

# South Bruce OPP Detachment Board AGENDA

Tuesday, May 13, 2025, 1:00 p.m.  
Council Chambers and/or Via Microsoft Teams  
1925 Bruce Road 10  
Chesley, ON N0G 1L0

---

	Pages
1. Call to Order	
2. Election of Vice Chair	
• election of Vice Chair due to resignation of Kincardine member from the Board.	
3. Disclosures of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof	
4. Approval of Agenda	
5. Approval of Past Minutes	
5.1 South Bruce OPP Detachment Board Minutes - February 4, 2025	1
6. Business from Previous Meetings	
7. Reports	
7.1 Inspector's Report	8
7.2 Staff Report - Board Secretary-Treasurer	25
8. Correspondence	
8.1 For Information	33
8.1.1 Notice of Election - OAPSB Zone 5	35
8.1.2 OAPSB Zone 5 Elections By-law	37

9. Next Meeting

- September 2, 2025 - Municipality of Brockton
- November 4, 2025 - Municipality of Kincardine

10. Adjournment

**South Bruce OPP Detachment Board**  
**BOARD MINUTES**

**Tuesday, February 4, 2025, 1:00 p.m.**  
**Municipality of South Bruce**  
**21 Gordon St. E Teeswater ON**

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

Staff Present: Christine Fraser-McDonald, Recording Secretary  
 Jennifer Lawrie, Recording Secretary  
 Jennifer White, Clerk, Township of Huron-Kinloss  
 Vivian Kennedy, Clerk, Municipality of South Bruce  
 Fiona Hamilton, Clerk, Municipality of Brockton  
 Julie Hamilton  
 Trish Serratore, Chief Financial Officer, Municipality of Brockton

**1. Call to Order**

Chair Nigel Van Dyk called the meeting to order. A quorum was present.

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

None declared at this time.

**3. Approval of Agenda**

Chair Nigel Van Dyk requested to amend the agenda to add correspondence from Member Joe Dietrich.

Subsequent to further discussion, the following resolution was passed:

**01-2025-01**

**Moved by:** Don Murray

**Seconded by:** Tim Elphick

Be It Resolved that the agenda for the South Bruce OPP Detachment Board Meeting of February 4, 2025 be received and adopted, as distributed by the Recording Secretary.

**Carried**

#### **4. Approval of Past Minutes**

##### **4.1 South Bruce OPP Detachment Board Minutes - December 17, 2024**

The minutes will be amended that the Detachment Board remuneration will include all members.

Subsequent to further discussion the following resolution was passed.

**02-2025-01**

**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 December 17, 2024, as amended.

**Carried**

#### **5. Reports**

##### **5.1 Detachment Commander's Report**

Inspector Keegan Wilcox presented his report to the Board which reflects statistical data from January to December 2024. He discussed the various aspects of the report with the Board.

Subsequent to further discussion, the following resolution was passed:

**03-2025-01**

**Moved by:** Rory Cavanagh

**Seconded by:** Moiken Penner

Be It Resolved that the South Bruce OPP Detachment Board receives the Detachment Commander's report for information.

**Carried**

## **5.2 Detachment Commander - Priority Setting for the Detachment**

Inspector Keegan Wilcox gave a verbal report regarding the priority setting for the detachment.

He asked the Members on what issues they are seeing in their communities and be able to address these local issues. He will eventually bring in other officers to the Board meetings.

Don Murray - homelessness, education on fraud scams, advocacy regarding road closures

Tim Elphick - speeding concerns, community-based time (attending community events), stats from RIDE programs on social media and permanent road closed signs on Highways 21 (Amberly, Kincardine, Tiverton and Port Elgin).

Rory Cavanagh - more information on social media, police presence (foot and bike patrol) in downtown areas during tourist season, speeding (off-setting costs)

Moiken Penner - speeding concerns with a police presence, ATV use on unauthorized trails, community-based time (attending community events).

Nigel Van Dyk - speeding concerns, vandalism, property theft

Margaret Visser - speeding but police are doing a good job and visibility of police

Joe Dietrich - distracted driving, defensive driving tips

The Board thanked the Detachment Commander for his report.

### **04-2025-01**

**Moved by:** Tim Elphick

**Seconded by:** Don Murray

Be it resolved that the South Bruce OPP Detachment advocate with the MTO for permanent automatic road closure signs on Highway 21 (Amberly, Tiverton, Kincardine and Port Elgin) and that this copy be circulated to municipalities and the Police Service Boards for Huron and Grey County.

**Carried**

### **5.3 Draft Procedure By-law**

Clerk Jen Lawrie presented her report to the Board. She noted that she is still continuing to advocate for the provincial appointees.

There was a request to add in wording regarding the reconsideration of a motion and that it be added to the procedural by-law.

Quorum will be those appointed to the Board. At this time, quorum would be four people.

Staff will bring this amended procedural by-law back to the next meeting.

The Board thanked staff for their work on this Board.

Subsequent to further discussion, the following resolution was passed:

#### **05-2025-01**

**Moved by:** Don Murray

**Seconded by:** Joe Dietrich - Community Representative

Be it resolved that the OPP Detachment Board directs staff to bring back an amended Procedure By-law to the next meeting.

**Carried**

### **5.4 Draft Remuneration Policy**

Clerk Jen Lawrie presented her report to the Board.

Subsequent to further discussion, the following resolution was passed:

#### **06-2025-01**

**Moved by:** Don Murray

**Seconded by:** Tim Elphick

Be it resolved that the OPP Detachment Board approve the draft Remuneration Policy as amended.

**Carried**

## **5.5 Action Items**

Clerk Christine Fraser-McDonald presented her report to the Board.

Subsequent to further discussion, the following resolution was passed:

**07-2025-01**

**Moved by:** Joe Dietrich - Community Representative

**Seconded by:** Tim Elphick

Be It Resolved that the South Bruce OPP Detachment Board hereby receives the Staff Report – Action Items List for information purposes.

**Carried**

## **5.6 Correspondence from Member Joe Dietrich - Crime Stoppers**

There was a discussion regarding the correspondence received from Member Joe Dietrich.

Mr. Dietrich noted that there was no decision to be made on his letter, but the Board must focus on policing by providing civilian input into OPP policing and independent from municipal councils. He did not feel that the Board completely accomplished these at the meeting.

## **6. Closed Session**

Be it Resolved that the South Bruce OPP Detachment Board does now hereby go into closed session to discuss an item(s) which relates to:

**08-2025-01**

**Moved by:** Rory Cavanagh

**Seconded by:** Don Murray

(a) the security of the property of the board;

(b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;

- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (X) (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation - Detachment Commander report - response times
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
- (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
- (k) 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; or
- (l) an ongoing investigation respecting the police service board.

Staff Authorized to Remain:

Detachment Commander, Keegan Wilcox, Clerk Jennifer Lawrie and Clerk Christine Fraser-McDonald (recording secretary), Trish Serratore, Treasurer

**Carried**

## **7. Resolution to Reconvene into Open Session**

Subsequent to further discussion, the following resolution was passed:



**08-2025-01**

**Moved by:** Tim Elphick

**Seconded by:** Moiken Penner

Be it Resolved that the South Bruce OPP Detachment Board does now return to open session at 3:26 p.m.

**Carried**

**8. Adoption of Recommendations Arising from Closed Session**

Chair Nigel Van Dyk confirmed that the Board discussed only those matters identified in the motion to go into Closed Session.

The Board received the Detachment Commander's report for information purposes.

**9. Next Meeting**

- May 13, 2025 - Township of Huron Kinloss - 1:00 p.m.
- September 2, 2025 - Municipality of Brockton - 1:00 p.m.
- November 4, 2025 - Municipality of Kincardine - 1:00 p.m.

**10. Adjournment**

The meeting was adjourned at 3:27 p.m.

---

Board Chair

---

Board Secretary



**Ontario Provincial Police  
South Bruce Detachment**

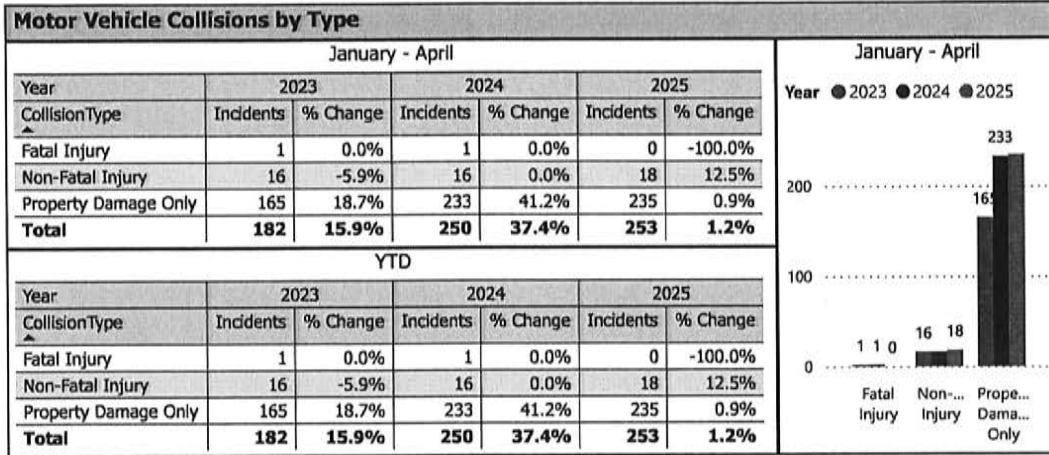
**Inspector Keegan Wilcox**

**Detachment Commander's Report  
South Bruce OPP Detachment Board**

**January – April 2025**



**OPP Detachment Board Report  
Collision Reporting System  
January - April 2025**



Data source (Collision Reporting System) date:

05-May-2025

Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Collision Reporting System  
January - April 2025**

**Fatalities in Detachment Area - Incidents**

January - April

Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	0	-100.0%	1	1	--	0	0	--
2024	0	1	--	0	0	-100.0%	0	0	--
2025	0	0	-100.0%	0	0	--	0	0	--

YTD

Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	0	-100.0%	1	1	--	0	0	--
2024	0	1	--	0	0	-100.0%	0	0	--
2025	0	0	-100.0%	0	0	--	0	0	--

**Fatalities in Detachment Area - Persons Killed**

January - April

Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	0	-100.0%	1	--	0	--
2024	2	--	0	-100.0%	0	--
2025	0	-100.0%	0	--	0	--

YTD

Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	0	-100.0%	1	--	0	--
2024	2	--	0	-100.0%	0	--
2025	0	-100.0%	0	--	0	--

**Primary Causal Factors in Fatal Motor Vehicle Collisions**

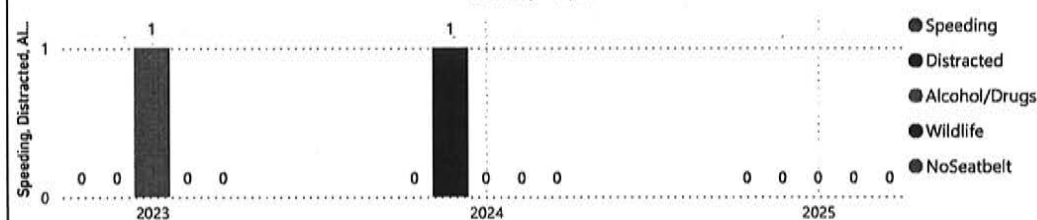
January - April

	2023	2024	2025
Speeding	0	0	0
Speeding % Change	--	--	--
Distracted	0	1	0
Distracted % Change	--	--	-100.0%
Alcohol/Drugs	1	0	0
Alcohol/Drugs % Change	--	-100.0%	--
Wildlife	0	0	0
Wildlife % Change	--	--	--
NoSeatbelt	0	0	0
NoSeatbelt YoY%	-100.0%	--	--

YTD

	2023	2024	2025
Speeding	0	0	0
Speeding % Change	--	--	--
Distracted	0	1	0
Distracted % Change	--	--	-100.0%
Alcohol/Drugs	1	0	0
Alcohol/Drugs % Change	--	-100.0%	--
Wildlife	0	0	0
Wildlife % Change	--	--	--
NoSeatbeltYTD	0	0	0
NoSeatbeltYTD YoY%	-100.0%	--	--

January - April



Data source (Collision Reporting System) date:

05-May-2025

Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderstie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp, 6023 - Kinross, 6024 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



# **OPP Detachment Board Report** **Records Management System** **January - April 2025**

## **Criminal Code and Provincial Statute Charges Laid**

January - April

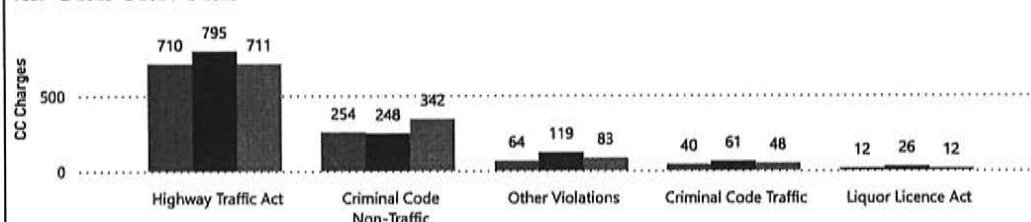
Year	2023		2024		2025	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	254	-26.8%	248	-2.4%	342	37.9%
Criminal Code Traffic	40	-20.0%	61	52.5%	48	-21.3%
Highway Traffic Act	710	149.1%	795	12.0%	711	-10.6%
Liquor Licence Act	12	-14.3%	26	116.7%	12	-53.8%
Other Violations	64	-3.0%	119	85.9%	83	-30.3%
<b>Total</b>	<b>1,080</b>	<b>41.7%</b>	<b>1,249</b>	<b>15.6%</b>	<b>1,196</b>	<b>-4.2%</b>

YTD

Year	2023		2024		2025	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	254	-26.8%	248	-2.4%	342	37.9%
Criminal Code Traffic	40	-20.0%	61	52.5%	48	-21.3%
Highway Traffic Act	710	149.1%	795	12.0%	711	-10.6%
Liquor Licence Act	12	-14.3%	26	116.7%	12	-53.8%
Other Violations	64	-3.0%	119	85.9%	83	-30.3%
<b>Total</b>	<b>1,080</b>	<b>41.7%</b>	<b>1,249</b>	<b>15.6%</b>	<b>1,196</b>	<b>-4.2%</b>

January - April

Year ● 2023 ● 2024 ● 2025



## **Traffic Related Charges**

January - April

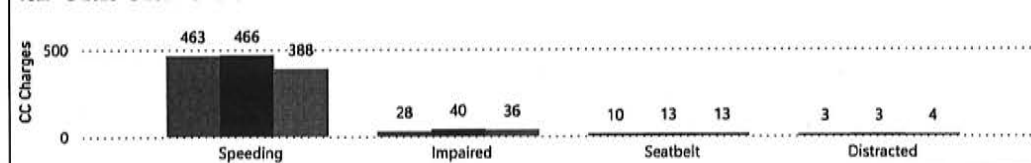
Year	2023		2024		2025	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	463	217.1%	466	0.6%	388	-16.7%
Seatbelt	10	233.3%	13	30.0%	13	0.0%
Impaired	28	16.7%	40	42.9%	36	-10.0%
Distracted	3	—	3	0.0%	4	33.3%

YTD

Year	2023		2024		2025	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	463	217.1%	466	0.6%	388	-16.7%
Seatbelt	10	233.3%	13	30.0%	13	0.0%
Impaired	28	16.7%	40	42.9%	36	-10.0%
Distracted	3	—	3	0.0%	4	33.3%

January - April

Year ● 2023 ● 2024 ● 2025



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp, 6023 - Kintross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

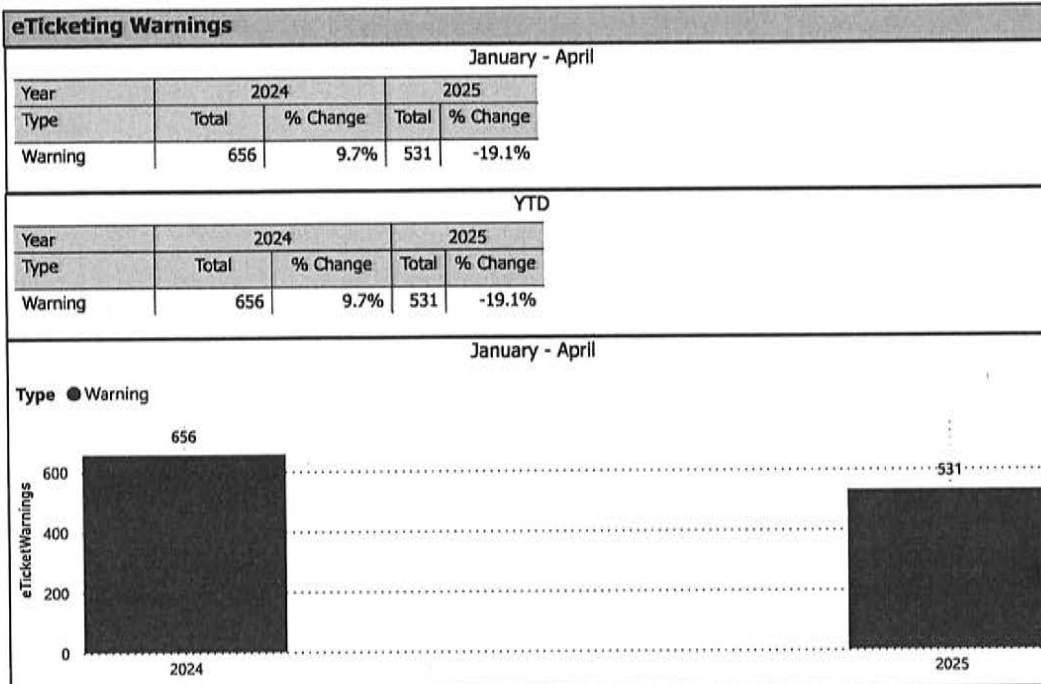
5-May-25

Report Generated on:

05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**



*Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.*

Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

5-May-25

Report Generated on:

05-May-2025 12:48:02 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**

**Violent Crime**

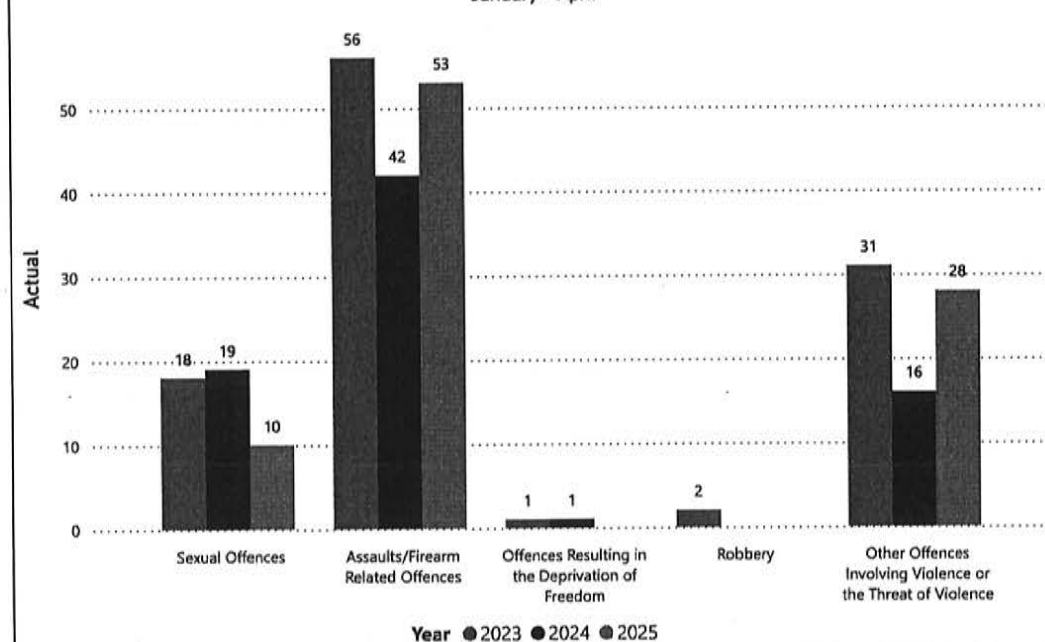
January-April

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	18	12.5%	19	5.6%	10	-47.4%
Assaults/Firearm Related Offences	56	40.0%	42	-25.0%	53	26.2%
Offences Resulting in the Deprivation of Freedom	1	-50.0%	1	0.0%	0	-100.0%
Robbery	2	100.0%	0	-100.0%	0	--
Other Offences Involving Violence or the Threat of Violence	31	-11.4%	16	-48.4%	28	75.0%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>108</b>	<b>14.9%</b>	<b>78</b>	<b>-27.8%</b>	<b>91</b>	<b>16.7%</b>

YTD

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	18	12.5%	19	5.6%	10	-47.4%
Assaults/Firearm Related Offences	56	40.0%	42	-25.0%	53	26.2%
Offences Resulting in the Deprivation of Freedom	1	-50.0%	1	0.0%	0	-100.0%
Robbery	2	100.0%	0	-100.0%	0	--
Other Offences Involving Violence or the Threat of Violence	31	-11.4%	16	-48.4%	28	75.0%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>108</b>	<b>14.9%</b>	<b>78</b>	<b>-27.8%</b>	<b>91</b>	<b>16.7%</b>

January - April



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinloss, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tilverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**

**Property Crime**

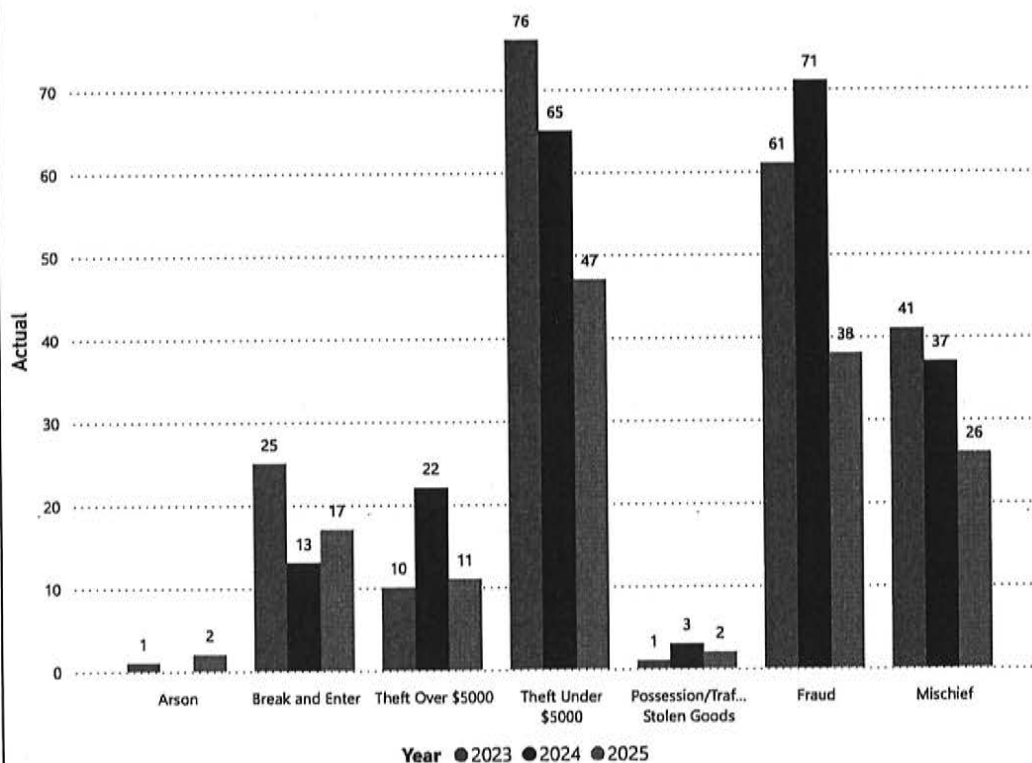
January - April

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	1	-50.0%	0	-100.0%	2	--
Break and Enter	25	-26.5%	13	-48.0%	17	30.8%
Theft Over \$5000	10	-65.5%	22	120.0%	11	-50.0%
Theft Under \$5000	76	31.0%	65	-14.5%	47	-27.7%
Possession/Trafficking Stolen Goods	1	-50.0%	3	200.0%	2	-33.3%
Fraud	61	-3.2%	71	16.4%	38	-46.5%
Mischief	41	-4.7%	37	-9.8%	26	-29.7%
<b>Total</b>	<b>215</b>	<b>-6.9%</b>	<b>211</b>	<b>-1.9%</b>	<b>143</b>	<b>-32.2%</b>

YTD

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	1	-50.0%	0	-100.0%	2	--
Break and Enter	25	-26.5%	13	-48.0%	17	30.8%
Theft Over \$5000	10	-65.5%	22	120.0%	11	-50.0%
Theft Under \$5000	76	31.0%	65	-14.5%	47	-27.7%
Possession/Trafficking Stolen Goods	1	-50.0%	3	200.0%	2	-33.3%
Fraud	61	-3.2%	71	16.4%	38	-46.5%
Mischief	41	-4.7%	37	-9.8%	26	-29.7%
<b>Total</b>	<b>215</b>	<b>-6.9%</b>	<b>211</b>	<b>-1.9%</b>	<b>143</b>	<b>-32.2%</b>

January - April



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinloss, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM





**OPP Detachment Board Report  
Records Management System  
January - April 2025**

**Drug Crime**

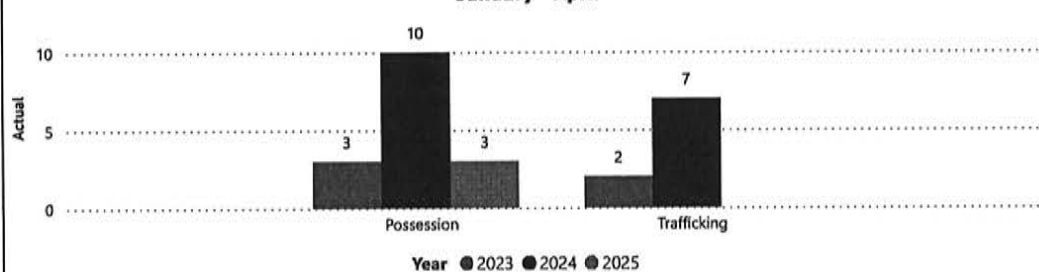
**January - April**

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	3	-40.0%	10	233.3%	3	-70.0%
Trafficking	2	-66.7%	7	250.0%	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>5</b>	<b>-54.5%</b>	<b>17</b>	<b>240.0%</b>	<b>3</b>	<b>-82.4%</b>

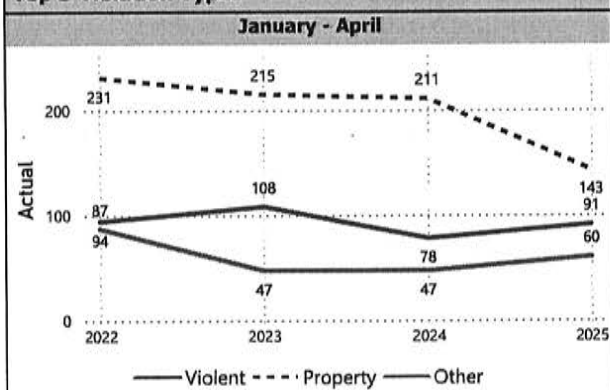
**YTD**

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	3	-40.0%	10	233.3%	3	-70.0%
Trafficking	2	-66.7%	7	250.0%	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>5</b>	<b>-54.5%</b>	<b>17</b>	<b>240.0%</b>	<b>3</b>	<b>-82.4%</b>

**January - April**



**Top 3 Violation Types**



**Top 5 Violation Groups**

January - April					
ViolationGrp	2022	2023	2024	2025	Total
Theft Under \$5000	58	76	65	47	<b>246</b>
Fraud	63	61	71	38	<b>233</b>
Assaults/Firearm Related Offences	40	56	42	53	<b>191</b>
Failure to Comply	64	38	35	50	<b>187</b>
Mischief	43	41	37	26	<b>147</b>

Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**

**Other Crime Occurrences**

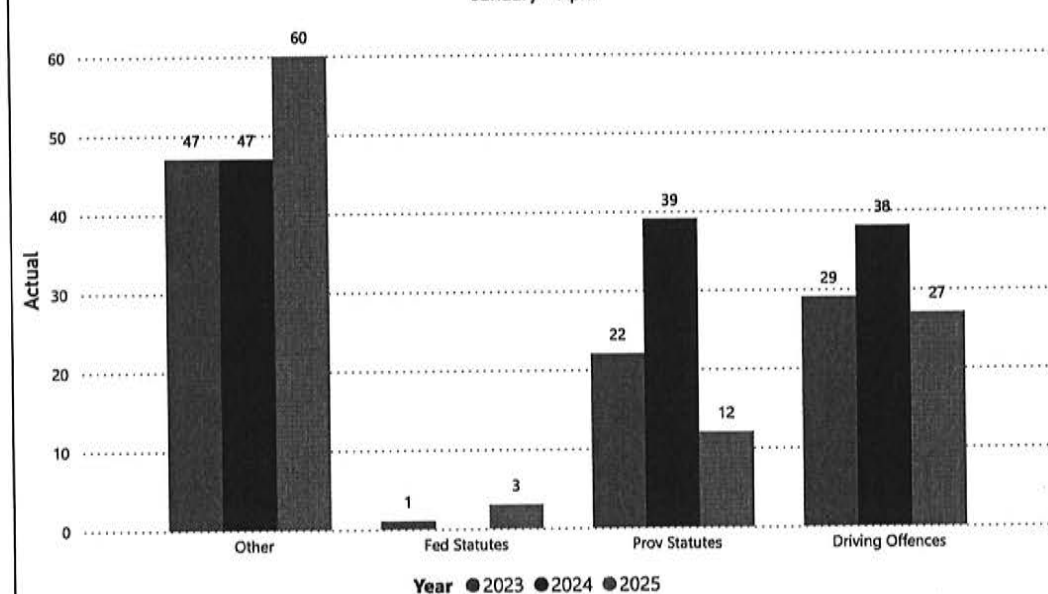
January - April

Year	2023		2024		2025	
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change
Other	47	-46.0%	47	0.0%	60	27.7%
Fed Statutes	1	--	0	-100.0%	3	--
Prov Statutes	22	-18.5%	39	77.3%	12	-69.2%
Driving Offences	29	-3.3%	38	31.0%	27	-28.9%
<b>Total</b>	<b>99</b>	<b>-31.3%</b>	<b>124</b>	<b>25.3%</b>	<b>102</b>	<b>-17.7%</b>

YTD

Year	2023		2024		2025	
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change
Other	47	-46.0%	47	0.0%	60	27.7%
Fed Statutes	1	--	0	-100.0%	3	--
Prov Statutes	22	-18.5%	39	77.3%	12	-69.2%
Driving Offences	29	-3.3%	38	31.0%	27	-28.9%
<b>Total</b>	<b>99</b>	<b>-31.3%</b>	<b>124</b>	<b>25.3%</b>	<b>102</b>	<b>-17.7%</b>

January - April



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**

**Clearance Rate**

January - April

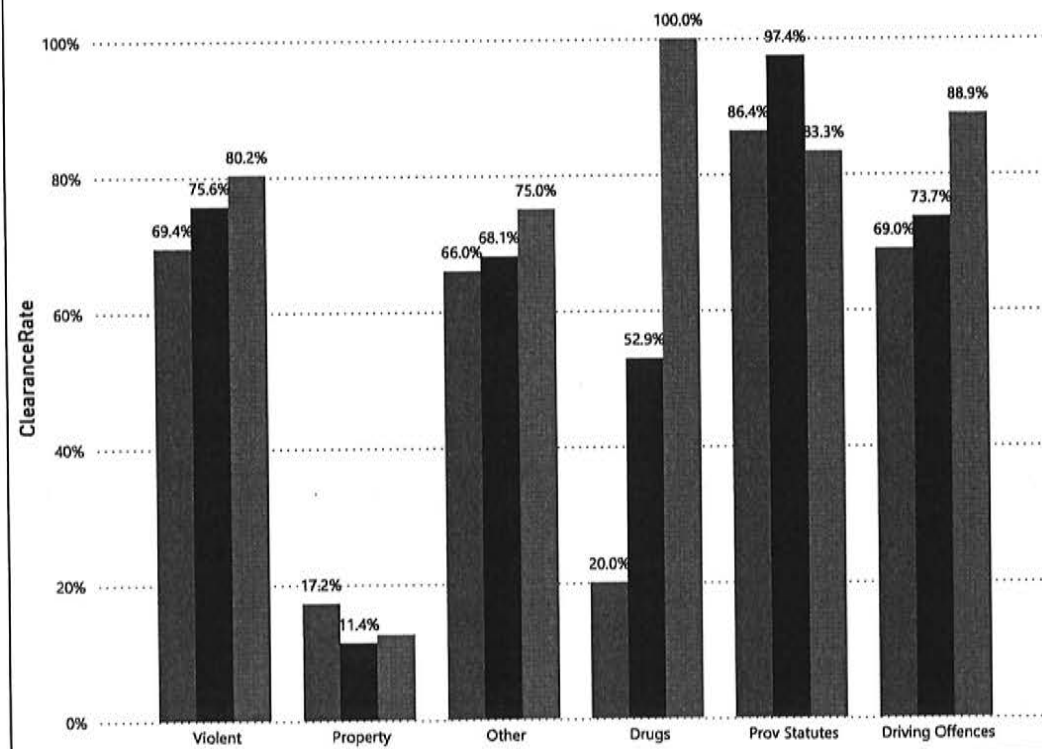
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violent	69.4%	-5.4%	75.6%	8.9%	80.2%	6.1%
Property	17.2%	7.4%	11.4%	-33.9%	12.6%	10.7%
Other	66.0%	12.5%	68.1%	3.2%	75.0%	10.2%
Drugs	20.0%	-63.3%	52.9%	164.7%	100.0%	88.9%
Fed Statutes	0.0%	--	--	--	0.0%	--
Prov Statutes	86.4%	66.6%	97.4%	12.8%	83.3%	-14.5%
Driving Offences	69.0%	3.4%	73.7%	6.8%	88.9%	20.6%

YTD

Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	69.4%	-5.4%	75.6%	8.9%	80.2%	6.1%
Property	17.2%	7.4%	11.4%	-33.9%	12.6%	10.7%
Other	66.0%	12.5%	68.1%	3.2%	75.0%	10.2%
Drugs	20.0%	-63.3%	52.9%	164.7%	100.0%	88.9%
Fed Statutes	0.0%	--	--	--	0.0%	--
Prov Statutes	86.4%	66.6%	97.4%	12.8%	83.3%	-14.5%
Driving Offences	69.0%	3.4%	73.7%	6.8%	88.9%	20.6%

January - April

Year ● 2023 ● 2024 ● 2025



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kintross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

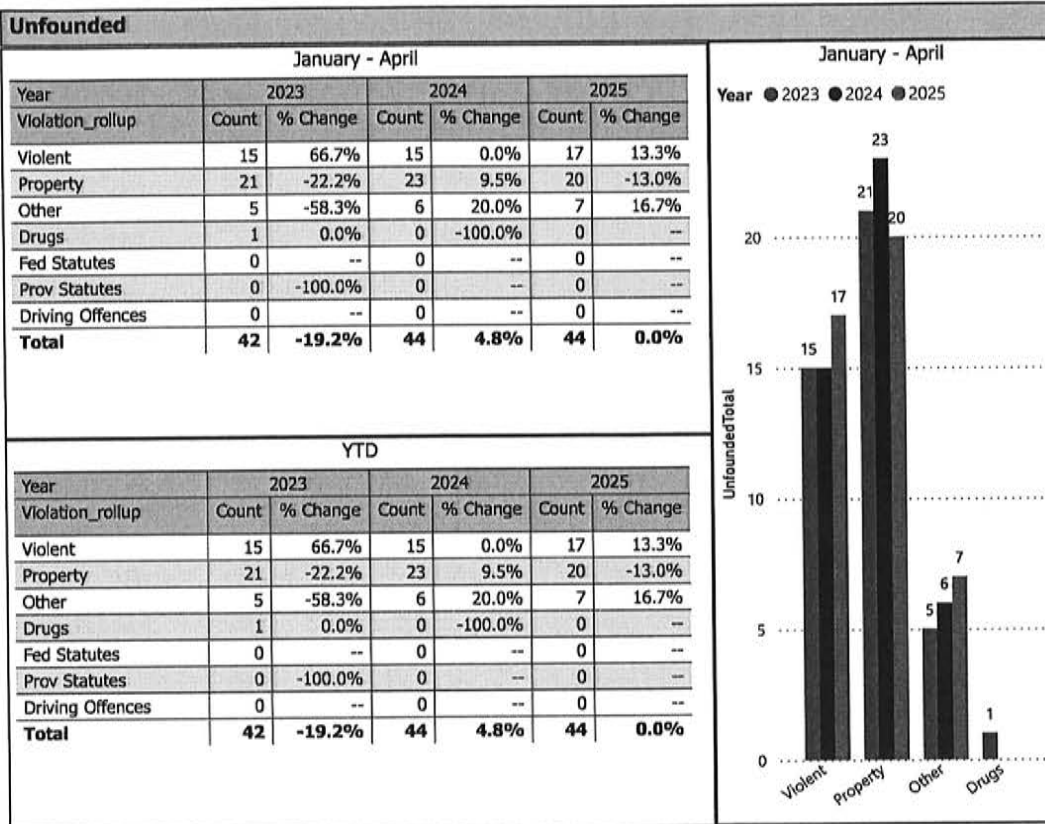
05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinross, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

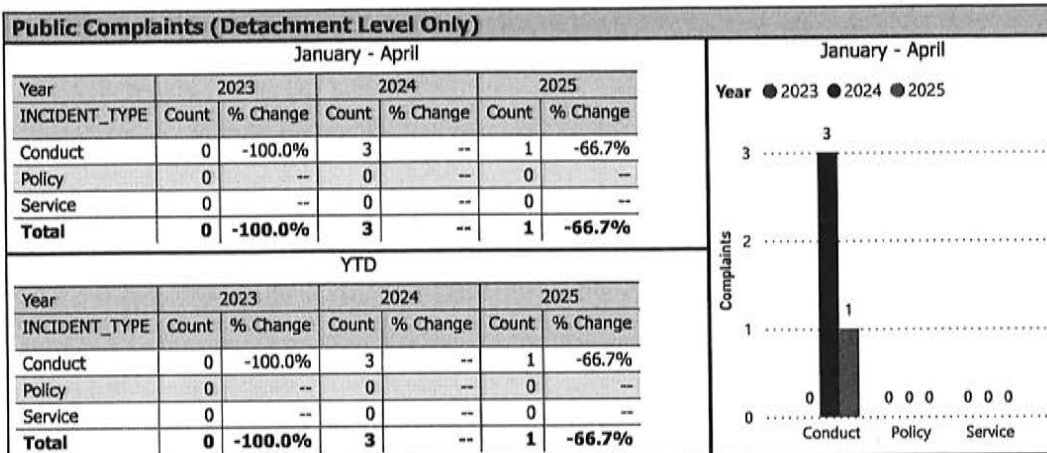
05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



# **OPP Detachment Board Report Records Management System January - April 2025**



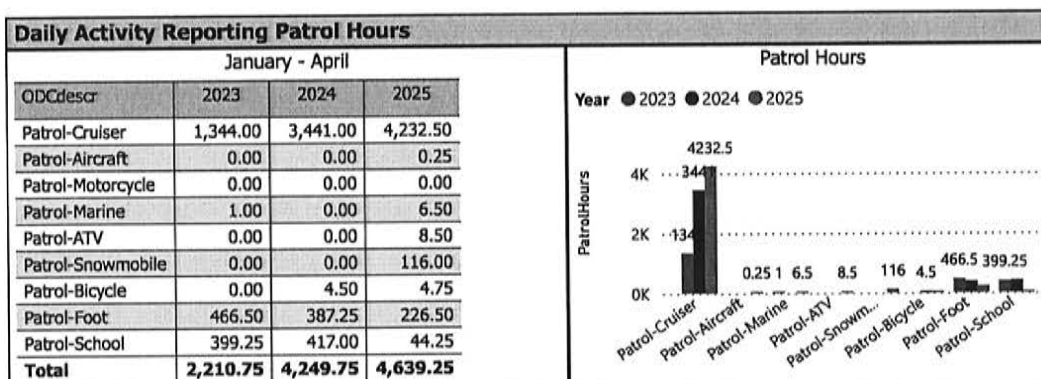
Data source: RMS Data Feed

Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:

05-May-2025

## **Daily Activity Reporting**



Data source (Daily Activity Reporting System) date:

05-May-2025

Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM

### Mental Health Act Occurrences

January - April

Year	Occurrences	Unfounded
2023	157	2
2024	128	0
2025	144	1

### YTD

Year	Occurrences	Unfounded
2023	157	2
2024	128	0
2025	144	1

### Mental Health Act Occurrences by Occurrence Type

January - April

OccurrenceType	2025	
	Occurrences	Unfounded
	1	0
Attempt or threat of suicide	18	0
Breach of probation	1	0
Family dispute	3	0
Impaired/over 80	1	0
Intimate Partner Violence	2	0
Mental health act	105	0
Neighbour dispute	1	0
Person Well-Being Check	6	0
Police information	2	0
Sexual assault	1	1
Trespass by night	1	0
Unlawfully at large	1	0
Unwanted person	1	0
<b>Total</b>	<b>144</b>	<b>1</b>

### January - April

● Occurrences ● Unfounded

Year	Occurrences	Unfounded
2023	157	2
2024	128	0
2025	144	1

### YTD

● Occurrences ● Unfounded

Year	Occurrences	Unfounded
2023	157	2
2024	128	0
2025	144	1

Report Generated on:  
05-May-2025 12:45:59 PM



**OPP Detachment Board Report  
Records Management System  
January - April 2025**

Overdose Occurrences				
January - April				YTD
Fatal	2023	2024	2025	
<input checked="" type="checkbox"/> <b>Fatal</b>	0	1	0	<input checked="" type="checkbox"/> <b>Fatal</b>
non-opioid overdose	0	0	0	non-opioid overdose
opioid overdose	0	1	0	opioid overdose
<input checked="" type="checkbox"/> <b>non-Fatal</b>	0	1	0	<input checked="" type="checkbox"/> <b>non-Fatal</b>
non-opioid overdose	0	0	0	non-opioid overdose
opioid overdose	0	1	0	opioid overdose
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>Total</b>
Fatal Overdose Occurrences				Non-Fatal Overdose Occurrences
January - April				January - April
● non-opioid overdose ● opioid overdose				● non-opioid overdose ● opioid overdose
<p>Bar chart showing Fatal Overdose Occurrences for January - April. The y-axis is labeled 'OD occurrences' with a scale from 0 to 1. The x-axis shows years 2023, 2024, and 2025. A single black bar for 2024 reaches the value 1. A legend indicates ● non-opioid overdose and ● opioid overdose.</p>				<p>Bar chart showing Non-Fatal Overdose Occurrences for January - April. The y-axis is labeled 'OD occurrences' with a scale from 0 to 1. The x-axis shows years 2023, 2024, and 2025. A single black bar for 2024 reaches the value 1. A legend indicates ● non-opioid overdose and ● opioid overdose.</p>

Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderslie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kinross, 6024 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM

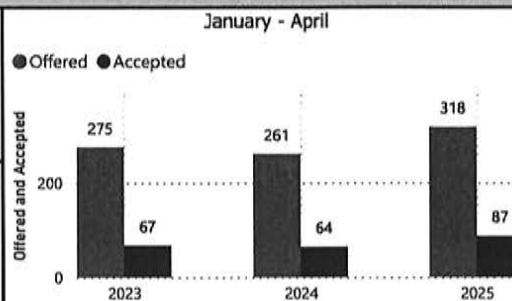


# OPP Detachment Board Report Records Management System January - April 2025

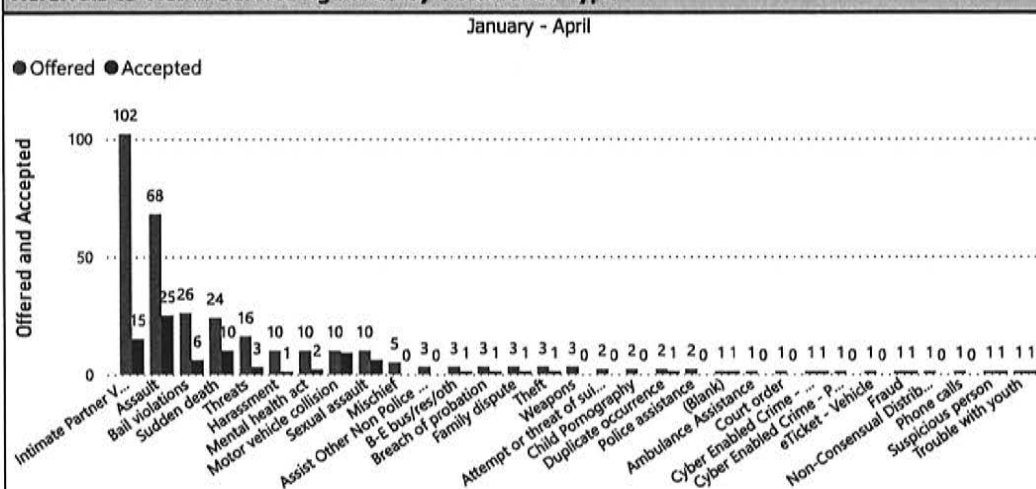
## Referrals to Victim Service Agencies by Year

January - April			
Year	Offered	Accepted	% Accepted
2023	275	67	24.2%
2024	261	64	24.4%
2025	318	87	27.2%

YTD			
Year	Offered	Accepted	% Accepted
2023	275	67	24.2%
2024	261	64	24.4%
2025	318	87	27.2%



## Referrals to Victim Service Agencies by Occurrence Type



## Referrals Accepted (%) by Age Group

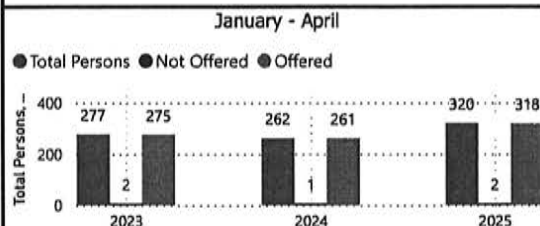
January - April			
PersonAgeRange	2023	2024	2025
	4.6%	7.2%	
11 - 16	100.0%	83.3%	18.8%
17 - 25	88.9%	60.0%	34.4%
26 - 45	96.6%	81.8%	24.7%
46 - 65	100.0%	64.3%	31.7%
6 - 10		0.0%	0.0%
Over 65	75.0%	75.0%	40.9%
Under 6			12.5%

YTD			
PersonAgeRange	2023	2024	2025
	4.6%	7.2%	
11 - 16	100.0%	83.3%	18.8%
17 - 25	88.9%	60.0%	34.4%
26 - 45	96.6%	81.8%	24.7%
46 - 65	100.0%	64.3%	31.7%
6 - 10		0.0%	0.0%
Over 65	75.0%	75.0%	40.9%
Under 6			12.5%

## Referrals Not Offered

January - April			
ServicesNotOfferedReason	2023	2024	2025
	0	0	0
	0	0	0
Victim deceased or unable to respond	2	1	2
Victim resides outside Ontario	0	0	0

YTD			
ServicesNotOfferedReason	2023	2024	2025
	0	0	0
	0	0	0
Victim deceased or unable to respond	2	1	2
Victim resides outside Ontario	0	0	0



Detachment: 61 - SOUTH BRUCE

Location code(s): 6100 - SOUTH BRUCE, 6120 - WALKERTON

Area(s): 2 - Marine, 6010 - Arran, 6011 - Brant, 6012 - Bruce, 6013 - Carrick, 6014 - Chesley, 6015 - Culross, 6017 - Elderlie, 6018 - Greenock, 6020 - Huron, 6021 - Kincardine, 6022 - Kincardine Twp., 6023 - Kintosa, 6026 - Lucknow, 6027 - Mildmay, 6028 - Paisley, 6030 - Ripley, 6034 - Tara, 6035 - Teeswater, 6036 - Tiverton, 6037 - Walkerton, 6937 - Hwy 21, 6938 - Hwy 4, 6941 - Hwy 9

Data source date:

05-May-2025

Report Generated on:

05-May-2025 12:45:59 PM



## **Calls for Service of Note**

### ***Violent Crime:***

Assault – During the first 4 months of 2025 assaults were up 26% from the same months in the previous year. Over half of the 53 assaults investigated can be attributed to intimate partner violence.

Sexual Assault – Through the first quarter of 2025, sexual assault occurrences were down by 47%. Officers investigated 10 sexual assaults over the 4 months compared to 19 in the same time frame of the previous year.

Other offences involving violence or the threat of violence – These offences showed a considerable increase from the previous year, an increase of 75%. When looking at 2023 statistics, the 2025 statistics are relatively consistent and they will continue to be monitored moving forward.

### ***Property Crime:***

Break and Enter – The South Bruce Detachment area saw an increase in break and enters when comparing the 4 months to the previous year. There were 17 break and enters investigated compared to 13 in the same time frame in the previous year. 2023 saw a total of 25 break and enters.

Fraud – Over the 4-month period officers responded to 38 fraud occurrences. In these frauds a substantial amount of money has been lost. These frauds include a combination of cyber frauds, grandparent scams and internet scams. Our detachment Community Engagement Officer remains vigilant with education and awareness campaigns as they are the best form of fraud prevention.

### ***Traffic:***

The South Bruce Detachment area experienced significant weather events through January, February and March 2025. These weather events created treacherous highway conditions for the public and officers alike. Officers were diligent working through the adverse weather conditions to ensure public safety. As previously noted, Highway Traffic Act charges were down just over 10% which is consistent with the winter weather experienced. Officers remain focused on ensuring traffic safety by focusing on the Big 4 (speeding, distracted driving, seatbelts and impaired driving) causal factors contributing to serious injury and death on our highways.

### ***In the Community:***

Officers in the South Bruce Detachment remain committed to community engagement and continue to recognize the value that great relationships add to our work. In early April, officers supported a recruitment initiative in Paisley targeted to recruit more women into policing. Local female officers provided overviews of their careers. Attendees traveled as far as London and Toronto to participate in this initiative. Further to this, local officers supported the Community Safety and Well-Being Plan, Crime Prevention sub-committee by providing valuable education to the community at a drug townhall.

As the weather has changed, officers are regaining a focus on our variety of patrol methods. Officers will be in the community conducting foot patrol, ATV patrol, and bike patrol (including pedal assist bikes). It is important to highlight that our officers conducted Motorized Snow Vehicle patrols through the winter and patrolled for approximately 116 hours.

***Detachment Updates:***

Effective June 2<sup>nd</sup>, 2025, S/Sgt. Deb McClure has accepted a Staff Sergeant Detachment Commander position in Central Region. S/Sgt. McClure has been a great addition to the team here in South Bruce and she will be greatly missed. S/Sgt. McClure has been dedicated to the officers and communities that we serve during her tenure here. We wish Deb all the best as she moves into her new role. Effective the same date, S/Sgt. Lynn McNichol will become the permanent Detachment Manager at the South Bruce Detachment. S/Sgt. McNichol was successful in a recent promotional process and I'm looking forward to working with her in this role. S/Sgt. McNichol comes with a wealth of experience and will be an asset to our team here and I am looking forward to introducing her to the Detachment Board at the next meeting.

# Staff Report to Board

**Title:** Secretary-Treasurer Hiring Process

**Meeting Date:**

Tuesday, May 13, 2025

---

## Recommendation:

That the South Bruce OPP Detachment Board approve the Employment Opportunity – Secretary-Treasurer posting and the Secretary-Treasurer – Hiring, Job Description and Performance Review Policy; and

That an ad-hoc committee consisting of the Chair and \_\_\_\_\_ be established to participate in the hiring process per the Secretary-Treasurer – Hiring, Job Description and Performance Review Policy; and

That the South Bruce OPP Detachment Board direct staff to begin the process for hiring a Secretary-Treasurer.

---

## Executive Summary:

The South Bruce OPP Detachment Board will review the Secretary-Treasurer – Hiring, Job Description and Performance Review Policy, including job description and the Secretary-Treasurer job posting. The Board will also consider the creation of a sub committee of the Chair and at least 1 Board member to participate in the hiring process.

## Financial Considerations:

The Board has budgeted \$3000 a year for the Secretary-Treasurer. This would allow for 100 hours a year at \$30 per hour.

## Policy:

[Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1](#)

### **Context and Background Information:**

The Board has budgeted for a Secretary-Treasurer to provide confidential, high-quality administrative and treasury services. This role acts as a key resource and liaison between the Board and its stakeholders, supporting the Board's vision and operations with professionalism and efficiency.

Staff worked with Human Resources staff at the Municipality of Kincardine to develop a job description, job posting and the Secretary-Treasurer – Hiring, Job Description and Performance Review Policy. The Human Resources staff at the Municipality of Kincardine will provide assistance and guidance in the public job solicitation and qualified candidate vetting, selection, interviews, and Offer of Employment Letter.

### **Consultation Overview:**

Staff have worked with Municipality of Kincardine Human Resources Department.

### **Origin:**

Enactment of the Community Safety and Policing Act.

### **Implementation Considerations:**

Once the Detachment Board has decided, Staff will proceed post the Secretary-Treasurer position and work with the ad hoc committee to bring a report back to the next regularly scheduled meeting.

### **Risk Analysis:**

Proceeding without a Secretary-Treasurer means that there will not be a dedicated person to be the resource for the Detachment Board.

---

**Attachments:** Employment Opportunity – Secretary-Treasurer posting and the Secretary-Treasurer – Hiring, Job Description and Performance Review Policy

**Submitted by:** Jennifer Lawrie, Manager of Legislative Services/Clerk – Municipality of Kincardine.

### **EMPLOYMENT OPPORTUNITY: Secretary-Treasurer**

The South Bruce OPP Detachment Board is seeking a Secretary-Treasurer to provide confidential, high-quality administrative and treasury services. This role acts as a key resource and liaison between the Board and its stakeholders, supporting the Board's vision and operations with professionalism and efficiency.

#### **Responsibilities:**

The Secretary-Treasurer will:

- Prepare and distribute agendas and minutes for Board and committee meetings
- Attend regular Board meetings and special meetings, as necessary
- Prepare and present the annual budget, including quarterly financial updates
- Develop policies and procedures in alignment with Board governance
- Provide regular financial reporting and monitor budget adherence
- Schedule and coordinate meetings, including venue arrangements, conference planning, and training sessions
- Complete required correspondence, maintain records, and ensure compliance with applicable legislation and Board policies
- Coordinates maintenance of the Board webpage, creating and updating information, as necessary.
- 

#### **Qualifications:**

- Post-secondary education in business, office administration or a related field
- Minimum 5 years of administrative experience directly supporting an executive-level board or oversight body
- Minimum 3 years of municipal or public sector experience in budgeting, financial operations, and reporting would be considered an asset
- Strong organizational, analytical, attention to detail, and communication skills
- Strong time management skills with the ability to manage multiple priorities
- Thorough understanding of relevant legislation, including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act, and Accessibility for Ontarians with Disabilities Act (AODA)
- Proficiency in Microsoft Office Suite applications (Word, Excel, PowerPoint) and familiarity with social media platforms
- Availability to attend meetings, conferences, and training events as required

#### **Additional Employment Information:**

- Part-time, Contract position until **August 31, 2026** - May be renewed for subsequent terms based on performance and mutual agreement.
- \$30.00 per hour - potential for adjustment based on the successful candidate's experience and qualifications.
- 100 Hours per Year - Weekly hours may fluctuate based on workload

- Position allows for flexible hours and work location - Travel will be required for meetings and training

Qualified candidates are invited to submit a detailed cover letter and resume outlining their qualifications and suitability for the role to [hr@kincardine.ca](mailto:hr@kincardine.ca) by Applications must be received by **INSERT DATE & TIME**, quoting **“Detachment Board Secretary-Treasurer”** in the subject line.

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection. Accommodations in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process will be provided upon request.

## **South Bruce Ontario Provincial Police Detachment Board**

**Policy No.: SBOPPDB-03**

**Policy Title:** Secretary-Treasurer – Hiring, Job Description and Performance Review Policy

**Adopted Date:**

**Revision Date:**

### **1. Purpose**

This Policy provides guidelines to Board Members governing the Board's hire of the Secretary-Treasurer.

### **2. Scope**

This policy applies to all Board Members and Municipal Staff, associated with the South Bruce Ontario Provincial Police Detachment Board.

### **3. Definitions**

**Board** is defined as the South Bruce Ontario Provincial Police Detachment Board.

**Board Chair** is defined as the representative appointed by the Board as the Board Chair.

### **4. Responsibility**

- 4.1 The Job Description for the Secretary-Treasurer shall be as per Schedule "A" of this policy.
- 4.2 The process governing the Board's hire of the Secretary-Treasurer shall, unless otherwise determined appropriate by the Board in specific circumstances, include a public job solicitation and qualified candidate vetting, selection and interviews, and Offer of Employment Letter accomplished with the assistance of the Municipality of Kincardine Human Resources Department.
- 4.3 The Board shall establish an ad hoc committee of the Chair and at least 1 Board member to participate in the process described above in paragraph 4.1 and report back in closed session to the Board with recommendations.
- 4.4 Following receipt of the report described above in paragraph 4.2, the Board shall decide on next steps, including extending an offer of

employment to a successful candidate based on a current job description communicated to such candidate.

- 4.5 The Board shall review the performance of the Executive Assistant annually at the first in-camera meeting of each year. Performance assessments shall be documented.

## **5. Related Documents/Legislation**

- Community Safety and Policing Act, 2019 S.O. 2019, Chapter 1, Schedule 1
- O.Reg. 409/23: Code of Conduct for O.P.P. Detachment Board Members



## **Schedule “A”**

### **Job Description**

**Job Title:** Secretary-Treasurer – Part-time

**Reports To:** Chair, South Bruce OPP Detachment Board

**Job Description Date:**

### **Job Purpose:**

Provide confidential, high-quality administrative and treasury services. This role acts as a key resource and liaison between the Board and its stakeholders, supporting the Board's vision and operations with professionalism and efficiency.

### **Duties and Responsibilities:**

#### **Board/Committee Meetings**

- Prepare and distribute agendas and minutes for Board and committee meetings
- Attend regular Board meetings and special meetings, as necessary
- Prepare and present the annual budget, including quarterly financial updates
- Develop policies and procedures in alignment with Board governance
- Provide regular financial reporting and monitor budget adherence
- Schedule and coordinate meetings, including venue arrangements, conference planning, and training sessions
- Complete required correspondence, maintain records, and ensure compliance with applicable legislation and Board policies
- Coordinates maintenance of the Board webpage, creating and updating information, as necessary.

### **Confidential Information:**

This position has access to highly sensitive and confidential information, including information related to closed meetings of the Board.

### **Position Requirements:**

- Post-secondary education in business, office administration or a related field
- Minimum 5 years of administrative experience directly supporting an executive-level board or oversight body
- Minimum 3 years of municipal or public sector experience in budgeting, financial operations, and reporting would be considered an asset
- Strong organizational, analytical, attention to detail, and communication skills

- Strong time management skills with the ability to manage multiple priorities
- Thorough understanding of relevant legislation, including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act, and Accessibility for Ontarians with Disabilities Act (AODA)
- Proficiency in Microsoft Office Suite applications (Word, Excel, PowerPoint) and familiarity with social media platforms
- Availability to attend meetings, conferences, and training events as required

**Job Locations:**

**Meetings**

**[In-person meetings TBD]**

Meetings may also occur electronically.

**General Office Environment**

Regular Board meetings are generally scheduled every quarter. Special meetings of the Board and Committee meetings may be held from time to time as determined by the Chair/Board.

Work schedule is generally flexible.

**Compensation:**

- Part-time, Contract position.
- \$30.00 per hour - potential for adjustment based on the successful candidate's experience and qualifications.
- 100 Hours per Year - Weekly hours may fluctuate based on workload
- Position allows for flexible hours and work location - Travel will be required for meetings and training.



## *The Annual CSGB Golf Classic Needs Your Support!*



We are excited to announce the details for the 33rd Annual Golf Classic in support of  
**Crime Stoppers of Grey Bruce**

**OVER \$615,000.00 Raised to Date . . . Considered One of the Best!**

Our Title Sponsors Bayshore Broadcasting, Germania Mutual Insurance Company and Carlsberg Canada continue to provide leadership in support of this key community fundraising event. The proceeds will help fund the essential work that Crime Stoppers performs, to help make our Grey-Bruce communities safe. The need to support Crime Stoppers has never been greater!

**WHERE:** Saugeen Golf Club will return as our host venue

**WHEN:** **Thursday, June 5th, 2025 (Note: NEW Tee-off @ 10:00AM)**

Attached is the 33rd Annual golfer registration form, including hole sponsorship information. As designated group leader, please share details with your team.

**Chances to Win 2025 Autos + \$30,000.00 & More!**

Entry fee includes all golf related activities, all meals and all post-play festivities, including the Grand Prize Draw.

**Mingle with Honourary Guests of the Day**

We anticipate the tournament will fill up again this year and request that you complete and return the registration form by April 18, 2025.

**An Important Cause to Support the Grey-Bruce Community**

We are also implementing some enhancements, influenced by feedback from peers in your Stakeholder group. This will result in an earlier finish and most importantly, deliver more funds for ...

..... **Crime Stoppers of Grey Bruce** .....

Joe Dietrich  
Tourney Co-Chair

Evan Hayter  
Tourney Co-Founder

Dan Hill  
Tourney Co-Chair

Fred Wallace  
Good Will Ambassador

bayshore  
broadcasting



Official Event Title Sponsors





**Germania Mutual Ins. \* Bayshore Broadcasting \* Carlsberg Canada**

**..... INVITE YOU TO ENTER .....**

**The 33rd Annual CSGB Golf Classic @  
Saugen Golf Club 519-389-4031 \* Thursday, June 5th, 2025**



**Chance to  
Win Autos  
or \$30,000.00**



**REGISTRATION @ 8:30 AM**

**\*\*\* NOTE \*\*\***

**NEW Shot-Gun Start @ 10 AM  
Entry Fee \$200.00 Per Golfer  
4 Person Scramble Format**



**Mingle with  
Honourary Guests  
of the Day!**



*Golf Fee Perks: 18 holes with power carts; free practice range; senior tees; rain-checks; bag tags; mulligans; 50/50 cash hole; closest-to-pin opps; hole-in-one opps; 50/50 \$ raffle; Tim Hortons donuts; box lunch in play; post-play Reception & Banquet Dinner; live & silent auctions plus...*

**Chance to Win Grand Prize Draw**

**Please Sign Up Below and Return Your Entry Form & Fee by April 18th - We Fill Up Fast!**

Name

Address

Postal Code

Email


Telephone contact name & number:

**\*Entry Deadline APRIL 18th**

**You may also wish to register as a Corporate Hole Sponsor \* 2025 Hole Sponsor Perks include:**

*Social Media Hits \* Day of Hole Signs \* Listing on 33rd Ann. Scorecard \* Table Tent Cards*

Company Name for Hole Sign:

Contact:

**Select from 3 levels as follows:** ☐ 1. Platinum @ \$1,000.00 ☐ 2. Gold @ \$600.00 ☐ 3. Silver @ \$300.00

**TO REGISTER:** Please fill & return entry form with payment to GERMANIA MUTUAL INSURANCE  
403 Mary Street, PO Box 30, Ayton ON, N0G 1C0 \* CSGBgolf@germaniamutual.com

\* For more details, contact Elena DeBono @ Germania Mutual Insurance 1-888-418-7770 ext. 260 \*

Payment Methods: (a) by Cheque, payable to Crime Stoppers Grey-Bruce Tournament (b) by E-transfer,  
payable to Crime Stoppers Golf sent to: crimestoppersgolf@wightman.ca (c) by Credit Card

**bayshore  
broadcasting**



Official Event Title Sponsors



## Notice of Election - OAPSB Zone 5 - Wednesday, May 28, 2025

**From** Jo-Anne Fields <j.fields7575@gmail.com>

**Date** Thu 2025-04-24 4:34 AM

**To** Todd Taylor <ttaylor@orangeville.ca>; I McSweeney <imcsweeney@orangeville.ca>; lpost@orangeville.ca <lpost@orangeville.ca>; wmaycock@orangeville.ca <wmaycock@orangeville.ca>; garmstrong@orangeville.ca <garmstrong@orangeville.ca>; jacquelin.corrado@gmail.com <jacquelin.corrado@gmail.com>; wmills@shelburne.ca <wmills@shelburne.ca>; shall@shelburne.ca <shall@shelburne.ca>; wbenotto@shelburne.ca <wbenotto@shelburne.ca>; Jeffrey Deason <jdeason@live.com>; tina.hinsperger@gmail.com <tina.hinsperger@gmail.com>; rmarinelli@oxfordproperties.com <rmarinelli@oxfordproperties.com>; astirk@amaranth.ca <astirk@amaranth.ca>; walterkolodziechuk@gmail.com <walterkolodziechuk@gmail.com>; mr jdv <jvambler@gmail.com>; jstirk@eastgarafraxa.ca <jstirk@eastgarafraxa.ca>; jjonker@townofgrandvalley.ca <jjonker@townofgrandvalley.ca>; amie@greenwoodconst.ca <amie@greenwoodconst.ca>; cguthrie@guelphpolice.ca <cguthrie@guelphpolice.ca>; pmcsherry@guelphpolice.ca <pmcsherry@guelphpolice.ca>

1 attachment (23 KB)

OAPSB Zone 5 Elections Bylaw - revised March 2024.docx;

Good Morning Everyone:

The purpose for this correspondence is to provide adequate notice of the OAPSB Zone 5 Elections. Nominations for the positions of Chair, Vice-Chair, Director and Secretary/Treasurer of the OAPSB Zone 5 for the next term will be made from the floor at the next Zone 5.

The meeting will be on Wednesday, May 28, 2025 in person at Waterloo Regional Police Central Division, 200 Frederick Street, Kitchener, ON.

For your information, I have attached Sections from the OAPSB Zone 5 bylaw related to Elections, with revisions for tabulation of votes through the virtual meeting as noted below.

Every Zone 5 Board in attendance at the meeting will be permitted one (1) vote in respect to the Chair, Vice Chair, Director and Secretary/Treasurer position. Proxy voting shall be permitted subject to receipt by the Zone Secretary/Treasurer of a resolution from the respective Police Services Board's approval.

Call for further nominations from the floor will be permitted.

Each candidate, should they wish, will be permitted two (2) minutes to provide a brief summary of their qualifications.

The present Chair, Vice Chair, Director and Secretary have indicated that they would be willing to remain in leadership for another term.

Please advise if you are interested in being considered for any of these positions prior to the Election on May 28, 2025.

For your information, I have attached Sections from the OAPSB Zone 5 bylaw related to Elections.

Have a great day. Looking forward to 'seeing' you on Wednesday, May 28, 2025.

Smiles,

Jo

Jo-Anne Fields  
OAPSB Zone 5 Secretary/Treasurer  
519.494.9466

**ONTARIO ASSOCIATION OF POLICE SERVICES BOARD**  
**ZONE 5**

**By-Law No. 01 – 24**

**ARTICLE 4 – MEMBERSHIP**

Subject to Article 5, every Police Services Board that is a member in good standing of the OAPSB and is located within the territorial boundaries of the Zone may be a member of Zone 5, upon receipt of annual membership dues.

Every member Police Services Board shall have one vote with respect to election(s) of Zone Officers.

**ARTICLE 5 – MEMBERSHIP DUES**

Fees for membership of the Zone shall be determined by a simple majority of the Boards present at the last meeting of the term prior to the OAPSB Annual General Meeting.

Fees for membership of the Zone shall be due within 30 days following the Annual General Meeting.

**ARTICLE 6 – ZONE OFFICERS**

**Chair, Vice Chair, Director and Zone Secretary/Treasurer**

**Section 1 – Term of Office**

The term of office for Zone Officers shall be one year commencing immediately after the OAPSB Annual General Meeting or shall end on commencement of the next term. In addition, should the said officer no longer be a member of their PSB, their term of office shall cease at the next Zone 5 meeting and a replacement officer shall be elected if balance of the term is more than 50% of the total term of office, or appointed by the remaining two officers if balance of term is less than 50% of the term of office."

**Section 2 – Nomination and Elections**

- (a) Nomination and Election of Chair, Vice Chair and Director.

At least 30 days prior to the date of election, the Zone secretary/Treasurer will, provide formal notice to all Police Services Boards in Zone 5, requesting nominations for Zone officers – Chair, Vice Chair and Director.

In the event that an election is to be carried out during the term of office, due to a vacancy occurring, actions in (A) will be taken. However, time may not permit a 30 day notice period, before the next meeting when the election will be held. In this event, a minimum of two (2) business days' notice will be given to the member Boards. Should the vacancy be immediate, one of the two existing officers will double up and become 'acting' during the vacancy time.

- (b) Nominations will be made from the floor during the Zone meeting the day of the election. And, the Zone Secretary/Treasurer shall announce those names of proposed candidates who have filed their interest to be nominated for the respective Zone Officer.
- (c) Elections will be held during the last meeting of the term of office.
- (d) Election shall be by paper ballot with a simple majority of the Boards present. 'Proxy voting' shall be permitted subject to receipt by the Zone Secretary/Treasurer of a resolution from the respective Police Services Board's approval.
- (e) Elections shall take place immediately prior to adjournment of the Zone meeting.
- (f) Appointment of Zone Secretary/Treasurer

At the time of Elections, the Zone Secretary/Treasurer shall be appointed by a vote of a simple majority of the Zone membership and shall not be required to be a secretary to a Board that is a member of the Zone.





## *The Annual CSGB Golf Classic Needs Your Support!*



We are excited to announce the details for the 33rd Annual Golf Classic in support of  
**Crime Stoppers of Grey Bruce**

**OVER \$615,000.00 Raised to Date . . . Considered One of the Best!**

Our Title Sponsors Bayshore Broadcasting, Germania Mutual Insurance Company and Carlsberg Canada continue to provide leadership in support of this key community fundraising event. The proceeds will help fund the essential work that Crime Stoppers performs, to help make our Grey-Bruce communities safe. The need to support Crime Stoppers has never been greater!

**WHERE:** Saugeen Golf Club will return as our host venue

**WHEN:** **Thursday, June 5th, 2025 (Note: NEW Tee-off @ 10:00AM)**

Attached is the 33rd Annual golfer registration form, including hole sponsorship information. As designated group leader, please share details with your team.

**Chances to Win 2025 Autos + \$30,000.00 & More!**

Entry fee includes all golf related activities, all meals and all post-play festivities, including the Grand Prize Draw.

**Mingle with Honourary Guests of the Day**

We anticipate the tournament will fill up again this year and request that you complete and return the registration form by April 18, 2025.

**An Important Cause to Support the Grey-Bruce Community**

We are also implementing some enhancements, influenced by feedback from peers in your Stakeholder group. This will result in an earlier finish and most importantly, deliver more funds for ...

..... **Crime Stoppers of Grey Bruce** .....

Joe Dietrich  
Tourney Co-Chair

Evan Hayter  
Tourney Co-Founder

Dan Hill  
Tourney Co-Chair

Fred Wallace  
Good Will Ambassador

bayshore  
broadcasting



Official Event Title Sponsors





**Germania Mutual Ins. \* Bayshore Broadcasting \* Carlsberg Canada**

**..... INVITE YOU TO ENTER .....**

**The 33rd Annual CSGB Golf Classic @  
Saugen Golf Club 519-389-4031 \* Thursday, June 5th, 2025**



**Chance to  
Win Autos  
or \$30,000.00**



**REGISTRATION @ 8:30 AM**

**\*\*\* NOTE \*\*\***

**NEW Shot-Gun Start @ 10 AM  
Entry Fee \$200.00 Per Golfer  
4 Person Scramble Format**



**Mingle with  
Honourary Guests  
of the Day!**



*Golf Fee Perks: 18 holes with power carts; free practice range; senior tees; rain-checks; bag tags; mulligans; 50/50 cash hole; closest-to-pin opps; hole-in-one opps; 50/50 \$ raffle; Tim Hortons donuts; box lunch in play; post-play Reception & Banquet Dinner; live & silent auctions plus...*

**Chance to Win Grand Prize Draw**

**Please Sign Up Below and Return Your Entry Form & Fee by April 18th - We Fill Up Fast!**

Name

Address

Postal Code

Email


Telephone contact name & number:

**\*Entry Deadline APRIL 18th**

**You may also wish to register as a Corporate Hole Sponsor \* 2025 Hole Sponsor Perks include:**

*Social Media Hits \* Day of Hole Signs \* Listing on 33rd Ann. Scorecard \* Table Tent Cards*

Company Name for Hole Sign:

Contact:

**Select from 3 levels as follows:** ☐ 1. **Platinum @ \$1,000.00** ☐ 2. **Gold @ \$600.00** ☐ 3. **Silver @ \$300.00**

**TO REGISTER:** Please fill & return entry form with payment to GERMANIA MUTUAL INSURANCE  
403 Mary Street, PO Box 30, Ayrton ON, N0G 1C0 \* CSGBgolf@germaniamutual.com

\* For more details, contact Elena DeBono @ Germania Mutual Insurance 1-888-418-7770 ext. 260 \*

Payment Methods: (a) by Cheque, payable to Crime Stoppers Grey-Bruce Tournament (b) by E-transfer,  
payable to Crime Stoppers Golf sent to: crimestoppersgolf@wightman.ca (c) by Credit Card

**bayshore  
broadcasting**



Official Event Title Sponsors