

South Bruce OPP Detachment Board
BOARD MINUTES

Tuesday, September 2, 2025, 1:00 p.m.
Municipality of Kincardine Council Chambers
1475 Concession 5, R.R. #5
Kincardine, ON N2Z 2X6

Members Present: Moiken Penner, Municipality of Arran-Elderslie
Tim Elphick, Municipality of Brockton
Don Murray, Municipality of Huron-Kinloss
Nigel Van Dyk, Municipality of South Bruce
Margaret Visser - Community Representative
Joe Dietrich - Community Representative

Members Absent: Stellina Williams, Municipality of Kincardine

Staff Present: Jennifer Lawrie, Recording Secretary
Devan Acton, Recording Secretary

1. Call to Order

Chair Nigel Van Dyk called the meeting to order at 1:04 PM.

2. Chair's Announcements

Chair Nigel Van Dyk introduced Hank Zehr, Zone 5 Police Service Advisor, to the Board.

Hank Zehr, Zone 5 Police Service Advisor, introduced himself to the board and provided an overview of his role.

3. Disclosures of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof

None disclosed at this time.

4. Approval of Agenda

Chair Nigel Van Dyk asked to Board to amend the agenda to include a question period for Hank Zehr before the Board goes into closed session.

Subsequent to further discussion, the following resolution was passed:

01-2025-03

Moved by: Don Murray

Seconded by: Tim Elphick

Be It Resolved that the agenda for the South Bruce OPP Detachment Board Meeting of September 2, 2025 be received and adopted, as amended.

Carried

5. Approval of Past Minutes

5.1 May 13, 2025 - Minutes

Member Joe Dietrich clarified he is a member of a sub-committee of Crime Stoppers Grey Bruce.

Subsequent to further discussion, the following resolution was passed:

02-2025-03

Moved by: Joe Dietrich - Community Representative

Seconded by: Tim Elphick

Be It Resolved that the South Bruce OPP Detachment Board adopt the minutes of the meeting held on May 13, 2025, as amended.

Carried

6. Reports

6.1 Detachment Commander's Report

Inspector Wilcox presented his report to the Board.

Subsequent to further discussion, the following resolution was passed:

03-2025-03

Moved by: Moiken Penner

Seconded by: Tim Elphick

Be It Resolved that the South Bruce OPP Detachment Board receives the Detachment Commander's Report and the South

Bruce Detachment Board Annual Report for information purposes.

Carried

6.2 Budget Update

6.2.1 2026 Draft South Bruce OPP Detachment Board Budget

Clerk Jennifer Lawrie presented her report to the Board.

Member Margaret Visser and Member Tim Elphick recommended keeping the municipal contribution levy at \$5,000.

Subsequent to further discussion, the following resolution was passed:

04-2025-03

Moved by: Don Murray

Seconded by: Tim Elphick

That the Police Services Board hereby adopt the 2026 Draft South Bruce OPP Detachment Board Budget, presented by Report 2025-02, prepared by Trish Serratore, Chief Financial Officer and further that each Municipality contribute \$5,000.

Carried

Amendment: 05-2025-03

Moved by: Don Murray

Seconded by: Tim Elphick

That the draft budget be amended to increase the budget line for auditors and the secretary/treasurer budget be increased from \$3,000 to \$5,000.

Defeated

6.3 AMO delegation Update - Traffic Signs (Verbal)

Member Don Murray provided an update to the board about the AMO delegation regarding traffic signs. He noted the Ministry will provide a follow up letter.

Inspector Wilcox added the MTO had challenges with the enforceability of the signs.

7. Correspondence

7.1 For Information

Subsequent to further discussion, the following resolution was passed:

06-2025-03

Moved by: Tim Elphick

Seconded by: Don Murray

Be It Resolved that the South Bruce OPP Detachment Board receives, notes, and files correspondence on the Agenda for information purposes

Carried

7.1.1 Inspector General - Annual Report, 2024

7.1.2 OAPSB Zone 5 - Notice of Meeting Change - October 7, 2025

7.1.3 Provincial Appointee Update

Clerk Jennifer Lawrie mentioned she followed up with Gita Ramburuth, Appointments Officer, about when the Board may receive their Provincial Appointees.

7.1.4 Round Table - Hank Zehr

Chair Nigel Van Dyk asked if there is a process for detachment commander evaluation.

Inspector Wilcox noted there is an Evaluation of Detachment Commander template for the Board that he will circulate to the Chair. He added it is recommended to be completed annually but there is opportunity to complete it bi-annually.

Chair Nigel Van Dyk directed staff to add the evaluation to the next meeting for discussion.

The Board welcomed feedback from Hank Zehr, Zone 5 Police Service Advisor.

8. Closed Session

Subsequent to further discussion, the following resolution was passed:

07-2025-03

Moved by: Margaret Visser -
Community Representative

Seconded by: Joe Dietrich - Community
Representative

Be It Resolved that the Council of the South Bruce OPP Detachment Board does now go into closed session at 2:22 PM to discuss an item(s) which relates to:

- personal matters about an identifiable individual, including municipal or local board employees - review of resumes for Board Contractor

Staff Authorized to Remain:

Clerk Jennifer Lawrie and Leanne Gowing, Human Resources, Kincardine

Carried

9. Resolution to Reconvene into Open Session

Subsequent to further discussion, the following resolution was passed:

08-2025-03

Be It Resolved that the South Bruce OPP Detachment Board does now return to the Open Session at 2:39 PM.

10. Adoption of Recommendations from Closed Session (if any)

Chair Van Dyk confirmed that the Board addressed only the topic listed in the Closed Session motion.

Staff were directed to proceed with next steps as discussed in Closed Session.

09-2025-03

Moved by: Don Murray

Seconded by: Moiken Penner

That the South Bruce OPP Detachment Board approve the appointment of Paula Culbert as an independent contractor Secretary Treasurer.

Carried

11. Adjournment

The meeting was adjourned at 2:50 PM.

12. Next Meeting

- November 4, 2025

Board Chair

Board Secretary