



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board met on November 10, 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; and Kristin Barnim, WPSB EA. Daryl Stevenson, Community Appointee joined via Zoom.

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

Regrets: Connie Lauder, Council Representative

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:00 p.m.

2. WELCOME

Chair Whiteford welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board approve the agenda as circulated.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5. APPROVAL OF MINUTES – October 6, 2025

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve the minutes of October 6, 2025 as circulated.

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded Board Members of the 2025 Ontario Association of Police Service Boards' Labour Conference taking place at the end of the month. Vice Chair Leslie Farrell advised that, due to a scheduling conflict, she will no longer be able to attend.
- Chair Whiteford also reminded Members of the upcoming Zone 4 Meeting scheduled for November 19th at 10:00 a.m., which will be held virtually. He encouraged all Members to participate if available.

8. VERBAL REPORT FROM CHIEF

- Chief Novacich noted that October was Breast Cancer Awareness Month, a time dedicated to raising awareness, promoting early detection, and supporting those affected by the disease. To show support, officers were authorized to wear pink epaulettes throughout the month, and some also wore pink shirts. Members not in uniform were provided with pink ribbons to wear on their attire.
- The Chief expressed condolences on behalf of the Service following the passing of Detective Constable Mike Routly (Badge #0802) on October 8th. Detective Constable Routly was a 17-year veteran of the Service, a highly trained member of the Criminal Investigations Branch, and the current President of the Woodstock Police Association. The Chief extended the Service's deepest condolences to his wife, children, and family, noting that his loss is deeply felt across the organization.
- From October 13th to 16th the Service participated in Operation Impact, a Canada-wide traffic safety initiative aimed at reducing deaths and injuries on roadways. The campaign focused on impaired, aggressive, and distracted driving, as well as seatbelt use. The Chief commended all front-line members for their strong participation and enforcement efforts throughout the campaign.
- On October 20th the Service recognized Diwali (the Festival of Lights) which is one of the most significant celebrations in India and among Indian communities worldwide. The Chief extended best wishes on behalf of the Service to all community members celebrating the occasion.

- On October 22nd, the Service held its annual joint training exercise, involving members of the Canine Unit, Emergency Response Unit, Negotiators, Scribes, Dispatchers, and Auxiliary Officers. The scenario-based training took place at the Woodstock Farm Show grounds in the north west part of the City and provided an opportunity to strengthen coordination, test equipment in challenging weather conditions, and identify areas for improvement. Chief Novacich extended appreciation to the Rapid Relief Team for providing lunch to participants and to the Farm Show staff for making the venue available.

9. CORRESPONDENCE

- A) OAPSB Email Dated October 27, 2025 – New Resource: Board Communication Policy Template – Strengthening Transparency and Public Trust

The correspondence and accompanying Board Communication Policy template were reviewed. No action is required, as the Board currently has a Board Communication Policy and a Critical Points Policy that address the items outlined in the template.

- B) Letter of Appreciation from Downtown BIA Dated November 3, 2025.
Information only.

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 Leslie FARRELL

Resolved that the Board receive the financial statements ending October 31, 2025.

CARRIED.

12. BOARD REPORT NO. 10 – 2025

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve all recommendations contained in Board Report No. 10 – 2025 pertaining to the WPSB Policy Committee meeting of October 16, 2025.

CARRIED.

13. BOARD REPORT NO. 11 – 2025

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board adopt the amendments to section 24 of Board By-Law 01-2024.

CARRIED.

14. APPROVAL OF POLICY COMMITTEE MEETING MINUTES FROM OCTOBER 16, 2025

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve the Policy Committee meeting minutes from October 16, 2025.

CARRIED.

15. RECORDS RETENTION BY-LAW 05-2024

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved 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.

CARRIED.

16. AMENDMENTS TO BOARD POLICY AI-018 APPOINTMENT AND RECRUITMENT OF THE CHIEF OF POLICE AND DEPUTY CHIEF OF POLICE

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve policy AI-018 Appointment and Recruitment of the Chief of Police and Deputy Chief of Police as amended.

CARRIED.

17. AMENDMENTS TO BOARD POLICY AI-041 SUCCESSION PLANNING

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve policy AI-041 Succession Planning as amended.

CARRIED.

18. UNFINISHED BUSINESS

None.

19. CLOSED SESSION

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board adjourns to Closed Session at 3:30 p.m. to discuss personal matters about identifiable individuals, labour relations or employee negotiations, and 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 pursuant to S. 44(2)(b), (d), and (k) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively; and further, that the Board may also receive education or training in accordance with s. 44(6) of the Act; and that in all circumstances, 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 Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board does now rise from Closed Session and reconvenes at 4:27 p.m.

CARRIED.

20. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 9

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

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

CARRIED.

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

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of November 10, 2025.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

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

CARRIED.

CLOSED SESSION # 4 – BOARD MEMO – APPOINTMENT OF N.H.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board formally appoint N.H. as a Police Officer with the Woodstock Police Service as of October 14, 2025.

CARRIED.

CLOSED SESSION # 5 – BOARD MEMO – APPOINTMENT OF A.I.

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board formally appoint A.I. as a Special Constable with the Woodstock Police Service as of November 10, 2025.

CARRIED.

CLOSED SESSION # 6 – NOTICE OF RESIGNATION – PC A.G.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board receive the resignation letter.

CARRIED.

CLOSED SESSION # 7 – BOARD SELF-EVALUATION RESULTS

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that further discussion of the self-evaluation be deferred to the December meeting.

CARRIED.

CLOSED SESSION #8 – BOARD ONLY SESSION

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board approve the Agreement with regards to WPSB EA, Kristin Barnim dated November 10, 2025.

CARRIED.

CLOSED SESSION # 9 – OTHER ITEMS AS NECESSARY

Mayor Acchione informed the Board of recent correspondence between City staff and the Service regarding encampments.

21. NEW BUSINESS

Chair Whiteford asked Police Advisor, David Tilley, whether he had any new information to share with the Board. Mr. Tilley advised that the Inspectorate of Policing (IoP) is currently finalizing several investigative reports that will be released in due course, none of which involve Woodstock.

18. Date of Next Board Meeting Monday, December 8, 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 4:30 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board