



## **WOODSTOCK POLICE SERVICE BOARD**

The Woodstock Police Service Board met on September 9, 2024 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

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

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

Regrets: Daryl Stevenson, Community Appointee

### **1. CALL TO ORDER**

Chair Whiteford called the meeting to order at 3:01 p.m.

### **2. WELCOME**

Chair Whiteford welcomed everyone.

### **3. APPROVAL OF AGENDA**

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve the agenda as circulated.

CARRIED.

4. There were no declarations of pecuniary interest.

### **5. APPROVAL OF MINUTES – June 10, 2024**

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the minutes of June 10, 2024 as circulated.

CARRIED.

## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone of the OAPSB Zone 4 meeting on September 11 and canvassed who was attending from senior management.
- Chair Whiteford acknowledged Minister Kerzner's visit to the Woodstock Police Service Headquarters on August 26. The meeting was highly productive, and Minister Kerzner emphasized the importance of the Service applying for as many grants as possible.

## 8. VERBAL REPORT FROM CHIEF

- On June 10 WPS was part of the Law Enforcement Torch Run for the Special Olympics which included a run from Headquarters to Boston Pizza.
- Throughout the summer, WPS conducted a number of RIDE programs and traffic enforcement initiatives.
- Chief Wilkinson advised that the high school co-op student program went very well. WPS had an excellent student who was very motivated and mature for his age.
- Chief Wilkinson highlighted the hard work done by the WPS Drug and Intel Unit along with uniform patrol. Many drug charges were laid throughout the summer through investigations and traffic stops.
- WPS Community Response Unit along with volunteer officers teamed up with Big Brothers Big Sisters of Woodstock for a week long summer camp which involved many sporting activities. Chief Wilkinson thanked the kids in the group who sent thank you letters.
- There have been a number of graduates from the Ontario Police College over the summer. There were two graduates in June and two more slated for September 11.
- On June 21, WPS recognized National Indigenous Peoples Day. WPS strives for a future built on respect, understanding, and reconciliation.

- June 27 was PTSD Awareness Day. Chief Wilkinson highlighted several ways the WPS supports its members' wellness and mental health, including the EAP system, an annual \$5,000.00 allowance for psychological services, time off for passing yearly physicals, an eight-hour operational stress training session, wellness check-ins with a clinical psychologist, a peer support team, hiring 16 officers over two years to help distribute call volume, and staff appreciation lunches organized by the Board and administration.
- On July 3, WPS recognized PSD Taz memorial day. The new PSD is doing well.
- Chief Wilkinson advised that WPS is hiring clerks, analysts, communicators, recruits, Special Constables, and experienced officers. WPS is constantly exploring new recruitment strategies, one of which involved creating a video using grant funding. The video can be found on WPS social media pages.
- Officers have been out on foot and bike patrol throughout the summer patrolling downtown, parks, trails and wherever their wheels and feet take them.
- Chief Wilkinson acknowledged a number of WPS officers that have been on social media throughout the summer, stopping by lemonade stands, and showing their police cruisers and gears in an effort to make community connections.
- The therapy dog program continued throughout the summer. The dogs are successful in cheering up personnel who have had a rough day.
- Chief Wilkinson thanked WPS officers who attended a residence fire at Cedarview Gracious Living and assisted with the evacuation of residents.
- WPS is currently conducting its annual back-to-school traffic initiatives.
- As the Chair mentioned, WPS had a visit from the Solicitor General, the Honourable Michael Kerzner for a meet and greet and tour of the facilities. He was very impressed with the Service. About a week later, Chief Wilkinson advised that he received a call from Minister Kerzner who spoke very highly of the Service and what it is doing to make a difference. Minister Kerzner also spoke about the friendly officers and

the wonderful city we live in.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

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

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

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

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board receive the financial statements ending August 31, 2024 in Item 10.

CARRIED.

11. ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #24-OCI-131)

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive the administrative review of the SIU Investigation Report (SIU #24-OCI-131) as information.

CARRIED.

12. COMPLAINTS ABOUT SPECIAL CONSTABLES

Deferred to the next open session meeting in October to allow senior management additional time for review.

13. BOARD MEMBER EMAIL VOTE REGARDING EXTENSIONS OF TIME TO SERVE NOTICE OF HEARING – RATIFICATION OF VOTE – JUNE 17, 2024

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board deem the delay to be reasonable in the circumstances and approve the request to serve Detective Constable Eric Dopf with a notice of hearing outlining the intention of the WPS to proceed by formal hearing in this matter.

CARRIED.

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board deem the delay to be reasonable in the circumstances and approve the request to serve Constable Pritpal Thind with a notice of hearing outlining the intention of the WPS to proceed by formal hearing in this matter.

CARRIED.

#### 14. BOARD BY-LAW REVIEW

##### a. Board Proceedings By-Law 01-2024

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board adopt Board Proceedings By-Law 01-2024.

CARRIED.

##### b. Expense Allowance By-Law 02-2024

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board adopt Expense Allowance By-Law 02-2024.

CARRIED.

The meeting was then turned over to Vice-Chair, Leslie FARRELL, to oversee a vote on an amendment to Remuneration By-Law 03-2024.

##### c. Amendment to Remuneration By-Law 03-2024

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that section 3.4 of Remuneration By-Law 03-2024 be amended to read as follows, "Effective January 1, 2025 and thereafter, the Chair will receive \$1,000.00 more per calendar year than the remuneration of a Member. In years when collective bargaining is conducted, the Chair will receive an additional \$1,000.00 above the remuneration of a Member for those calendar years."

CARRIED.

##### Remuneration By-Law 03-2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Remuneration By-Law 03-2024 as amended.

CARRIED.

The meeting was then turned back over to Board Chair, Ken WHITEFORD.

d. The Board rescinds False Alarm By-Law 04-2010.

e. Record Retention By-Law 05-2024

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board adopt Record Retention By-Law 05-2024.

CARRIED.

f. Municipal Freedom of Information and Protection of Privacy Act By-Law 06-2024

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board adopt Municipal Freedom of Information and Protection of Privacy By-Law 06-2024.

CARRIED.

e. Recovering Fees By-Law 07-2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Recovering Fees By-Law 07-2024.

CARRIED.

#### 15. BOARD POLICY REVIEW

a. Acceptance of Gifts by the Board Policy

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Acceptance of Gifts by the Board Policy.

CARRIED.

b. Accessibility Standards Policy

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board adopt Accessibility Standards Policy.

CARRIED.

c. Active Attacker Incidents Policy

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Active Attacker Incidents Policy.

CARRIED.

d. Adequate and Effective Policing Policy

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board defer the adoption of the Adequate and Effective Policing Policy for further review.

CARRIED.

e. Annual Reporting Framework Policy

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Annual Reporting Framework Policy.

CARRIED.

f. Appointment and Recruitment of the Chief and Deputy Chief Policy

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board adopt Appointment and Recruitment of the Chief and Deputy Chief Policy.

CARRIED.

g. Appointment of Police Officers Policy

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Appointment of Police Officers Policy.

CARRIED.

h. Appointment of Special Constables Policy

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Appointment of Special Constables Policy.

CARRIED.

i. Board Communications Policy

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Board Communications Policy.

CARRIED.

16. FILES OF OXFORD COMMUNITY POLICE

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board donate the minutes/agendas of the Oxford

Community Police which was active between December 1998 and September 2009 to the Oxford County Archives in Woodstock.  
CARRIED.

17. BOXES OF DOCUMENTS AT HEADQUARTERS

The Board, through the work of the Board's Executive Assistant, is satisfied that the content of the boxes can be shredded. However, since the boxes may contain materials related to the WPS, the Board now defers to the Chief to decide whether all the contents can be shredded or if further review from the WPS's perspective is necessary.

18. SECOND SEPTEMBER MEETING

The Board made good progress at the September 9, 2024 meeting so a second meeting in September is not required.

19. BOARD REPORT – PINCOMBE TOURNAMENT SPONSORSHIP

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve the sponsorship in the amount of \$100.00 to support the Jeff Pincombe Golf Tournament.

CARRIED.

20. UNFINISHED BUSINESS

None.

21. CLOSED SESSION

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 4:24 p.m. to discuss personal matters about identifiable individuals, labour relations information supplied in confidence to the board, security of Board property, and litigation or potential litigation affecting the board pursuant to S. 44(2)(a), (b), (e), and (h) 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.

22. CLOSED SESSION RISES

Moved by Jerry ACCHIONE



Seconded by Connie LAUDER

Resolved that the Board does now rise from Closed Session and reconvenes at 5:17 p.m.

CARRIED.

### 23. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 21

#### CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Leslie FARRELL

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

*Amendments:*

*i. Amended to add Grievance Decision as item 20*

*ii. Amended to add Mandatory Thematic Training as item 21*

CARRIED.

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

##### b) STAFFING ACTIVITY

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of September 9, 2024.

CARRIED.

#### CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Connie LAUDER

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

CARRIED.

#### CLOSED SESSION # 4 – STATUS OF LEGAL CASES

Information only.

#### CLOSED SESSION # 5 – BOARD MEMO – APPOINTMENT OF C. LOGAN

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board formally appoint C. Logan as a police officer with the Woodstock Police Service as of September 10, 2024.

CARRIED.

CLOSED SESSION # 6 – BOARD MEMO – AUXILIARY RECRUITING 2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive the report for information.

CARRIED.

CLOSED SESSION # 7 – BOARD MEMO – SEPTEMBER 9 2024 FROM CHIEF TO BOARD

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board endorse the recommendation contained in the last paragraph of the Chief's memo to the Board dated September 9, 2024.

CARRIED.

CLOSED SESSION # 8 – BOARD MEMO - SPECIAL CONSTABLE APPOINTMENT OF L. SPARKES

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board formally appoint L. Sparkes as a Special Constable with the Woodstock Police Service as of August 12, 2024.

CARRIED.

CLOSED SESSION # 9 – BOARD MEMO – SPECIAL CONSTABLE APPOINTMENT OF S. PALLESCHI

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board formally appoint S. Palleschi as a Special Constable with the Woodstock Police Service as of June 13, 2024

CARRIED.

CLOSED SESSION # 10 – NOTICE OF RESIGNATION – AUXILIARY K.H.

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 11 – NOTICE OF RESIGNATION – CLERK M.V.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 12 – NOTICE OF RESIGNATION – CRO A.B.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 13 – NOTICE OF RESIGNATION – CRO J.S.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 14 – NOTICE OF RESIGNATION – CRO L.T.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 15 – NOTICE OF RESIGNATION – SCST G.H.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 16 – NOTICE OF RETIREMENT – PC J.D.

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board accept the retirement letter.

CARRIED.

CLOSED SESSION # 17 – CHIEF'S REPORT

The Chief reviewed some components of the budget with the Board.

CLOSED SESSION # 18 – FORREST GREEN CONTRACT

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board issue a letter to Forrest Green to cancel the contract, after which the Chief will assume responsibility for establishing a new contract.

CARRIED.

CLOSED SESSION # 19 – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #24-OCI-131)

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board receive the administrative review of the SIU Investigation Report (SIU #24-OCI-131) as information.

CARRIED.

CLOSED SESSION # 20 – GRIEVANCE DECISION

Board Chair, Ken WHITEFORD, will seek the opinion of legal counsel.

CLOSED SESSION # 21 – MANDATORY THEMATIC TRAINING

The Board will start the training together on Thursday, September 12.

24. NEW BUSINESS

None.

25. Date of Next Board Meeting Tuesday, October 8, 2024 at 10:00 a.m.  
at the Woodstock Police Service Headquarters.

26. ADJOURNMENT

Moved by Connie LAUDER

Resolved that the Board does now adjourn at 5:28 p.m.

CARRIED.

*"Original Signed by"*

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Ken Whiteford, Chair  
Woodstock Police Service Board

*"Original Signed by"*

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Leslie Farrell, Vice Chair  
Woodstock Police Service Board