Dear Board Members,

Clear and consistent communication is one of the most visible measures of strong police governance. In recent months, several situations across Ontario have highlighted a common challenge: when Boards do not communicate proactively, the silence is often interpreted by the public and the media as secrecy or inaction.

To help address this, the Ontario Association of Police Services Boards has developed a **Board Communication Policy Template**, now available in the **Members' Portal**.

Why This Matters

While the Community Safety and Policing Act, 2019 (CSPA) does not explicitly prescribe how Boards must communicate, it does establish a clear expectation for transparency, accountability, and community engagement. The way a Board communicates is fundamental to fulfilling those obligations.

This policy template translates those principles into practical, proactive governance, helping Boards move from reactive responses to strategic communication that builds confidence and trust.

Strong communication practices are not just about crisis management. They are about:

- **Transparency:** Ensuring the community understands how decisions are made and why.
- **Accountability:** Demonstrating that Boards are active, informed, and independent.
- **Engagement:** Building credibility by closing the feedback loop with the communities you serve, especially after town halls or consultations.
- **Consistency:** Providing clarity on who speaks for the Board and how sensitive information is managed.

About the New Template

The Board Communication Policy Template establishes a foundation for effective communication and includes:

- Clear roles and responsibilities for authorized spokespersons and handling of public inquiries.
- Guidance for managing communication during critical or sensitive incidents, including coordination with Chiefs of Police or Detachment Commanders while respecting operational independence.
- A definition and structured response model for "critical events," informed by guidance from the Inspectorate of Policing, the Toronto Police Service Board, and national best practices.
- Privacy and data-handling protocols to ensure compliance with MFIPPA and Regulation 408/23.
- A visual flowchart to help Boards manage communication quickly and consistently during sensitive situations.

This policy is not intended to limit dialogue; it is meant to support Boards in communicating responsibly, confidently, and consistently, even when the issues are complex.

It should be adopted as a baseline framework and adapted to reflect each Board's local needs, communication channels, and community expectations.

Looking Ahead

Good communication is both a compliance and a culture issue. It is how Boards demonstrate that they are not only governing, but leading with integrity, openness, and respect.

We encourage Boards to:

- Review the new policy together at an upcoming meeting.
- Consider adding communication practices to your annual Board development or orientation program.
- Plan for follow-up communications after community meetings or town halls to demonstrate accountability and responsiveness.

This is the starting point of a broader effort to strengthen public confidence in police governance across Ontario.

Access the Template

The **Board Communication Policy Template** and flowchart are now available for download in the **Members' Portal**. Remember you will need to be signed in to the portal for the link to work.

Thank you for your continued commitment to good governance, transparency, and community trust.

This email was sent on behalf of Ontario Association of Police Services Boards located at PO Box 43058, London RPO Highland, ON N6J 0A7. [To unsubscribe click here](#). If you have questions or comments concerning this email contact Ontario Association of Police Services Boards at oapsb@oapsb.ca.

Board Communication Policy Template

Based on the Community Safety and Policing Act (CSPA) requirements

1. Purpose & Scope

The purpose of this policy is to establish clear guidelines for communication practices that promote transparency, accountability, and public trust in accordance with the Community Safety and Policing Act (CSPA). This policy applies to all Board members and designated staff involved in communication activities. It covers interactions with municipal councils, the public, media, and other stakeholders.

2. Principles & Legal Foundations

This Board commits to communication grounded in the principles of transparency, respect, inclusion, and procedural fairness as required under the CSPA and Regulation 408/23. All communication must uphold the highest standards of professionalism, confidentiality, and cultural sensitivity. The Board is committed to fulfilling its obligation to publish strategic plans, annual reports, and directions to the Chief of Police or OPP detachment commander in a timely and accessible manner.

3. Roles, Authority & Delegation

Authorized Spokespersons

Only the Board Chair or other designated spokespersons are authorized to speak publicly or issue formal statements on behalf of the Board. Staff support will be provided to assist with the preparation and review of communications, including press releases and media statements.

Handling Public and Media Inquiries

Board members are expected to refrain from providing official comments or information to the media or public unless specifically authorized. If approached for comment, members should:

- Politely direct inquiries to the Board Chair or designated communications officer.
- Clearly state if offering personal opinions, ensuring these are not mistaken for official Board positions.
- Avoid discussing confidential or sensitive information.
- In critical or sensitive situations, all media engagement must be coordinated through the Chair or communications lead.

Personal Opinions

Members must clearly distinguish personal views from Board positions when communicating publicly and ensure compliance with the code of conduct outlined in Regulation 408/23.

4. Public Engagement & Channels

The Board will utilize appropriate platforms, including the municipal website, social media, public meetings, and press releases, to engage with the community. All communication channels will be managed to ensure accessibility, inclusivity, and responsiveness to diverse communities, including Indigenous peoples, racialized groups, and persons with disabilities.

5. Critical Events & Sensitive Situations

A critical event is any occurrence that may significantly affect public safety, community trust, the reputation of the Board, or its ability to fulfill its responsibilities. Examples include serious injury, an officer-involved incident, a major policy failure, or any matter that draws considerable public or media attention.

This definition is informed by the concept of a “Critical Point” as outlined by the Toronto Police Service Board, which describes situations that quickly elevate operational, reputational, financial, or governance risk and require the Board’s immediate attention. It also reflects the guidance issued by Ontario’s **Inspectorate of Policing**, which encourages municipal police service boards to adopt formal “Critical Point” policies and establish clear information-sharing protocols with police leadership during significant or high-impact events.

The Board recognizes that not all communications during a critical event are appropriate for Board comment. Operational information, investigative details, or statements concerning active police activity remain the responsibility of the **Chief of Police or OPP Detachment Commander**. The Board’s role is to focus on communication related to governance, oversight, accountability, and community reassurance, while avoiding interference in operations.

This approach aligns with policing best practices such as those described in *Managing Officer-Involved Critical Incidents* by the Police Executive Research Forum, which frames critical incidents as serious events requiring coordination between operational leadership and governance bodies.

By combining these perspectives, the Board acknowledges that critical events extend beyond operational matters to include those that influence governance, accountability, and community confidence. This broader definition supports the Board’s duty under the Community Safety and Policing Act to ensure transparency and effective communication while maintaining clear respect for operational independence.

Communication and Response Protocol

When a critical event occurs, the Board will follow a structured process to manage communication, assess risk, and coordinate an appropriate response.

1. Immediate internal notification to the Board Chair, communications lead, and, where appropriate, legal counsel.
2. Preliminary assessment to determine whether the event meets the criteria for a critical event.
3. Verification of facts through reliable and authorized sources before making any public or internal statement.
4. Coordination with the **Chief of Police or OPP Detachment Commander** to confirm which elements of the event fall under operational communication.
5. Preparation of approved Board messaging limited to governance-related matters, such as expressions of support, transparency commitments, or confirmation of oversight processes.
6. Designation of the appropriate spokesperson, ensuring alignment between the Board's communication and the service's operational updates.
7. Notification of the full Board and relevant partners, including police leadership and municipal officials if applicable.
8. Coordination of all public or media communication through official channels, maintaining transparency while protecting sensitive information.
9. Monitoring of media coverage and public reaction, with adjustments as necessary to preserve accuracy and trust.
10. Post-event review to evaluate the effectiveness of communication and identify improvements for future incidents.

All communication related to critical events must balance transparency with confidentiality, ensuring that operational independence is maintained at all times.

Sources Referenced:

- Inspectorate of Policing of Ontario, *Advisory Bulletin: Municipal Police Service Board Policy – Critical Points* (2024)
- Toronto Police Service Board, *Critical Points Policy* (2023)
- Police Executive Research Forum, *Managing Officer-Involved Critical Incidents* (2019)

6. Privacy, Data & Misconduct Reporting

All personal and confidential information received by the Board shall be handled in compliance with applicable privacy laws, including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and regulations concerning Regulated Interactions.

Board members and staff are required to follow formal procedures for reporting suspected misconduct, including whistleblower protections against retaliation, in accordance with the *Community Safety and Policing Act (CSPA)* and Regulation 408/23.

Complaints or concerns must be directed as follows:

- **Complaints regarding the Board or Police Leadership** (including governance issues, failure to comply with legislation, or breaches of the Board Member Code of Conduct) should be submitted to the **Inspectorate of Policing of Ontario (IoP)** at www.iopontario.ca or by email at complaints@iopontario.ca.
- **Complaints regarding individual police officers or members of a police service** should be filed with the **Law Enforcement Complaints Agency (LECA)** at www.leca.ca or by email at info@leca.ca.
- **Complaints regarding Board employees or contractors** will be managed through the Board's internal human resources and complaint procedures.

Conflicts of interest must be disclosed promptly and managed in accordance with Regulation 408/23.

7. Training & Continuous Improvement

Board members should receive training on communication protocols, media engagement, that align with the mandatory training on human rights, and systemic racism to ensure effective, respectful, and lawful communication practices. This policy will be reviewed and updated regularly, at minimum in alignment with the Board's strategic planning cycle, to incorporate feedback and evolving best practices. Training costs should also be included as part of the board budget process for governance development.

8. Sample Clauses

Authority Statement

"Only the Chair or designated spokesperson(s) may issue formal statements on behalf of the Board. Individual members must preface any personal comments with a disclaimer that such views do not represent the Board."

Critical Point Definition

"Critical events are defined as occurrences that significantly affect public safety, operational effectiveness, community trust, or the reputation of the Board, and that require immediate notification to the Chair, coordination with the Chief of Police or OPP Detachment Commander, and a structured public communication response.

This definition is informed by the concept of a 'Critical Point' adopted by the Toronto Police Service Board (2023) and the guidance of Ontario's Inspectorate of Policing (2024), which encourages boards to establish clear communication and information-sharing protocols during significant or high-impact events. It also reflects recognized policing practice described by the

Police Executive Research Forum (2019) concerning management of officer-involved critical incidents.”

Privacy Clause

“All confidential information will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and related legislation. Unauthorized disclosure is prohibited.”

End of Policy

Communication Flowchart for Critical or Sensitive Incidents

1. Incident Occurs

A critical or sensitive incident occurs within the jurisdiction of the Board.



2. Initial Assessment

Board Chair and Communications Lead assess whether the event meets the definition of a critical incident.



3. Information Verification

Gather facts from verified and authorized sources before any statement or discussion.



4. Determine Communication Path

- **Operational matters:** Chief of Police or OPP Detachment Commander leads all public communication.
- **Governance or oversight matters:** Board Chair or designated spokesperson leads communication on transparency, accountability, and community reassurance.



5. Message Coordination

Ensure consistency between Board and Service statements while maintaining independence of roles.



6. Public Communication

Release approved statements through official channels such as the municipal website, press release, or public notice.



7. Monitoring and Adjustment

Track media coverage, public response, and social media activity. Correct inaccuracies promptly and factually.



8. Post-Event Review

Conduct a debrief to evaluate communication effectiveness and update Board policy or protocol as needed.



November 3, 2025

To: Chief Novacich, Woodstock Police Service

From: Downtown Woodstock BIA Board of Directors

Re: Police Presence in Downtown

Dear Chief Novacich,

On behalf of the Downtown Woodstock Business Improvement Area, thank you to you and the Woodstock Police Service team for your steady presence and responsive support in the downtown core.

Over the past several weeks a positive improvement in day-to-day activity, increased foot traffic, a stronger sense of safety among businesses and visitors, and timely responses to member concerns, has been noticed.

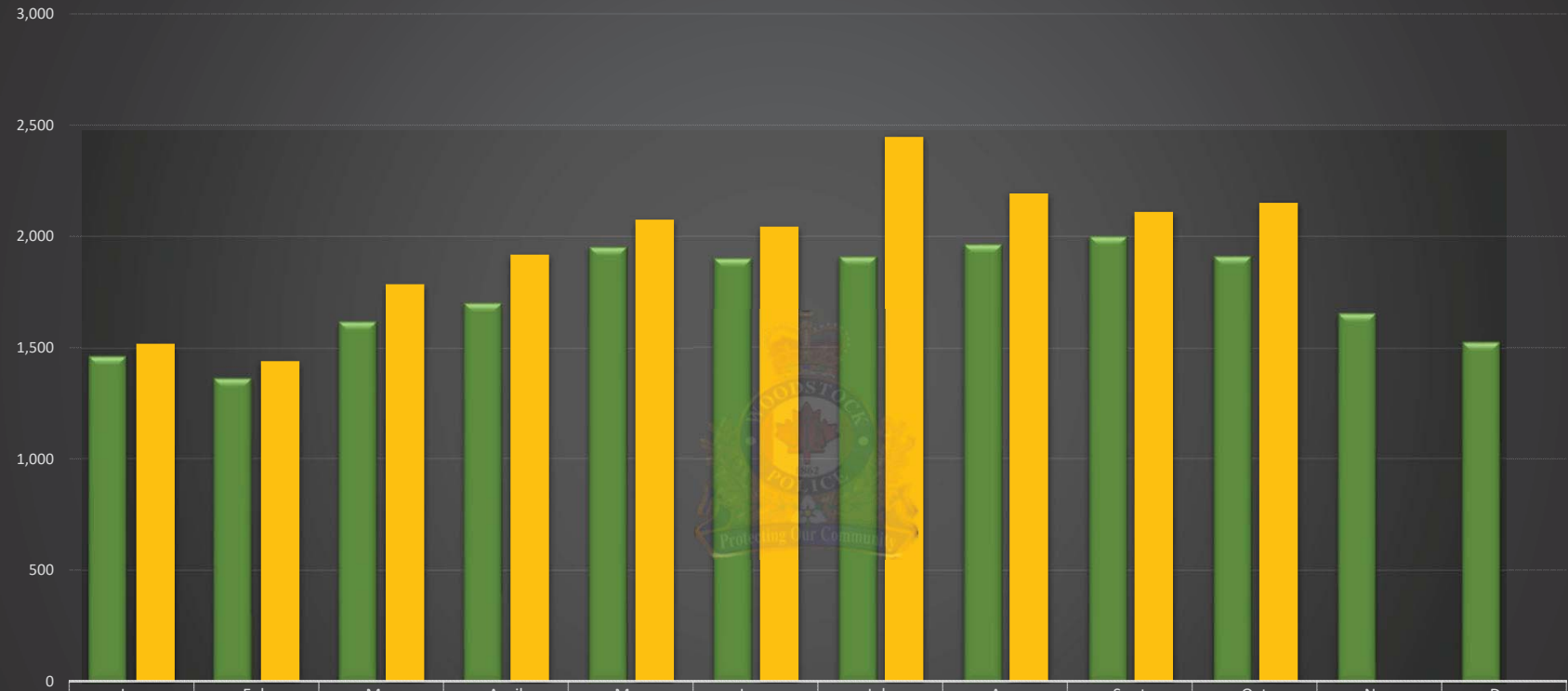
We value our partnership and look forward to continued collaboration. Please let us know if there is anything further, we can do to support your efforts; to share information; or to align our programming and communications.

Thank you again for your service to our community.

Sincerely,

Duane Kumala-Thomas
Operations Manager
Downtown Woodstock BIA

2025 WPS Calls for Service



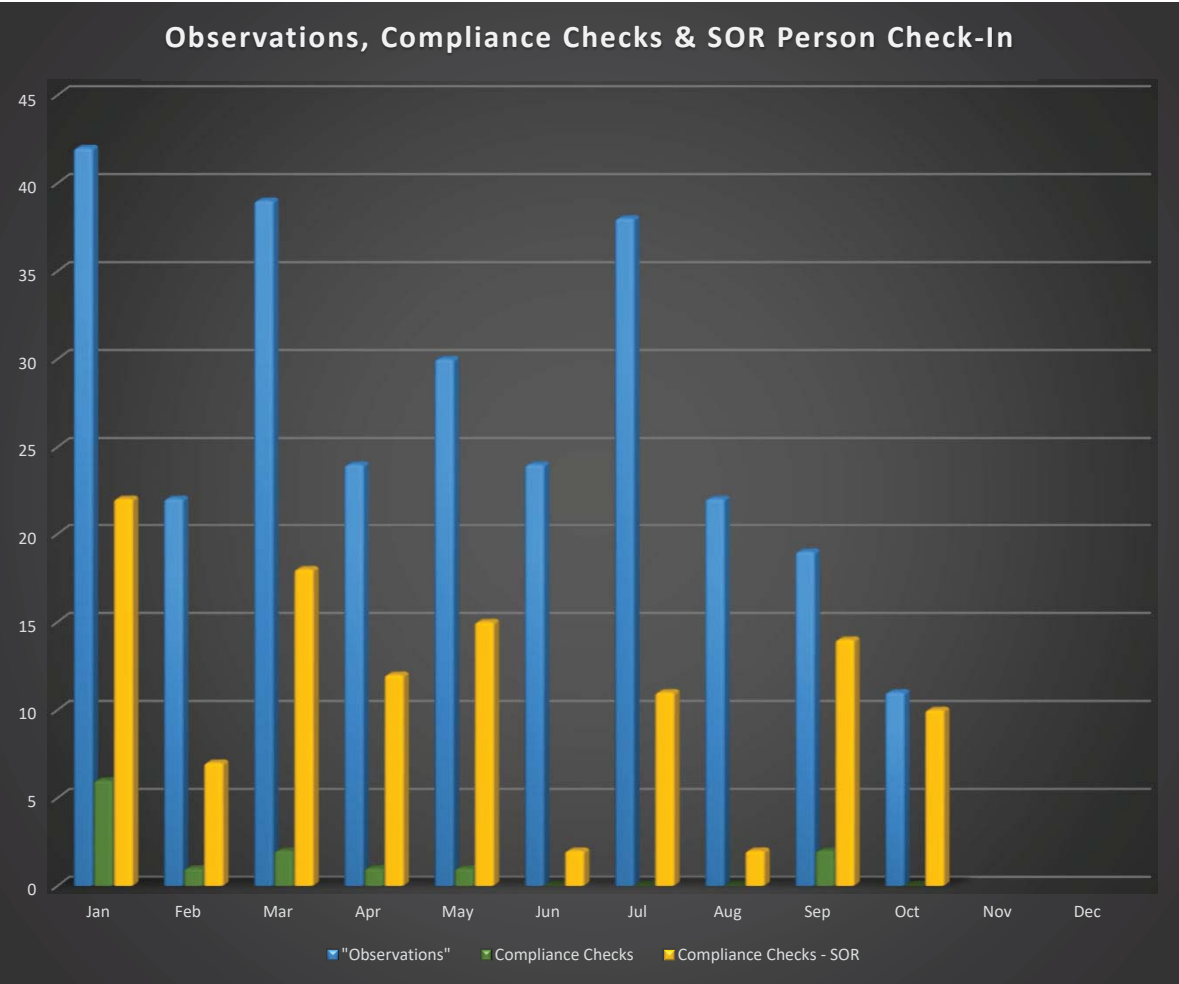
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2024	1,466	1,367	1,621	1,704	1,954	1,904	1,911	1,966	2,002	1,913	1,658	1,529
2025	1517	1439	1785	1918	2075	2044	2447	2193	2110	2151	0	0

2025

Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025 to date	year to date	2024 to date	year to date
Calls for Service	1	Calls for Service		1517	1439	1785	1918	2075	2044	2447	2193	2292	2151				19861	21015	
	2	911 Calls		2925	2938	3075	3090	3286	3465	3633	3276	1479	1496				28663	37941	
	3	OPP Transfer		763	784	798	899	864	1060	1019	882	142	91				7302	10497	
	4	London CACC		1235	1145	1113	1114	1198	1149	1226	1095	584	557				10416	13656	
	5	County Fire / Other		68	68	143	81	60	97	115	138	16	10				796	1224	
	6	WPS and WFD		859	941	1021	1056	1164	1159	1273	1161	737	838				10209	12574	
	7	911 Hang Ups		83	78	95	100	122	131	116	105	95	107				1032	1265	
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	21	13	25	12	7	47	69	60	44	34				332	415	
			Foot Beat Hours	31	20.5	38.75	18.25	15	85.5	118	176	138	62.25				703	680	
	2	Bike & Park	Park patrol														0	0	
			Bike patrol					1	5	9	7						22	23	
3	Focused Patrols									1	5						6	9	
Criminal Investigation Services	1	Impaired Driving		9	5	8	2	9	4	13	6	5	7				68	103	
	2	Criminal Charges Arrests		96	100	165	74	139	122	142	147	127	123				1235	1441	
				117	85	105	85	124	110	136	129	138	117				1146	1396	
	3	Controlled Drugs and Substance Act															0	0	
				5	4	10	0	16	2	12	14	13	4				80	120	
4	Youth Criminal Justice		14	6	5	6	8	3	5	3	16	6					72	91	
5	Warrants Executed		38	26	30	27	35	29	29	23	32	43	29				312	426	
Police Complaints	1	LECA Complaints		3	1	2	2		2	2		1					13	19	
	2	Internal Chief's											1				1		
	3	Concluded		2	1	2	2	1	2		1		1				12		
Road Safety	1	HTA Radar		55	34	82	102	43	44	60	41	22	40				523	825	
	2	HTA Offences		72	57	49	72	65	42	70	31	45	93				596	950	
			Provincial Offence (LLA, CAIA, TPA)	21	14	16	27	20	18	30	22	29	27				224	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		4				16	52	
		Vehicles Checked		225	160	300		308	240	160	85		225				1703	3683	
		Overdose / Death		2	4	6	1	2	5	4	1	8	1	4					
		Stolen Vehicles		2	9	5	5	3	11	2	4	4	3				48		
Recovered			3	1	4		6	8	2	4	2	2				32			
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	11	0	10
Nov			
Dec			
	271	13	113



Time: 11:41:52 AM

Woodstock Police Service Board - October 31, 2025

<u>Account</u>	<u>Description</u>	2025 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63025-0000	ONTARIO - POLICE DISCLOSURE PROTOCOL GR/	\$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 RECOV.	487,170.00	382,612.50	104,557.50	78.54
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 ENHANCEMEN	114,910.00	100,294.23	14,615.77	87.28
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	44,950.03	(4,950.03)	112.38
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	100,000.00	85,721.03	14,278.97	85.72
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	200,000.00	169,268.38	30,731.62	84.63
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	123,430.00	0.00	100.00
0500-69216-0000	POLICE - ALARM REVENUE	65,000.00	46,219.00	18,781.00	71.11
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	38,276.22	(13,276.22)	153.11
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	4,065.08	(65.08)	101.63
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	14,018.54	(8,018.54)	233.64
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	934,338.17	(134,338.17)	116.79
0500-69268-0000	POLICE - HOSTED TRAINING REVENUE	0.00	5,120.00	(5,120.00)	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	\$3,175,510.35	\$665,649.65	82.67%
<u>Expenditures</u>					
0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$954,470.00	\$651,670.12	\$302,799.88	68.28%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,951,970.00	\$1,684,632.23	\$267,337.77	86.30%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,435,560.00	\$2,072,352.03	\$363,207.97	85.09%
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$16,042,210.00	\$12,679,404.16	\$3,362,805.84	79.04%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$131,620.00	\$201,284.58	(\$69,664.58)	152.93%
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	\$3,245,930.31	\$1,163,099.69	73.62%

Woodstock Police Service Board - October 31, 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%
0500-72249-0412	POLICE - CSP PROVNCIAL GRANT EXPENSES	\$0.00	\$40,678.00	(\$40,678.00)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$320,400.00	\$286,974.66	\$33,425.34	89.57%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,450.00	\$270,813.17	\$35,636.83	88.37%
Total Expenditures		\$26,656,710.00	\$21,144,574.19	\$5,512,135.81	79.32%
Total Revenues		(\$3,841,160.00)	(\$3,175,510.35)	(\$665,649.65)	82.67%
Net Difference		\$22,815,550.00	\$17,969,063.84	\$4,846,486.16	78.76%

WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
October 31, 2025

	Name	January 1, 2025	2025 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to : Operating/Capital:	Balance October 31, 2025	
0180-52031	Sick Leave Severance Reserve Fund	1,251,107.94	10,000.00	14,128.62		333,397.75		941,838.81	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		580.09				20,968.06	
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	14,708.71	-	333,397.75	640,000.00	2,320,186.07	

To: **Woodstock Police Service Board**

From: **Woodstock Police Service Board Chair**

Re: **Recommendations Arising from WPSB Policy Committee Meeting on October 16, 2025**

RECOMMENDATION

That all recommendations contained in this report pertaining to the WPSB Policy Committee meeting of October 16, 2025 be approved by motion, either individually or altogether.

AIM

To provide a report from the WPSB Policy Committee to the Board following its review of the Inspectorate of Policing (IoP) Advisory Bulletin 2.1: *Board and Committee Meetings*, as directed by the Board.

BACKGROUND

At its meeting on October 10, 2025, under Item 9(A) of the Open Session, the Board passed a resolution directing the Policy Committee to review the Inspectorate of Policing (IoP) Advisory Bulletin 2.1: *Board and Committee Meetings* and report back with recommendations. This review was undertaken to ensure alignment with the *Community Safety and Policing Act (CSPA)* and to support best practices in transparency, governance, and public accountability. The Policy Committee has completed its review and is bringing forward its findings and recommendations for the Board's consideration.

COMMENTS

The WPSB Policy Committee met to review and discuss key points and recommendations outlined in the IoP's Advisory Bulletin.

A) Location of Public/Open Session Meetings

- The IoP advises that Boards and committees should consider public accessibility when selecting meeting locations and notes that holding a "public" meeting within a secure police facility may not always satisfy the requirement of being "open to the public."

B) Closed Session Items

- The IoP advises that when determining whether an item should be addressed in open or closed session, Boards and committees should balance the principles of transparency and public interest against the potential harm of disclosure.
- For information purposes, section 44(6) of the *CSPA* permits Boards to move into closed session for the purpose of education or training members (e.g. equipment demonstrations).

- **Recommendation (a):** That the Board agree that, where appropriate, closed session reports be accompanied by a corresponding open session report providing a general summary (similar to the practice for SIU reports).

C) Board Committees

- The IoP advises that Board by-laws should govern the composition of Board committees.
- It further recommends that committee meeting recording requirements (s. 43(4) of the *CSPA*) be included as a duty of each committee within the governing by-law.
- As of October 16, 2025 the WPSB Policy Committee has commenced formal minute-taking of its meetings.
- The recording of committee meetings and committee composition requirements should be included/added to section 24 of Board By-Law 01-2024.
- **Recommendation (b):** That the Board approve the amendments to section 24 of Board By-Law 01-2024.

D) Notifications to Police Services Advisors

- The IoP advises that Boards should notify their assigned Police Services Advisor of 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 pursuant to s. 115(7) of the *CSPA*.
- Moving forward the WPSB will implement this practice.
- **Recommendation (c):** That the Police Services Advisor be advised of all meetings of the Board whether open or closed.

To: **Woodstock Police Service Board**

From: **Woodstock Police Service Board Chair**

Re: **Amendments to Section 24 of Proceedings By-Law 01-2024**

RECOMMENDATION

That the Board adopt the amendments to Section 24 of Board By-Law 01-2024.

AIM

To present amendments to Section 24 of Proceedings By-Law 01-2024 relating to the composition of Board committees and the recording of committee meetings, following a review by the Board's Policy Committee.

BACKGROUND

At its meeting on October 16, 2025, the Policy Committee reviewed the Inspectorate of Policing (IoP) Advisory Bulletin 2.1: *Board and Committee Meetings*. The Committee determined that additional provisions regarding the composition of Board committees, as well as requirements for recording committee meetings, should be incorporated into the Board's Proceedings By-Law to ensure clarity, transparency, and compliance with provincial expectations.

COMMENTS

The proposed amendments to Section 24 of By-Law 01-2024 outline criteria for committee composition and establish requirements for recording of committee meetings. These amendments are intended to enhance accountability in Board governance processes and to align Board procedures with the *Community Safety and Policing Act* and emerging best practices identified by the IoP.

Appendix "A" to this report contains the proposed amendments.

APPENDIX "A"

Proposed Amendments to Section 24 of Proceedings By-Law 01-2024 Page 24/25

24. COMMITTEES

<i>Committees</i>	24.1	Subject to the provisions of section 42(1)(a) of the <i>Act</i> , Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
<i>Ad Hoc Committees</i>	24.2	The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
<i>Board's Role</i>	24.3	The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
<i>General Rules of Committees</i>	24.4	The role of the Committees shall generally be to make recommendations to the Board on matters which are in their jurisdiction.
<i>Committee Chair</i>	24.5	Each Committee shall be Chaired by a Board Member.
<i>Committee Proceedings</i>	24.6	The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable. <i>In accordance with section 43(4) of the Act, every Committee shall ensure that all resolutions, decisions, and other proceedings are recorded, whether the meeting is open to the public or closed. The minutes of the Committee meeting shall be presented to the Board for approval at the next regularly scheduled Board meeting or as soon as feasible in the circumstances.</i>
<i>Committee Membership</i>	24.7	Members shall be appointed to Committees by the Board and confirmed on an annual basis.
	24.8	<i>In accordance with section 42(3) of the Act, a committee shall be composed of,</i> <i>(a) At least two (2) members of the police service board; and</i> <i>(b) Any number of additional members, as long as the majority of the committee is composed of members of the police service board.</i>
<i>Members' Rights</i>	24.8 24.9	Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings. The Chair, as ex-officio, is a member of every Committee.
<i>Sub-Groups</i>	24.9 24.10	No sub-groups of Committees shall be established without approval by the Board.



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board's Policy Committee met for a meeting on October 16, 2025 at Woodstock Police Service Headquarters at 1:30 p.m.

Present were: Ken Whiteford, Provincial Appointee; Daryl Stevenson, Community Appointee; and Kristin Barnim, WPSB EA.

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 1:30 p.m.

2. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. IOP ADVISORY BULLETIN 2.1 – HIGHLIGHTS

The Committee reviewed and discussed key items from the bulletin, including:

- A) Location of Public Meetings
- B) Closed Session Items
- C) Board Committees
- D) Notifications to Police Services Advisor

Recommendations arising from the discussion will be presented to the Board as outlined in Board Report No. 10 – 2025 dated November 10, 2025.

4. RECORDS RETENTION BY-LAW 05-2024

It was noted that at its meeting on October 2, 2025, City Council approved an amended Records Retention Schedule. As the City's schedule is appended to the Board's Records Retention By-Law 05-2024, the Board's by-law will be updated accordingly. No significant changes were identified that affect the Board.

5. POLICY REVIEW

The following policies were reviewed:

- A) AI-018 Appointment and Recruitment of the Chief of Police and Deputy Chief of Police

- B) AI-041 Succession Planning
- C) AI-040 Respect in the Workplace Policy

Proposed amendments to AI-018 and AI-041 will be recommended to the Board at the November Board Meeting. Policy AI-040 was reviewed as part of its annual review requirement; no changes were recommended.

6. ADJOURNMENT

Moved by Ken WHITEFORD

Seconded by Daryl STEVENSON

Resolved that the Board does now adjourn at 3:02 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Appointment and Recruitment of the Chief of Police and Deputy Chief of Police
Policy Number:	AI-018
Effective Date:	September 9, 2024
Reviewed:	October 16, 2025
Amended:	

Authority/Legislative Reference

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

Policy Statement

This policy outlines the procedures and criteria for the recruitment and appointment of the Chief of Police (the “Chief”) and the Deputy Chief of Police (the “Deputy Chief”) for the Woodstock Police Service (the “Service”). It is designed to ensure compliance with the *Community Safety and Policing Act* and other relevant legislation, promoting transparency, merit-based selection, and alignment with community needs and expectations.

Policy Application

1. When a vacancy arises for the **position of** Chief or Deputy Chief, the Woodstock Police Service Board (the “Board”) **retains sole discretion to determine whether to proceed with an internal or external appointment and recruitment process.** ~~shall issue a public announcement detailing the job description, qualifications, and application process. The vacancy will be widely advertised on local, provincial, and/or national platforms, including~~

~~professional organizations, employment websites, and community networks, to attract a diverse pool of candidates.~~

2. **Internal Appointment and Recruitment Process**

- a. Where ~~qualified~~ internal candidates exist, the Board may consider and assess such candidates without a public posting or formal external recruitment.
- b. The Board shall take into consideration any recommendations made by the outgoing Chief or Deputy Chief.
- c. The Board shall deliberate and vote on any recommendation. If the Board is in agreement, the Chair and Vice Chair shall meet with the recommended candidate.
- d. Following the meeting, the Board will hold a final vote to confirm or decline the appointment.
- e. If the Board approves the appointment, a formal offer of employment will be extended, and a contract provided outlining the terms and conditions of employment, including compensation, benefits, and contractual obligations.
- f. Where no recommendation is made or accepted, the Board shall notify members of the Service of the vacancy, and the steps outlined in Section 3(b) to (e) below shall apply.

3. **External Appointment and Recruitment Process**

- a. Where the Board exercises its discretion to conduct an external recruitment process, the Board shall issue a public announcement detailing the job description, required qualifications, and application process. The Board will determine the appropriate scope of advertising for the vacancy, which may include local, provincial, or national platforms

such as professional policing organizations, employment websites, or community networks, to attract a diverse and qualified pool of candidates.

- b. Interested candidates must submit their applications by the specified deadline. ~~An initial~~ screening committee, appointed by the Board, shall review applications to ensure that candidates meet the minimum qualifications and criteria as outlined in the job description. Candidates will be evaluated based on their educational background, experience, and training, as well as competencies such as leadership, strategic thinking, community engagement, and commitment to policing standards. Comprehensive background checks, including criminal record checks and verification of previous employment, will be conducted.
- c. Shortlisted candidates shall participate in a structured interview process conducted by a selection panel, which may include members of the Board, external experts, and community representatives. The panel will assess candidates based on their responses to situational and behavioural questions and their ability to address contemporary policing ~~issues~~ challenges and lead effectively.
- d. Following the interview process, the selection panel shall provide the Board with a recommendation for the appointment of the Chief and/or Deputy Chief. This recommendation will include a summary of the candidate's qualifications, interview performance, and suitability for the role. The Board shall review the recommendation and make the final decision regarding the appointment, ensuring that the choice is based on the merit of the candidates and the best interests of the Service and community.
- e. Once the Board approves the appointment, an offer will be extended to the selected candidate. A contract will be forwarded to the candidate outlining the terms and conditions of employment, including compensation, benefits, and contractual obligations. A transition plan

shall be developed to ensure a smooth hand-over from the outgoing Chief or Deputy to the incoming appointee, including briefings, introductions, and orientation to key stakeholders and ongoing projects. The newly appointed Chief or Deputy Chief will undergo an on boarding process, including orientation to the Service's policies, procedures, and community expectations.

4. At all times, including in exceptional circumstances, the Board retains full discretion in determining and managing the appointment and recruitment process for the Chief and Deputy Chief.
5. This policy will be reviewed annually or as necessary to ensure compliance with all relevant legislation. Amendments will be made as needed to reflect changes in legal requirements, best practices, and organizational needs.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Succession Planning
Policy Number:	AI-041
Effective Date:	October 28, 2024
Reviewed:	October 16, 2025
Amended:	

Authority/Legislative Reference

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

Policy Statement

The purpose of this policy is to ensure the continuity and effectiveness of senior management within the Woodstock Police Service (the “Service”). ~~This policy outlines the process for preparing for and managing transitions in key senior management positions to maintain leadership stability and operational efficiency. The Woodstock Police Service Board (the “Board”) is committed to maintaining a robust succession planning process for senior management roles.~~ **The Woodstock Police Service Board (the “Board”) recognizes that responsibility for succession planning for all senior management positions within the Service, other than the Chief of Police (the “Chief”) and Deputy Chief of Police (the “Deputy Chief”), rests with the Chief.**

The Board’s role is limited to establishing expectations for succession planning within the Service and and overseeing the process for the succession and appointment of the Chief and Deputy Chief.

Policy Application

1. ~~The Board is responsible for approving and overseeing this policy, ensuring it aligns with legal requirements and organizational needs. The Chief of Police (the “Chief”) shall lead the succession planning process, including identifying key positions, evaluating potential successors, and overseeing development plans. The Deputy Chief of Police shall support the Chief and manage specific aspects within their functional area.~~

Board Responsibilities

- a. The Board shall approve and oversee this policy to ensure it aligns with applicable legislation and governance requirements.
 - b. The Board shall establish a process to identify and prepare internal candidates who have the potential to assume the roles of Chief or Deputy Chief in the future, ensuring leadership continuity within the Service.
 - c. In the event of a sudden or unplanned vacancy in the position of Chief or Deputy Chief, the Board shall make interim or permanent appointments as it deems necessary to ensure leadership continuity.
2. ~~Inspectors and supervisors shall assist in identifying potential successors and provide input on development needs.~~

Chief of Police Responsibilities

- a. The Chief shall be responsible for developing, implementing, and maintaining an executive succession plan for senior management positions within the Service, including Inspectors and Supervisors. This plan shall:
 - i. anticipate and address upcoming vacancies in key leadership roles;
 - ii. identify members who demonstrate the skills, experience, and leadership potential to assume executive responsibilities; and

- iii. provide appropriate learning, mentoring, and professional development opportunities to prepare those individuals for future advancement.
 - b. The Chief shall promote and integrate the principles of effective succession planning into supervisory training and leadership development programs throughout the Service.
3. ~~The succession planning process shall involve several key steps including review and identification of key senior management positions that are critical to the operational and strategic success of the organization. Succession planning shall address both anticipated and unanticipated vacancies.~~

Reporting and Accountability

- a. The Chief shall report to the Board, as required, on the general status of succession planning within the Service.
 - b. Documentation of succession planning activities, development initiatives, and contingency measures shall be maintained by the Chief in accordance with applicable legislation and record keeping requirements.
4. ~~Regular evaluations of current senior management personnel and potential candidates for key positions may be conducted. These evaluations assess skills, competencies, and readiness for transition. Based on these assessments, development plans shall be created and implemented for identified successors. These plans include training and mentoring and must align with the strategic goals of the Service.~~
5. ~~An emergency succession plan shall be developed and maintained to address immediate leadership needs in case of sudden vacancies. Interim leaders shall be identified and prepared to manage key responsibilities.~~
6. ~~Comprehensive records of succession planning activities, including talent assessments, development plans, and progress reports, shall be maintained.~~