



## **WOODSTOCK POLICE SERVICE** **BOARD**

The Woodstock Police Service Board met on October 8, 2024 at Woodstock Police Service Headquarters and via ZOOM at 10:00 a.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 Rod Wilkinson; Deputy Chief Nick Novacich; Jamie Taylor, Inspector; and Kristi Lampman, Human Resources Coordinator joined via Zoom.

Mayor Jerry Acchione, Council Representative, joined the meeting during the discussion of Item 9 and departed from the meeting at 11:55 a.m.

Regrets: David Tilley, Zone 4 Police Advisor

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

Chair Whiteford called the meeting to order at 10:00 a.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 and amended.

*Amendments:*

- i. Amended to remove item 11*

CARRIED.

4. There were no declarations of pecuniary interest.

## 5. APPROVAL OF MINUTES – September 9, 2024

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve the minutes of September 9, 2024 as circulated.

CARRIED.

## 6. BUSINESS ARISING FROM THE MINUTES

None.

## 7. VERBAL REPORT FROM CHAIR

- The Board received a thank you card from Stephanie, mother-in-law of Board member Daryl Stevenson, thanking the Board for their donation to Bluewater Health Foundation in memory of her husband, Jim DeGurse.
- Chair Whiteford reminded everyone of the upcoming OAPSB Labour Conference at the end of November, noting that rooms are very limited. He encouraged anyone interested in attending to book their accommodations as soon as possible.
- Chair Whiteford confirmed that all Board members have successfully completed the Mandatory Thematic Training as required by the Ministry.

## 8. VERBAL REPORT FROM CHIEF

- On September 11, the WPS paused to honour the lives lost and the bravery of the first responders and all those affected by the tragic events of 9/11.
- Also on September 11, Constable Devries and Constable Dartch graduated from the Ontario Police College. They have now joined their platoons and are completing their training.
- The Farm Show took place in September, with several paid duty assignments. Several officers were in attendance to assist including members of the Canine Unit, Auxiliary Unit, and bike patrol.
- On September 12, National Police Women's Day, the WPS honoured and celebrated the contributions of women in law enforcement.
- September 14 was the 20<sup>th</sup> anniversary of the Special Olympics Truck

Convoy travelling from Paris to Woodstock. The WPS Auxiliary Unit showcased some of the Service's newer vehicles in the parade.

- Chief Wilkinson advised that on September 19, he, Inspector Taylor and Constable Duckworth attended the "Take Back the Night" event to raise awareness about domestic abuse and the right of everyone to feel safe in our community.
- On September 21, the Auxiliary Unit participated in the Hike for Hospice to raise funds for Sakura House. With their increase in numbers, the Auxiliary Unit has been highly active in the community recently.
- Chief Wilkinson thanked Constable Wubs and Constable Hussein who attended the Police Memorial Service in Ottawa to remember those who made the ultimate sacrifice.
- September 30 was the National Day for Truth and Reconciliation. The WPS paused to reflect on the painful legacy of residential schools in Canada. This day calls for all of us to listen, learn and commit to meaningful action in support of healing and reconciliation with Indigenous Peoples.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

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

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

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

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive the financial statements ending September 30, 2024 in Item 10.

CARRIED.

~~11. INTRODUCTION OF RECENT GRADUATES FROM AYLMER POLICE COLLEGE~~

## 12. COMPLAINTS ABOUT SPECIAL CONSTABLES

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board endorse the Complaints About Special Constables form.

CARRIED.

## 13. BOARD POLICY REVIEW

- A) Board Member Participation in Community Events Policy
- B) Board Member Planning and Performance Assessment Policy
- C) Board Policy Development and Review Policy
- D) Board Property Policy
- E) Board Training and Orientation Policy
- F) Chief and Deputy Chief Absence Policy
- G) Chief of Police Performance Evaluation Policy
- H) Code of Conduct for Police Service Board Members Policy
- I) Collection of Identifying Information Policy
- J) Complaints of Misconduct Policy
- K) Conflicts of Interest Policy
- L) Delegation of Powers and Responsibilities Policy
- M) Deputy Chief of Police Performance Evaluation Policy
- N) Disclosure of Misconduct (Chief and Deputy Chief) Policy
- O) Disclosure of Personal Information Policy
- P) Disconnecting from Work Policy

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve all policies listed in item 13 A) through P) as amended.

CARRIED.

## 14. 2023 ANNUAL REPORT

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the 2023 Annual Report as amended.

CARRIED.

## 15. BOARD MEMO – 2025 CAPITAL BUDGET REQUEST

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve the Woodstock Police Service 2025

Capital Budget outlined in #1 and #2 of the memo dated October 8 from the Chief to the Board in the amount of \$38,000.00 to replace the rear vestibule doors, windows, and cabinets and add further safety and security hardware within the front and rear entrances to the Police Headquarters at 615 Dundas St., Woodstock.

CARRIED.

#### 16. UNFINISHED BUSINESS

None.

#### 17. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board adjourns to Closed Session at 11:01 a.m. to discuss security of Board property, personal matters about identifiable individuals, and labour relations information supplied in confidence to the board pursuant to S. 44(2)(a), (b), 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.

#### CLOSED SESSION RISES

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now rise from Closed Session and reconvenes at 11:56 a.m.

CARRIED.

#### 18. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 6

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

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

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

*Amendments:*

- i. Amended to add an information item from a member of the Board about a staffing matter to item 6*
- ii. Amended to add building consultant update to item 6*

CARRIED.

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

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of October 8, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

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

CARRIED.

CLOSED SESSION # 4 – BOARD MEMO – APPOINTMENT OF R. SCHNURR

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint R. Schnurr as a Special Constable with the Woodstock Police Service as of September 23, 2024.

CARRIED.

BOARD MEMO – APPOINTMENT OF M. POOLE

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint M. Poole as a police officer with the Woodstock Police Service as of October 1, 2024.

CARRIED.

CLOSED SESSION # 5 – BOARD ONLY SESSION

No motion arising.

CLOSED SESSION # 6 – OTHER ITEMS AS NECESSARY

Information only.

19. NEW BUSINESS

None.

20. Date of Next Board Meeting Tuesday, October 28, 2024 at 3:00 p.m.  
at the Woodstock Police Service Headquarters.

21. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now adjourn at 12:03 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