

**The Following Members Were Present:**

Deputy Mayor Diane Huber, Chair  
John Woodley, Municipal Member  
Pat O'Connor, Provincial Member  
Tina Blair, Provincial Member

**The Following Individuals Were Present:**

Kevin Zettel, Police Chief  
Jeremy Mighton, Deputy Police Chief  
Tracey Guy, Board Secretary  
Hank Zehr, Police Service Advisor (Zone 5), Inspectorate of Policing, Ministry of the Solicitor General  
Nancy Wyonch, Member of the Public  
Michael Cuillerier, Member of the Public  
Tannis Cuillerier, Member of the Public

**The Following Members Were Absent:**

Councillor Rachel Stack, Municipal Member

**1. Call to Order**

The Chair called the meeting to order at 16:30 hours with a Land Acknowledgement and welcomed everyone.

**2. Approval of Agenda**

**Motion 1 – John Woodley/Pat O'Connor**

**That the Agenda for the Public Meeting of the Saugeen Shores Police Service Board dated November 19<sup>th</sup>, 2025, be approved, as amended.**

**Disposition – Carried**

**3. Declaration of Pecuniary Interest**

No declarations of pecuniary interest were declared, however the Chair advised that the members could declare at any time in the meeting.

**4. Delegations**

**1. Oath of Office and Secrecy – Ms. Blair**

New Provincial Member to the Saugeen Shores Police Service Board, Ms. Blair, took her Oath of Office and Oath of Secrecy. She is in the process of completing the required training. The Members welcomed her to the Board.

**5. Adoption of Minutes**

**Motion 2 – Pat O'Connor/John Woodley**

**That the Minutes of the Public Meeting of the Saugeen Shores Police Service Board dated October 15, 2025, be approved.**

**Disposition – Carried**

**6. Reports**

**1. Chief's Report**

Personnel

1. Member Spotlight  
Deferred to the next meeting.

Personnel Training

1. LEARN Training – Ms. McCulloch  
Ms. McCulloch attended a 2-day training conference in Aurora hosted by the Law Enforcement and Records Network. The conference is comprised of a network of police managers in Ontario that focuses on records management, information sharing, and developing guidelines for areas like police record checks and the disclosure of information.
2. Incident Management System 200  
Sergeants Primeau & Evans, and Constables Wagner & Paulitzki completed the Incident Management System 200 training on October 27 – 28, 2025.
3. Auxiliary Member – Annual Re-Certification Training  
Auxiliary Members Either, Mandawoub, Nair, and Patel completed their annual Use of Force training under the direction of Use of Force Officer Constable Lowerison.
4. Mental Health Training – All uniform members  
All uniform members will be completing Mental Health Crisis Response Training as mandated in the *Community Safety and Policing Act*. This training is required to be completed by April 2026 at a cost per member of \$330.00.
5. Incident Command 300  
Inspector Cook completed the Incident Command 300 hosted by the Ontario Police College from November 3 - 7, 2025.
6. Incident Command 200  
D/Constable Hopkins, Constables Wagner, MacDonald and Paulitzki completed the Incident Command 200 training in Chesley between November 10 - 14, 2025.
7. Cyber Crime Conference  
Constable Rickert attended the Cyber Crime Conference between November 4 - 6, 2025.
8. Patrol Carbine Trainer Course  
Use of Force Officer Constable Lowerison attended the Patrol Carbine Training Course at the Toronto Police Service between November 10 – 13, 2025.

9. Elder Abuse Training

Constables Reinhart and Rickert attended the Elder Abuse Investigations Course hosted by the York Regional Police Service from November 12 - 21, 2025.

Budget

Staff are in the process of presenting budgets to Town Council. The Police and Board budgets will be presented on November 26<sup>th</sup>, 2025. Vice Chair Woodley will present the Board Budget.

Ministry Reports

*Community Safety and Policing Act*

New Procedures issued since last meeting:

- NIL

Updated Procedures issues since last meeting:

- CP-002SSPS Crime Prevention
- LE-047SSPS Police Response High Risk Individuals
- PO-001SSPS Public Order Units

1. Mental Health Supports for Public Safety Personnel (HHS4PSP) Grant

The Ministry of the Solicitor General has approved the Saugeen Shores Police Service grant application for funding under the Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2025-2026 in the amount of \$ 25,000. The Grant Program is part of the Ontario government's plan to help public safety organizations provide access to specialized mental health services for first responders and public safety personnel.

Police Service Reports

1. Reports Submitted to the Police Service Board:

- October 2025 Stats Analysis (OnCall Analytics)

2. CROMS Statistics – Q3 Collision Statistics

Q3 collision statistics for the Saugeen Shores Police Service was provided for review.

3. Crime Stoppers of Grey Bruce – Q3 Report

The Crime Stoppers of Grey Bruce July to September 2025 Coordinator's Program Report, containing details of our program's statistics and activities up to and including September 2025, was provided for review.

4. Forrest Green – October Newsletter

The October 2025 Newsletter from Forrest Green was provided for review.

5. OPP Municipal Policing Bureau – Section 14 Agreement

No update at this time.

6. 30Forward Initiative

Derived from the global 30×30 Pledge, which commits to increasing women's representation to 30% in organizations by 2030, the 30 Forward Pledge looks beyond the next five years. It is tailored for Canadian police services that value a fair and inclusive workforce that better reflects the communities they serve. The Chief has participated in working groups and meetings to assist and have the Saugeen Shores Police Service be a part of this movement.

7. Reports provided for information:

- 30 Forward - Focus Group Findings Report
- 30Forward - Literature Review – Inside the Service
- 20Forward - Research on Women in Policing

Events / Committees

1. Human Trafficking – Town Hall

Sergeant Briggs presented at the Human Trafficking Awareness – Community Town Hall on October 23<sup>rd</sup>, 2025. Sergeant Briggs had an excellent presentation that informed attendees and invoked productive conversations.

2. Shop with a Cop

The Rotary Clubs of Saugeen Shores will host the “Shop with a Cop” event at Vanderwerf’s Independent Grocer on November 20<sup>th</sup>, 2025. The Rotary Clubs will pay for the food collected by the students, up to \$300 per school, and arrange to have it taken to the foodbanks. The winning school also gets \$100 worth of books for their library, while the runners-up schools receive \$50 worth of books.

3. Dinner by Donation

The Dinner by Donation event in Saugeen Shores is scheduled for December 6<sup>th</sup>, 2025, at the Hampton Hall at the Southampton Golf & Country Club. This annual event, hosted by the Southampton Golf & Country Club and supporting the Saugeen Shores Police Service, collects paid Visa or store gift cards as admission to be distributed to those in need during the winter.

4. Christmas Parades

The Saugeen Shores Police Service will be assisting with the Christmas parades in Port Elgin on November 29<sup>th</sup>, 2025, and in Southampton on Friday December 5<sup>th</sup>, 2025.

**5. Saugeen Shores Corvette Club – Contingency Fund Donation**

The Saugeen Shores Corvette Club has approximately 120 members from across the Grey-Bruce Area and together they raised \$2,220.00. They have purchased gift cards from Walmart, Subway, Tim Hortons and Giant Tiger and are providing them to Police to give to those in need. This donation is one of their yearly contributions to give back to their community. The Board thanked the Saugeen Shores Corvette Club for their generous donation.

**6. St. John's Anglican Church ACW – Contingency Fund Donation**

During July 2025, the St. John's Anglican Church organized the 40<sup>th</sup> Annual Antique and Collectibles Show and Sale that was held at the Coliseum. The proceeds from the show are distributed amongst various charities in the community. This year, the organization contacted the Saugeen Shores Police Service and expressed interest in support the Saugeen Shore Police Service Contingency Fund with a \$2,000 monetary donation. The Board thanked St. John's Anglican Church ACW for their donation.

**7. Southampton Rotary Club – Donation of Youth Activity Kits**

The Southampton Rotary Club has generously prepared and donated youth activity kits to the Saugeen Shores Police Service. The youth activity kits are provided to youth to help entertain and build rapport while they are at the police station. That Board thanked the Southampton Rotary for your continued support.

**Other**

**1. Fleet – Vehicle #24**

On October 31, 2025, an officer was responding to a Motor Vehicle Collision on Bruce Road 33. While involved in this investigation, a large gust of wind blew a large Ash tree over which landed on the A-pillar of the police vehicle causing extensive damage to the vehicle. The officer was not injured as a result of the falling tree or damage to the vehicle. The incident was investigated by Sergeant Primeau, and the vehicle was towed to the Police Station where it is currently being stored while waiting for an insurance appraiser.

Michael Cuillerier questioned how he could speak at the next meeting. The Chair requested he email the request and the topic, and the Secretary and Chair will review the request and ensure it confirms with our Governance Procedures and reply. Michael and Tannis Cuillerier left the meeting.

**2. Deputy Chief's Report**

Deputy Chief reported that he is working with Gallagher Consulting to complete a Market Comparison for civilian positions. The invoice will be forwarded for payment before the end of the year.

**3. Chair's Report**

**1. 2026 Saugeen Shores Board Regular Meetings**

The Chair proposed a condensed 6 meeting schedule in 2026, at 16:30 hours:

- Wednesday, January 21
- Wednesday, March 18
- Wednesday, May 20
- Wednesday, July 15
- Wednesday, September 16
- Wednesday, November 18

She advised that six Regular Meetings will provide opportunity for focussed discussions and operational reports at regular intervals while respecting the time commitment required of both PSB members and Senior Officers. This will provide for Board Members to participate in training, attend the OAPSB conference and participate in community events to support SSPS involvement with attention to enabling board commitment in a balanced manner throughout the year. Special Meetings can be added between regular meetings, if needed.

**2. Review of Police Service Board By-laws**

The Chair is looking to create a Sub-Committee to review the Board Governance By-laws, to ensure that they stay current. She will report to a future meeting if needed.

**3. Creating Catherine's Space**

The Board received a verbal report from the Deputy Chief regarding an initiative to create a commemorative space in honour of Catherine Thomas within the existing courtyard adjacent to the Police Services building for information. There will be an opportunity for the PSB to support, financially or otherwise, an initiative to recognize the contribution made to the SSPS by Auxiliary Member Thomas.

**7. Unfinished Business**

**1. *Community Safety & Policing Act (CSPA)***

As per the Inspectorate of Policing Bulletin #3, Hank Zehr inquired whether the Saugeen Shores Police Service Board passed a Critical Points Policy. A draft was reviewed and will be added to a future agenda.

**8. New Business**

None.

**9. Communications**

The following correspondence was provided for information:  
OAPSB Correspondence – Communication Policy

**10. Next Meetings**

- December 17, 2025 at 16:30 hours
- January 21, 2026 at 16:30 hours

**11. Closed to Public**

**Motion 3 – Pat O'Connor/John Woodley**

**That the Saugeen Shores Police Service Board meet in Closed to Public session to discuss matters in accordance with Community Safety and Policing Act as follows:**

- a) **Closed Session Minutes dated October 15, 2025;**
- b) **Regarding Section 44 (2) (b) personal matters about an identifiable individuals, including members of the police service or any other employees of the board; and**
- c) **Regarding Section 44 (2) (d) labour relations or employee negotiations.**
- b) **Regarding Section 44 (2) (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value.**

**Disposition – Carried**

**12. Business Arising from Closed Session**

1. Minutes dated October 15, 2025 were approved.
2. Information was provided regarding personal matters about identifiable individuals.

**Motion 4 – John Woodley/Pat O'Connor**

**That the Saugeen Shores Police Service Board approve extending a conditional offer of employment to Applicant #1, for the position of Cadet Recruit, effective December 8<sup>th</sup>, 2025. The letter of offer is contingent upon a background investigation that is acceptable by the employer**

**Disposition – Carried**

**Motion 5 – Pat O'Connor/John Woodley**

**That the Saugeen Shores Police Service Board approve extending a conditional offer of employment to Applicant #2, as a Cadet in Training effective January 13<sup>th</sup>, 2025. The letter of offer is contingent upon a background investigation that is acceptable by the employer**

**Disposition – Carried**

**Motion 6 – Pat O'Connor/John Woodley**

**That the Saugeen Shores Police Service Board approve extending conditional offer of employment to Applicant #3, as an Auxiliary Officer effective December 15<sup>th</sup>, 2025. The letter of offer is contingent upon a background investigation that is acceptable by the employer**

**Disposition – Carried**

3. Information was provided on labour relations.

**Motion 7 – Pat O'Connor/John Woodley**

**That the Saugeen Shores Police Service Board approves continuing services with Members Health for 2026, to be reviewed in October 2026 prior to continuation.**

**Disposition – Carried**

4. Information was provided regarding the 2026 budget considerations.

**13. Adjournment**

**Motion 8 – Pat O'Connor/John Woodley**

**That this meeting of the Saugeen Shores Police Service Board does now adjourn at 18:36 hours.**

**Disposition – Carried**

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Chair

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Secretary