

**LANARK COUNTY OPP DETACHMENT BOARD
AGENDA**

**Wednesday, May 21, 2025
8:30 a.m.**

Carleton Place Fire Hall Meeting Room – 15 Coleman Street

A. MEETING CALL TO ORDER

B. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be approved as circulated and read.

**C. DISCLOSURE OF PECUNIARY INTEREST / CONFLICT OF INTEREST AND
GENERAL NATURE THEREOF**

D. APPROVAL OF MINUTES

Suggested Motion:

THAT the minutes of the Lanark County OPP Detachment Board Inaugural and Regular Meetings held on Wednesday, April 23, 2025 be approved as circulated and read.

E. PRESENTATIONS AND DELEGATIONS

1. Stephanie Grey, Coordinator, Lanark County Situation Table

**Re: Update on the Lanark County Situation Table and Community Safety
and Well-Being Plan**

2. Inspector Kerlous Tawdrous, Lanark County OPP

a. Update on Lanark County Action Plan

Suggested Motion:

THAT the update on the Lanark County Action Plan be received as information.

b. School Bus Safety

Suggested Motion:

THAT the update by Inspector Tawdrous on school bus safety be received as information.

c. Summer Marine Patrols

Re: Locations of concern

- 3. Jasmin Ralph, Clerk, Lanark County**
Re: Lanark County Detachment Board Coordinator Position
(see also Closed Session Item pertaining to Personnel Matters)

F. REPORTS

None

G. EXTERNAL ORGANIZATION UPDATES

None

H. MOTIONS

None

I. BY-LAWS

None

J. INFORMATION LISTING

None

K. OTHER BUSINESS

L. NOTICE OF MOTIONS

M. ANNOUNCEMENTS

N. CLOSED SESSION

Suggested Motion:

THAT the Lanark County OPP Detachment Board move into closed session at a.m. to discuss a personal matter about an identifiable individual, including members of the police service or any other employees of the Board subject to the Community Safety and Policing Act Section 44 (2) (b);

AND THAT Diane Smithson, Acting Secretary-Treasurer and Jasmin Ralph, County Clerk be permitted to participate in the meeting.

Suggested Motion:

THAT the Board return to regular session at a.m.

O. RISE AND REPORT

P. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at a.m.

**LANARK COUNTY DETACHMENT BOARD
INAUGURAL MEETING
MINUTES**

**Wednesday, April 23, 2025
8:30 a.m.
Carleton Place Fire Hall Meeting Room**

PRESENT:

Dena Comley, Council Representative, Town of Carleton Place
Steve Fournier, Council Representative, Township of Drummond/North Elmsley
Denzil Ferguson, Council Representative, Municipality of Mississippi Mills
Ed McPherson, Council Representative, Town of Perth
Greg Hallam, Council Representative, Tay Valley Township
Ron Closs, Council Representative, Township of Lanark Highlands
Karen Jennings, Council Representative, Township of Montague
Rodney Bowes, Community Representative
Michel Vermette, Community Representative

OTHERS:

Inspector Kerlous Tawdrous, Lanark County OPP
Diane Smithson, Acting Secretary-Treasurer

ABSENT:

Richard Kidd, Council Representative Beckwith Township

A. MEETING CALL TO ORDER

Diane Smithson, Acting Secretary-Treasurer called the meeting to order at 8:32 a.m.

B. ROLL CALL

All members were in attendance with the exception of Richard Kidd, Beckwith

C. DECLARATION OF OFFICE FOR ALL MEMBERS OF THE BOARD

Each Board member in attendance swore or affirmed their Oath of Office.

D. APPOINTMENT OF A CHAIRPERSON

Moved by Dena Comley

Seconded by Steve Fournier

THAT Ed McPherson be nominated Chairperson for the Lanark County OPP Detachment Board.

CARRIED

As no further nominations for the position of Chairperson were received after the Acting Secretary-Treasurer inquired three times, Ed McPherson accepted the nomination and was approved by motion of the Board.

E. APPOINTMENT OF A VICE-CHAIRPERSON

Moved by Ron Closs

Seconded by Steve Fournier

THAT Michel Vermette be nominated Vice-Chairperson for the Lanark County OPP Detachment Board.

CARRIED

As no further nominations for the position of Vice-Chairperson were received after the Secretary-Treasurer inquired three times, Michel Vermette accepted the nomination and was approved by motion of the Board.

F. VICE-CHAIRPERSON'S INAUGURAL REMARKS

Michel Vermette opted not to make any inaugural remarks.

G. CHAIRPERSON'S INAUGURAL REMARKS

Chair McPherson thanked the members for the nomination and noted the work that had taken place to date to enable the Inaugural Meeting of the Board to occur today.

H. ADJOURNMENT

Moved by Karen Jennings

Seconded by Denzil Ferguson

That the meeting be adjourned at 8:41 a.m.

CARRIED

Ed McPherson,
Chairperson

Diane Smithson,
Acting Secretary-Treasurer

**LANARK COUNTY OPP DETACHMENT BOARD MEETING
MINUTES**

**Wednesday, April 23, 2025
Immediately following the Inaugural Meeting
Carleton Place Fire Hall Meeting Room – 15 Coleman Street**

PRESENT:

Ed McPherson, Council Representative, Town of Perth, Chairperson
Michel Vermette, Community Representative, Vice-Chairperson
Dena Comley, Council Representative, Town of Carleton Place
Steve Fournier, Council Representative, Township of Drummond/North Elmsley
Denzil Ferguson, Council Representative Municipality of Mississippi Mills
Greg Hallam, Council Representative, Tay Valley Township
Ron Closs, Council Representative, Township of Lanark Highlands
Karen Jennings, Council Representative, Township of Montague
Rodney Bowes, Community Representative

OTHERS:

Inspector Kerlous Tawdrous, Lanark County OPP
Diane Smithson, Acting Secretary-Treasurer

ABSENT:

Richard Kidd, Beckwith Township

A. MEETING CALL TO ORDER

Chairperson McPherson called the meeting to order at 8:43 a.m.

B. APPROVAL OF AGENDA

Moved by Denzil Ferguson

Seconded by Steve Fournier

THAT the agenda be approved as circulated and read.

CARRIED

**C. DISCLOSURE OF PECUNIARY INTEREST / CONFLICT OF INTEREST AND
GENERAL NATURE THEREOF**

There were no disclosures made.

D. APPROVAL OF MINUTES

None

E. PRESENTATIONS AND DELEGATIONS

1. Inspector Kerlous Tawdrous, Lanark County OPP

a. Q1 Statistical Report

Inspector Tawdrous reviewed various aspects of the Q1 Statistical Report. He then addressed questions of the members.

Inspector Tawdrous was asked to provide statistical reports for individual municipalities. While it may be feasible to provide individual municipal reports, the spirit of the new Lanark County OPP Detachment Board is to focus on the County. Inspector Tawdrous will look into yearly municipal reports and get back to the Detachment Board members at the next meeting.

Moved by Denzil Ferguson

Seconded by Ron Closs

THAT the first quarter policing statistics from the Lanark County OPP be received as information.

CARRIED

b. Update on staffing, operations and Detachment Operation Clerks

Inspector Tawdrous provided information on:

- the Detachment Operation Clerks program which is a one-year pilot project providing administrative support to officers on each shift allowing officers to spend more time on policing;
- additional officers are being hired at the Detachment. Staffing fluctuates between 70-80 officers each year due to promotions, retirements, transfers which all impact levels;
- the goal is to have one (1) sergeant position on each shift in the eastern and western regions of the County and the hiring of a Special Constable for prisoner transport.

Moved by Denzil Ferguson

Seconded by Steve Fournier

THAT the update by Inspector Tawdrous on staffing, operations and Detachment Operation Clerks be received as information.

CARRIED

F. REPORTS

1. Review 2025 Approved Budget

Moved by Karen Jennings

Seconded by Ron Closs

THAT the 2025 Lanark County OPP Detachment Board budget be received as information.

CARRIED

The Secretary-Treasurer was asked to confirm if Board member travel to meetings and conferences was included in the Board's insurance coverage.

2. Lanark County OPP Detachment Board Terms of Reference 2025

Moved by Dena Comley

Seconded by Karen Jennings

THAT the Lanark County OPP Detachment Board terms of reference be received as information.

CARRIED

3. Detachment Board – Travel and Expense Policy

Moved by Ron Closs

Seconded by Denzil Ferguson

THAT the Lanark County OPP Detachment Board Travel and Expense Policy be approved as amended to include a provision for updating the rates to correspond with the rates of the municipality undertaking administrative duties for the Detachment Board as they are updated from time to time.

CARRIED

No members of the Board indicated an interest in attending the annual OAPSB conference in London in June.

Five (5) members indicated an interest in attending the OAPSB Zone 2 meeting on Friday, April 25, 2025 in Kingston.

G. EXTERNAL ORGANIZATION UPDATES

None

H. MOTIONS

None

I. BY-LAWS

1. Review Draft Procedural By-law

Moved by Michel Vermette

Seconded by Karen Jennings

THAT By-law 01-2025 being a by-law of the Lanark County OPP Detachment Board to establish the rules governing the order and proceedings of the Board and any committees established by the Board be read a first, second and third time and finally passed.

CARRIED

2. Review Draft Detachment Board Remuneration Policy

Moved by Steve Fournier

Seconded by Karen Jennings

THAT By-law 02-2025 being a by-law of the Lanark County OPP Detachment Board to establish remuneration for members of the Detachment Board be read a first, second and third time and finally passed.

CARRIED

J. INFORMATION LISTING

None

K. NOTICE OF MOTIONS

None

L. ANNOUNCEMENTS

M. CLOSED SESSION

Moved by Dena Comley

Seconded by Steve Fournier

THAT the Lanark County OPP Detachment Board move into closed session at 9:22 a.m. to discuss a personal matter about an identifiable individual, including members of the police service or any other employees of the Board subject to the Community Safety and Policing Act Section 44 (2) (b);

AND THAT Diane Smithson, Acting Secretary-Treasurer and Inspector Tawdrous being permitted to participate in the meeting.

CARRIED

Moved by Karen Jennings

Seconded by Dena Comley

THAT the Board return to regular session at 9:40 a.m.

CARRIED

N. RISE AND REPORT

The Chairperson reported that a personnel matter was discussed in closed session.

O. ADJOURNMENT

Moved by Steve Fournier

Seconded by Denzil Ferguson

THAT the meeting be adjourned at 9:40 a.m.

CARRIED

Ed McPherson,
Chairperson

Diane Smithson,
Acting Secretary-Treasurer

ONTARIO PROVINCIAL POLICE // www.opp.ca

2023-2025 STRATEGIC PLAN



OUR VISION

Safe Communities...
A Secure Ontario

OUR MISSION

To serve our province by
protecting its citizens,
upholding the law
and preserving
public safety.

OUR VALUES

Serving with
**PRIDE,
PROFESSIONALISM
& HONOUR**

Interacting with
**RESPECT,
COMPASSION
& FAIRNESS**

Leading with
**INTEGRITY,
HONESTY
& COURAGE**



Always doing the right things for the right reasons

COMMISSIONER'S INTRODUCTION

As an organization, the Ontario Provincial Police (OPP) strives to always do the right things for the right reasons.

The strength of our 2020-2022 Strategic Plan proved we could adapt to unforeseen challenges, including a global pandemic that impacted the way we all lived, worked and played. By underscoring our commitment to *Our People*, *Our Work* and *Our Communities*, we were able to remain focused, strengthening our organization's foundation and enhancing the safety and well-being of those we serve.

Setting the course for the 2023-2025 Strategic Plan gives us the space to learn from the past, take responsibility for the present, and create the future. It allows us to design policies, procedures and programs to best serve our province by protecting its citizens, upholding the law and preserving public safety.

The 2023-2025 Strategic Plan not only builds on our past successes and reinvigorates our commitments, it also embraces the evolving landscape of policing.

The nature of crime continues to evolve, giving rise to new and emerging challenges. The path set forward in the Strategic Plan will guide us through ever changing trends in crime, technology and society and will serve as the basis for our decision-making and action. We will look to these priorities as we continue to focus on our mission-critical work: providing frontline policing across Ontario in 330 municipalities; reducing injury and death on our roadways, trails and waterways; protecting critical infrastructure; providing specialized criminal, investigative and technical services; countering the exploitation of children; fighting human trafficking; confronting hate crime and preventing extremism; combating the prevalence of guns and gangs; disrupting and dismantling organized crime and the illicit drug trade; and confronting crime involving digital technologies.

The Strategic Plan serves our members by fostering a shared understanding of priorities and enabling focused collaboration. Our members are faced with innumerable challenges, and they continue to rise to meet them at every opportunity. They have committed to a career where uncertainty can quickly shift into danger, where quick decisions and unwavering resolve can make all the difference. It is in these moments of challenge that we continue to shine the brightest. I commend all Ontario Provincial Police members for their ongoing and unwavering dedication to duty, commitment and professionalism.

While we cannot predict the future – and the last three years have proven that – we can set our organization up for success by continuing to prioritize *Our People*, *Our Work* and *Our Communities*. Let this Strategic Plan be a testament to our resilience, a roadmap to guide us through the challenges that lay ahead, and a source of inspiration that reminds us of the profound impact we can collectively achieve.



Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

PURPOSE OF THE PLAN

This plan re-affirms the OPP's strategic priorities for the next three years and emphasizes the importance of collaboration, modernization and innovation to build upon previous achievements. It outlines how we will be bold and purposeful as we adapt to emerging trends in crime, technology and society, meet our public safety responsibilities, and preserve the vital policing services we deliver in Ontario.

It defines our responsibility for growth and development.

TARGET AUDIENCE

Foremost, this plan is for each and every member of the OPP; those public servants whose work improves life across the province and safeguards the fundamental rights and freedoms guaranteed by the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*. The plan also connects us with communities — those that it is our duty to serve, and those with whom we cooperate for public safety.

It is for all of us who share a common responsibility, purpose and vision.

KEY ACCOMPLISHMENTS

With an action-oriented emphasis on long-term outcomes, it delivers clarity of purpose so all OPP employees, stakeholders and communities can understand the intent of our decisions and actions. All members of the OPP support our Strategic Plan with the delivery of values-based, adequate and effective policing in the province.

It outlines our realistic, collective and purposeful responsibilities in the province.



2023-2025 STRATEGIC PLAN

Priorities and Commitments



PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

WORK

A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.

ALIGNMENT WITH THE VISION, MISSION AND VALUES

Safe Communities... A Secure Ontario is the focus of our plan.

To serve our province by protecting its citizens, upholding the law and preserving public safety is how we create *Safe Communities... A Secure Ontario*.

Serving with pride, professionalism and honour; interacting with respect, compassion and fairness; and leading with integrity, honesty and courage is the basis for every decision made and action taken when delivering on our mission toward attaining our vision.

It aligns with our responsibility to remain vision focused ~ mission driven ~ values based.

BASIS OF DEVELOPMENT

The examination and analysis of a multitude of inputs, risks, trends and drivers through various lenses, including diversity, inclusion, leadership, accountability and public safety, including:

- Our achievements and progress under the 2020-2022 OPP Strategic Plan;
- Internal and external consultations with partners such as the Provincial Indigenous Advisory Circles, stakeholders, governance entities and subject matter experts;
- Environmental and horizon scanning;
- Current/future state needs assessment;
- OPP Employee Experience Survey results; and,
- OPP Community Satisfaction Survey results.



OUTCOMES AND DETERMINATIONS

Numerous achievements and significant progress were realized through the 2020-2022 OPP Strategic Plan. **Multiple ongoing public and officer safety, victim-centred, investigative, and risk-mitigating strategic-change initiatives remain in key stages of implementation.** This requires a sustained emphasis on our current strategic priorities to optimize results in order to best serve the province, protect its citizens, uphold the law and preserve public safety.

IMPLEMENTATION STRATEGY

The OPP develops a three-year strategic plan to steer organization-wide change initiatives. Implementation is driven by the bureaus and/or program areas with direct accountability for each strategic change initiative, allowing the organization — with its vision-focused strategic plan — to work toward broad scale change. To address day-to-day, mission-oriented program and service delivery, nearly 100 action plans specific to individual detachments, regions, divisions and bureaus are created. Results are reported in the OPP Annual Report and yearly action plan progress reports, to keep our communities apprised and meet our legislated obligations.

PERFORMANCE MEASUREMENT

We will track, measure and monitor our progress using a variety of quantitative and qualitative indicators, including:

- Ontario Public Service and OPP employee survey results;
- OPP call volume, occurrence and workload data; and
- OPP Community Satisfaction Survey results;
- Other operational and organizational metrics.
- Ongoing dialogue and feedback from our members;





Committed to our
VISION, MISSION
and **VALUES**

PRIORITY AREAS

People – An empowered, respectful and responsible workforce connected to its vision, mission and values



We will be responsible for advancing a culture of belonging that is characterized by leadership, inclusion and well-being.

PRIMARY AREAS OF STRATEGIC FOCUS:

1. People-centred and effective processes
2. Resiliency, physical and mental health, and well-being
3. Member engagement

KEY STRATEGIC CHANGE INITIATIVES:

1. Deliver a modernized, equitable and merit-based talent management and development framework.
2. Integrate the 13 factors of psychological health and safety in the workplace.
3. Engage employees across all ranks and levels to participate in innovation seeking, decision-making and problem-solving.

LONG-TERM OUTCOMES:

1. People processes are free from systemic obstacles resulting in the OPP being a progressive employer of choice.
2. Physical and psychological well-being and safety of employees are prioritized to promote resiliency.
3. Values-driven leadership that is responsible, innovative and collaborative fosters an engaged workforce that participates in positive change.

Expected Outcomes

We will remain focused on a respectful, inclusive and healthy OPP and positive employee experiences as we aim to be a preferred employer and a trusted leader in public safety. This priority is about a renewed emphasis on meaningful actions for our most important resources: our people. It defines the mindsets, programs and capabilities essential to our continued efforts for lasting change; this includes how we recruit and hire and addresses performance, succession and abilities management. It acknowledges the need for our workforce to reflect Ontario's diversity and that a people-first approach remains vital in continuing to shape an organizational culture that is firmly aligned with our vision and mission and defined by our values — a culture that guides *all* that we do and *how* we do it.

PRIORITY AREAS

Work – An enabled organization equipped to meet its policing responsibilities



We will be responsible for enhancing investigative and policing excellence and augmenting decision-making.

PRIMARY AREAS OF STRATEGIC FOCUS:	<ol style="list-style-type: none">1. Staffing and deployment2. Investigations and frontline operations3. Evidence-based decision making
KEY STRATEGIC CHANGE INITIATIVES:	<ol style="list-style-type: none">1. Apply data-driven and member-informed deployment and modernized scheduling practices.2. Deliver modernized scalable, adaptable and flexible investigative and service delivery options.3. Implement effective, accountable and transparent public safety solutions and evaluate outcomes.
LONG-TERM OUTCOMES:	<ol style="list-style-type: none">1. Resources are optimized and balanced alongside operational demand and employee well-being to meet public and stakeholder expectations.2. The OPP is adequately equipped to manage the scope, volume and complexity of investigations and operations.3. The best-available evidence is readily accessible to demonstrate transparency and enhance public and officer safety.

Expected Outcomes

We will remain focused on adapting to the current and future realities of policing by developing evidence-based and actionable solutions to prevent, respond to and solve crime. It is about sustaining our emphasis on effective operational outcomes for mission delivery. It prioritizes the newly developed OPP Service Delivery Model and scheduling modernization tool to better support our members and enhance our service delivery for our communities. This is also about accelerating the integration of technology and advancing technological solutions while continuing to explore alternative call management strategies and pioneer new approaches to ensure the safety and security of all persons and property in Ontario.

PRIORITY AREAS

Communities – An engaged organization positioned to co-create meaningful public safety solutions for Ontarians



We will be responsible for building and enriching trusted relationships and partnerships.

PRIMARY AREAS OF STRATEGIC FOCUS:

1. Community engagement
2. Victim-centred programs and services
3. Collaboration across justice, law enforcement, human and social sectors

KEY STRATEGIC CHANGE INITIATIVES:

1. Seek and amplify Indigenous and diverse voices and experiences to inform and design relevant policing programs and services.
2. Embed trauma-informed approaches.
3. Lead operational and strategic policing and community safety initiatives in accordance with the needs of the population and having regard for the diversity of the population.

LONG-TERM OUTCOMES:

1. Inclusive and equitable public safety solutions are co-created and delivered to meet the needs of communities.
2. Public trust and confidence and community satisfaction are reflective of our efforts and intended outcomes.
3. Cooperation exists for the inclusive response to a complex range of public safety and societal issues present across the policing landscape.

Expected Outcomes

We will remain focused on engaging with communities and seeking to understand their unique needs to further build and demonstrate cultural competence. This is about all members being involved in developing relationships as the catalyst for cooperative partnerships with a common vision for *Safe Communities... A Secure Ontario*. It recognizes the importance of our collective leadership role in advancing community partnerships that also include the social, health and justice sectors, and in leveraging collaborative response opportunities to fulfill our policing mandate. It is about meeting the needs of our communities and imparts the importance of respect for victims of crime and understanding of their needs. This priority aligns with the legislated principles by which policing services shall be provided throughout Ontario.

911

is for police,
fire, or medical
emergencies only.

Every time an accidental or hang-up 911 call is received, an OPP communicator must complete a follow up process, which may include dispatching police officers to ensure there is no emergency in progress. If you've dialed 911 in error, stay on the line and speak with the communicator. This will ensure emergency resources are allocated to actual emergent situations and not accidental 911 calls.

Speak with an officer in person

To arrange to meet an officer at a detachment, go to www.opp.ca to use the Local Detachment Finder and follow the prompts.

Provide an anonymous tip

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit www.crimestoppers.ca

Reach the OPP by phone

- Call 911 for emergencies
- Don't hang up, stay on the line
- Call 1-888-310-1122 for non-emergency calls
- TTY 1-888-310-1133
(for the Deaf, Hard of Hearing and Speech Impaired)
- Know your location

Report online

You now have the option to report select occurrences to police from the convenience of a computer.

Visit www.opp.ca/reporting for Online Reporting. This system allows you to submit a report from your computer or mobile device without going to an OPP detachment.

You can use this system to report:

- Driving Complaints
- Lost/missing property
- Mischief/damage to property including graffiti
- Mischief to vehicle
- Stolen licence plate(s) and/or validation sticker
- Theft from vehicle
- Theft
- Gas theft

Do not use online reporting for emergencies, call 911.

WWW.OPP.CA



ONTARIO PROVINCIAL POLICE

777 Memorial Avenue // Orillia, ON // 1-888-310-1122 // www.opp.ca



LANARK DETACHMENT

2023-2025

ACTION

PLAN

OUR VISION

Safe Communities... A Secure Ontario

OUR MISSION

To serve our province by protecting its citizens, upholding the law and preserving public safety.



OUR VALUES

Serving with
**PRIDE,
PROFESSIONALISM
& HONOUR**

Interacting with
**RESPECT,
COMPASSION
& FAIRNESS**

Leading with
**INTEGRITY,
HONESTY
& COURAGE**

Always doing the right things for the right reasons

LANARK COUNTY Detachment Action Plan
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Message from the Detachment Commander

“The Ontario Provincial Police (OPP) continues to have a clear path forward with the implementation of the 2023-2025 Strategic Plan. As an extension of, and building upon, the 2020-2022 Strategic Plan, we remain focused on and committed to our three strategic priorities, specifically our people, our work, and our communities. The plan will continue to guide our organization’s priorities, strategies, initiatives, and the requirements expected with the enactment of the regulations associated to the new Community Safety and Policing Act (CSPA),” OPP Commissioner Thomas Carrique.

I am pleased to present the Lanark County 2023-2025 Action Plan which is closely aligned to the OPP Strategic Plan.

In building upon the success we had during our previous Action Plan, our emphasis continues to be placed on People, Work and Communities.

The focus for the next three years for our detachment will be:

- Continued commitment to ensuring the wellness of our members by providing them the resources and supports necessary.
- Continued focus on the reduction of harm and victimization, specifically victims dealing with incidents related to intimate partner violence (IPV), violent crime, property crime, illicit drugs and cyber-crime. We will endeavour to develop a unit that will specialize in IPV investigations working in coordination with our victim advocate, to ensure that victims are provided the necessary supports and resources.
- Continued focus on our intelligence-based traffic safety approach, targeting irresponsible driving behaviour that leads to injuries and deaths on our roadways, waterways, and trails. In addition to pro-active enforcement of Reduce Impaired Driving Everywhere (RIDE) programs and traffic campaigns, we will continue to address local traffic concerns within our communities.
- Collaborate with community partners on the Lanark County and the Town of Smiths Falls Community Safety and Well-being Plan (CSWB), to understand our communities and work towards addressing current and longstanding social injustice issues.

In addition to the above-mentioned commitments, we will continue to enhance our Victim Advocate program, Our Mobile Crisis Response Team (MCRT) program and through our Lanark County Detachment Diversity and Inclusion Committee, promote and support our vulnerable and marginalized populations.

Lanark County Detachment commits to supporting and protecting our communities. Through our relentless efforts in preserving public safety, and upholding the law, we continue to work towards our vision of Safe Communities, A Secure Ontario.

Inspector Karuna Padiachi
Detachment Commander
Lanark Detachment OPP



Our Detachment

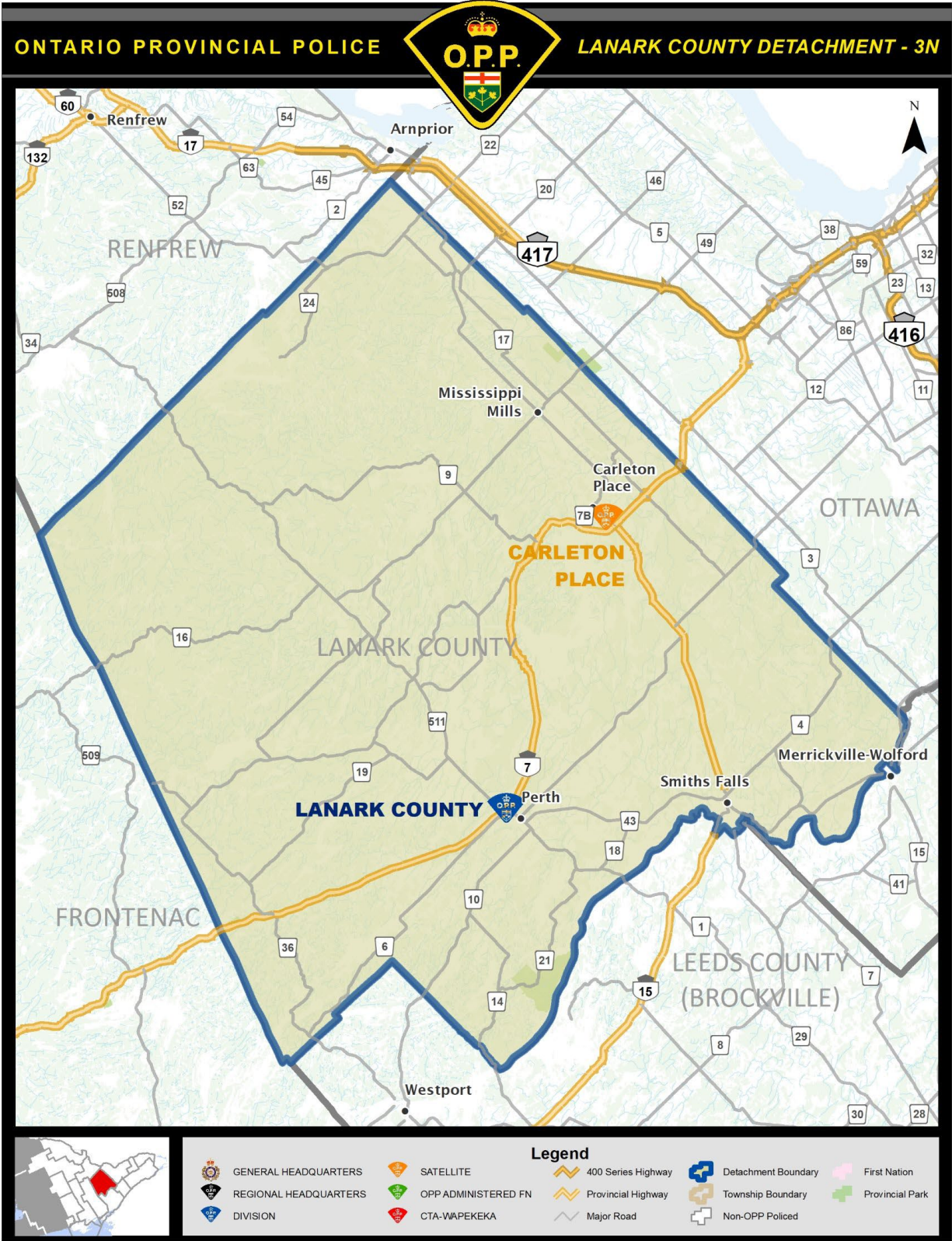
The eight municipalities policed by the Lanark County Detachment are Mississippi Mills, Perth, Carleton Place and the townships of Beckwith, Montague, Drummond/North Elmsley, Tay Valley and Lanark Highlands.

The Police Service Boards and Community Policing Advisory Committee of the municipalities we serve are active and engaged to ensure the best service delivery possible by the Lanark County Detachment. We work in close partnership with many community organizations including the Smiths Falls Police Service.

Highway 7 is a major Provincial Highway that bisects the Lanark County Detachment patrol area with a significant amount of vehicular traffic flowing between Ottawa and the GTA (Greater Toronto Area). Many inland lakes and a portion of the Rideau Waterway are within the patrol boundaries and, as a result, there is a significant population increase during the summer months created by seasonal properties.

The majority of residents identify English as their first language. There is no significant commercial growth in any of the municipalities. The main areas experiencing residential growth are Carleton Place, Mississippi Mills and Beckwith Township.

Our Detachment Area (map)



Action Plan Commitment Summary

The OPP's action planning process ensures compliance with the Adequacy and Effectiveness of Police Services Regulation (Adequacy Standards) filed as O. Reg. 3/99 in 1999.

Through analysis and consultation, the following areas of focus were identified for the next three years. These are reflective of local issues; activities will be addressed, monitored and adjusted as needed.

Crime	Roadways, Waterways and Trails	Community Well-Being
Reduce and prevent crimes against persons while increasing the support for victims, particularly those affected by IPV.	To focus enforcement on the "Big 4" causal factors of motor vehicles collisions on our roadways/waterways (impaired driving, lack of seat belt use, speeding and inattentive driving).	Lanark County Detachment is committed to building trust through diversity, equity and inclusion initiatives.
To reduce the number of property crime offences by focusing on the most prevalent types of property crime.	Effectively address traffic-related concerns identified by our local municipalities.	Collaboration with community partners to increase available supports offered to the most vulnerable community members.
To focus on individuals that traffic illicit drugs in our communities.		Reduce the proliferation of opioid use/overdoses within Lanark County.
		Implement the newly signed Lanark County/Smiths Falls Police Hospital Transfer of Care Protocol.

Crime

Description: The Lanark County Detachment priorities for the 2023-2025, Action plan focuses on the reduction of violent crime, property crime and illicit drugs. Lanark County will focus on enhancing its key partnerships to ensure victims are supported in our communities.

Commitment	Outcomes	Actions
Reduce and prevent crimes against persons while increasing the support for victims, particularly those affected by IPV.	<p>The IPV unit is able to provide investigative expertise and support to our frontline officers and thereby ensuring our victims are afforded the supports and resources necessary.</p> <p>Increased number of victims supported and increased time spent with victims.</p>	<p>Work alongside our community partners to provide educational sessions on IPV awareness within our communities.</p> <p>Provide enhanced training for frontline officers on IPV with an emphasis on the creation of an IPV unit.</p> <p>Seek additional funding opportunities for our Victim Advocate Program.</p>
To reduce the number of property crime offences by focusing on the most prevalent types of property crime.	<p>A reduction in property crime offences including those related to thefts from motor vehicles, mischief/graffiti incidents and online fraud targeting our senior populations.</p> <p>Increased awareness in relation to securing personal property, current online frauds and the proactive measures that can be taken to prevent victimization.</p>	<p>Through data analysis, we will continue to deploy our members to areas of concern across the county using an intelligence-led policing approach.</p> <p>The Lanark County Detachment will make proactive efforts to communicate current property crime trends and online financial scams to the community through social media, media releases and through other community mobilization initiatives.</p>
To focus on individuals that traffic illicit drugs in our communities.	<p>Reduced drug trafficking activity, opioid overdoses and overdose deaths in our communities.</p>	<p>Continue to support and enhance our Community Street Crime Unit to effectively investigate drug traffickers.</p>

Roadways, Waterways and Trails

Description: The Lanark OPP Detachment continues to focus on the reduction of property damage, personal injury and fatal motor vehicles collisions on our roadways/trails/waterways.

Commitment	Outcomes	Actions
To focus enforcement on the “Big 4” causal factors of motor vehicle collisions on our roadways/waterways (impaired driving, lack of seat belt use, speeding and inattentive driving).	<p>Reduced collisions due to the “Big 4” causal factors.</p> <p>Increased awareness for traffic safety.</p>	<p>Deploy focused patrols to locations that data analytics has identified as high risk for the leading causal factors of collisions within the county.</p> <p>Actively participate in provincial traffic campaigns.</p> <p>Increase our Marine, All Terrain Vehicle (ATV) and Motorized Snow Vehicle (MSV) patrols.</p> <p>Continue with municipal RIDE grants to increase enforcement.</p>
Effectively address traffic-related concerns identified by our local municipalities.	<p>Reduced overall number of traffic complaints.</p>	<p>Use speed measuring technology and analytics to direct our officers to areas where traffic concerns exist.</p> <p>Identify traffic violators and correct the behaviour through education and enforcement.</p>

Community Well-Being

Description: The Lanark OPP detachment will continue to build trust in our community and foster relationships with partner agencies to ensure the vulnerable members of the community are connected to the supports and resources they require.

Commitment	Outcomes	Actions
Lanark County Detachment is committed to building trust through diversity, equity and inclusion initiatives.	Enhanced trust and engagement with members from the community.	Establish a Detachment Community Liaison Committee, comprised of community members from diverse backgrounds that can assist police in understanding public perspectives and perceptions in relation to safety and well-being.
Collaboration with community partners to increase available supports offered to the most vulnerable community members.	Strengthened working relationship with partner agencies. Timely support to vulnerable people in the communities.	Establish a community partner desk at the Lanark County Detachment so that partner agencies can respond immediately and collaboratively to provide assistance to vulnerable people in our community. Continue to support and play an active role in the Lanark County Situation Table and the CSWB Advisory Committee.
Reduce the proliferation of opioid use/overdoses within Lanark County.	Increased support to our communities in the prevention of opioid overdoses and overdose deaths within Lanark County.	Communicate/educate the community on the protections provided by the Good Samaritan Act as it relates to opioid overdoses.
Implement the newly signed Lanark County/Smiths Falls Police-Hospital Transition Protocol.	Reduced officer wait times to transition individuals in crisis to the appropriate service provider. Improved outcomes for individuals in crisis.	Partner with all Lanark County Healthcare facilities and first responders to provide our frontline personnel with the training required to effectively implement the Police-Hospital Transition Protocol.



2023-2025

LANARK DETACHMENT ACTION PLAN

PROGRAMS & SERVICES

Alcohol and Gaming Enforcement	Drug Evaluation and Classification	Provincial Operations Centre
Asset Forfeiture	DNA Coordination	Public Order
Auxiliary Policing/Chaplaincy	Emergency Management	Remotely Piloted Aircraft Systems
Aviation/Flight Operations	Emergency Response	Repeat Offender Parole Enforcement
Biker Enforcement	Explosives Disposal	RIDE (Reduce Impaired Driving Everywhere)
Blood Stain Analysis	Federal Firearms Program Delivery	Search and Rescue
Breath Analysis/Drug Recognition	Federal and Provincial Road Safety Countermeasures	Security Assessments and Enquiries
Canine Search, Rescue, Tracking and Detection	Forensic and Identification Services	Surveillance - Electronic and Physical
Chemical, Biological, Radiological, Nuclear and Explosive Response	Fraud, Corruption, Economic/ Financial Crime Investigation	Tactical and Emergency Medical
Child Exploitation Investigation	Hate Crimes/Extremism Investigation	Tactics and Rescue
Civil Litigation File Coordination	Illegal Gaming Investigation	Technological Crime/ Digital Evidence Forensics and Analysis
Civilian Data Entry	Incident Command	Threat Assessment
Collision Reconstruction and Investigation	Indigenous Policing	Traffic Safety
Commercial Vehicles and Dangerous Goods	Information Technology	Training
Communications	Intelligence	Underwater Search and Recovery
Community Policing	Justice Officials and Dignitary Protection Services	United Nations Policing Missions
Community Street Crime Units	Marine, Motorized Snow and Off-road Vehicle and Motorcycle Patrol	Urban Search and Rescue United Nations Policing Missions
Complaint Investigation	Media Relations	Video Forensics
Computer-Aided Dispatch	Missing Persons and Unidentified Bodies	Violent Crime Linkage Analysis
Contraband Tobacco	Offender Transportation	Victim Assistance, Support and Response
Court Case Management	Ontario Sex Offender Registry	Weapons Enforcement
Crime Analysis	Organized Crime Enforcement	Witness Protection
Crime Gun Analysis	Physical Security Services	
Crime Prevention and Community Safety	Polygraph	
Crime Stoppers	Provincial Anti-Terrorism	
Criminal Investigation Services and Major Case Management	Provincial Cybercrime Strategy	
Crisis Negotiation	Provincial Human Trafficking Strategy	
Drug Enforcement		

The above list corresponds with the *Adequacy and Effectiveness of Police Services Regulation (Adequacy Standards, O. Reg. 3/99)*. The list further provides an overview of various OPP programs and services but should not be considered complete.

CONTACT THE OPP

REACH THE OPP BY PHONE

- Call 9-1-1 for emergencies
- Don't hang up, stay on the line
- Call 1-888-310-1122 for non-emergency calls
- TTY 1-888-310-1133
(for the Deaf, Hard of Hearing and Speech Impaired)
- Know your location

SPEAK WITH AN OFFICER IN PERSON

To arrange to meet an officer at a detachment, go to www.opp.ca to use the Local Detachment Finder and follow the prompts.

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit www.crimestoppers.ca

REPORT ONLINE

You now have the option to report select occurrences to police from the convenience of a computer.

Visit www.opp.ca/reporting to use the Citizen Self Reporting system. Specific incidents can be reported online at your convenience without attending a detachment or waiting for an officer.

You can use this system to report:

- Driving Complaints
- Lost/missing property
- Mischief/damage to property
- Mischief/damage to vehicle
- Stolen licence plate(s) and/or validation sticker
- Theft From vehicle
- Theft

Do not use this system if this is an emergency! If it is, call 9-1-1.

9-1-1 is for police, fire, or medical emergencies only.

Every time an accidental or hang-up 9-1-1 call is received, OPP officers are dispatched.

You may be taking police officers away from a real emergency.

#KnowWhenToCall

If you've dialed in error, stay on the line and speak with the communicator. This will eliminate the need for the emergency operator to call back. As per OPP policy, officers will still be dispatched to ensure you are safe.

ACTION PLAN

2023-2025

**LANARK
DETACHMENT**



75 Dufferin Street
Perth, Ontario
K7H 3A5

Tel: 613-267-2626
Fax: 613-267-8868

Follow us on



COMMUNITY SAFETY AND POLICING ACT LOCAL ACTION PLAN / STRATEGIC PLAN

Role

68 (1) The O.P.P. detachment board shall,

(a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;

(b) determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;

(c) advise the detachment commander with respect to policing provided by the detachment;

(d) monitor the performance of the detachment commander;

(e) review the reports from the detachment commander regarding policing provided by the detachment; and

(f) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves. 2019, c. 1, Sched. 1, s. 68 (1); 2023, c. 12, Sched. 1, s. 28.

Other duties of detachment commander

(2) The detachment commander shall provide the O.P.P. detachment board with reports regarding policing provided by the detachment at the board's request. 2019, c. 1, Sched. 1, s. 68 (2).

Delegation

(3) The detachment commander may delegate any of his or her powers and duties with respect to the O.P.P. detachment board to another person in writing, subject to any limitations, conditions or requirements set out in the delegation. 2019, c. 1, Sched. 1, s. 68 (3).

Consideration of community safety and well-being plan

(4) In exercising its functions, the O.P.P. detachment board shall consider any community safety and well-being plan adopted by a municipality or First Nation that receives policing from the detachment. 2019, c. 1, Sched. 1, s. 68 (4).

Prescribed standards

(5) The O.P.P. detachment board shall comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under this Act. 2019, c. 1, Sched. 1, s. 68 (5).

Section Amendments with date in force (d/m/y)

[2023, c. 12, Sched. 1, s. 28](#) - 01/04/2024

Local policies

69 (1) An O.P.P. detachment board may establish local policies, after consultation with the detachment commander or his or her designate, with respect to policing in the area receiving policing from the detachment. 2019, c. 1, Sched. 1, s. 69 (1).

Local policy requirements

(2) A local policy established under subsection (1) must meet the following requirements:

1. The local policy must not be inconsistent with,
 - i. the strategic plan prepared by the Minister,
 - ii. any policies established by the Minister under section 60,
 - iii. any procedures established by the Commissioner, or
 - iv. the local action plan prepared by the detachment commander.

2. The local policy must not relate to specific investigations, the conduct of specific operations, the management or discipline of specific police officers or other prescribed matters.

3. The local policy must not require a member of the Ontario Provincial Police to do something or refrain from doing something where this would be inconsistent with his or her duties under this Act or the regulations.

4. The local policy must not prohibit a member of the Ontario Provincial Police from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of an offence.

5. The local policy must not require a member of the Ontario Provincial Police to provide any policing that is not required as a component of adequate and effective policing.

6. The local policy must comply with any prescribed requirements. 2019, c. 1, Sched. 1, s. 69 (2); 2023, c. 12, Sched. 1, s. 29.

Detachment commander to comply with local policies

(3) Every detachment commander shall ensure that his or her detachment provides policing in accordance with the local policies of his or her O.P.P. detachment board. 2019, c. 1, Sched. 1, s. 69 (3).

Dispute

(4) If a detachment commander believes that a local policy of his or her O.P.P. detachment board does not comply with subsection (2),

(a) he or she shall inform the O.P.P. detachment board, in writing, of the reasons why he or she believes that the local policy does not comply with subsection (2); and

(b) despite subsection (3), he or she is not required to ensure that policing is provided in accordance with the policy unless directed to do so by the Commissioner under subsection (5). 2019, c. 1, Sched. 1, s. 69 (4).

Application for review

(5) If the O.P.P. detachment board is not satisfied with the detachment commander's reasons for not complying with the local policy, it may apply to the Commissioner to review the decision and provide direction to the detachment commander, which may include requiring compliance with the local policy. 2019, c. 1, Sched. 1, s. 69 (5).

Commissioner to consider submissions

(6) The Commissioner shall consider any submissions from the O.P.P. detachment board and shall provide it with written reasons for his or her decision to provide directions or not to provide directions to the detachment commander. 2019, c. 1, Sched. 1, s. 69 (6).

Publication

(7) The O.P.P. detachment board shall publish any local policies established under subsection (1) on the Internet in accordance with the regulations made by the Minister, if any. 2019, c. 1, Sched. 1, s. 69 (7).

Section Amendments with date in force (d/m/y)

[2023, c. 12, Sched. 1, s. 29](#) - 01/04/2024

Local action plan

70 (1) A detachment commander shall, in accordance with the regulations, if any, prepare and adopt a local action plan for the provision of policing provided by the detachment, which shall address at least the following matters:

1. How adequate and effective policing will be provided in the area served by the detachment, in accordance with the needs of the population in the area and having regard for the diversity of the population in the area.

2. The objectives and priorities for the detachment determined by the O.P.P. detachment board and such other objectives and priorities determined by the detachment commander.

3. Quantitative and qualitative performance objectives and indicators of outcomes relating to,

- i. the provision of community-based crime prevention initiatives, community patrol and criminal investigation services,
 - ii. community satisfaction with the policing provided,
 - iii. emergency calls for service,
 - iv. violent crime and clearance rates for violent crime,
 - v. property crime and clearance rates for property crime,
 - vi. youth crime and clearance rates for youth crime,
 - vii. police assistance to victims of crime and re-victimization rates,
 - viii. interactions with persons described in paragraphs 4 and 5 of this subsection,
 - ix. road safety, and
 - x. any other prescribed matters.
4. Interactions with,
 - i. youths,
 - ii. members of racialized groups, and
 - iii. members of First Nation, Inuit and Métis communities.
 5. Interactions with persons who appear to have a mental illness or a neurodevelopmental disability. 2019, c. 1, Sched. 1, s. 70 (1); 2023, c. 12, Sched. 1, s. 30, 76.

Same

(2) The local action plan must also provide an overview of the consultations that were conducted under subsection (3) and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the plan. 2019, c. 1, Sched. 1, s. 70 (2).

Consultations

- (3) In preparing or revising the local action plan, the detachment commander shall consult with,
- (a) his or her O.P.P. detachment board;
 - (b) the municipal council of any municipalities that receive policing from the detachment;
 - (c) the band councils of any First Nations that receive policing from the detachment;
 - (d) groups representing diverse communities in the area that receives policing from the detachment;
 - (e) school boards, community organizations, businesses and members of the public in the area that receives policing from the detachment; and
 - (f) any other prescribed persons, organizations or groups. 2019, c. 1, Sched. 1, s. 70 (3).

Considerations

- (4) In preparing or revising the local action plan, the detachment commander shall consider, at a minimum,
- (a) the results of the consultations conducted under subsection (3);
 - (b) any community safety and well-being plans adopted by the municipalities or First Nations that receive policing from the detachment; and
 - (c) the needs of members of diverse communities in the area that receives policing from the detachment, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities. 2019, c. 1, Sched. 1, s. 70 (4); 2023, c. 12, Sched. 1, s. 76.

Submission of draft

(5) The detachment commander shall submit a draft of the new or amended local action plan to his or her O.P.P. detachment board before it is finalized and allow the board to make comments on the draft within 60 days after the submission. 2019, c. 1, Sched. 1, s. 70 (5).

Consideration of comments

(6) The detachment commander shall consider the O.P.P. detachment board's comments on the draft, if any, and revise the plan if he or she determines it to be appropriate. 2019, c. 1, Sched. 1, s. 70 (6).

Publication

(7) The local action plan shall be published on the Internet in accordance with the regulations made by the Minister, if any. 2019, c. 1, Sched. 1, s. 70 (7).

Review and revision

(8) The detachment commander shall review and, if appropriate, revise the local action plan in accordance with the regulations, if any, at least once every four years and whenever there is an amendment to the strategic plan prepared by the Minister. 2019, c. 1, Sched. 1, s. 70 (8).

THE COUNTY OF LANARK

Corporate Services Committee

May 7th, 2025

Report C-10-2025 of the
Clerk

Lanark County OPP Detachment Board Coordinator Position

1. STAFF RECOMMENDATIONS

That Council approve the addition of the "Lanark County OPP Detachment Board Coordinator" position within the Clerk's Department as a temporary full-time position.

2. PURPOSE

The purpose of this report is to propose the addition of a position in the Clerk's Department of a "Lanark County OPP Detachment Board Coordinator" position. The establishment of new, unbudgeted positions require approval of Council.

3. BACKGROUND

Prior to 2024, Lanark County municipalities maintained individual Police Services Boards (PSB) to manage OPP contractual relationships. They also participated in a collective Lanark Detachment Board, where meeting management was generally rotated around various municipalities.

The local municipalities have shifted to a Lanark County wide Detachment Board model under the *Community Safety and Policing Act*, and individual Police Services Boards have been disbanded.

However, with the new Detachment Board model, the requirements for Board meeting management are more rigorous than previously, and a plan to hire a part-time board Secretary Treasurer was established. Despite posting, no qualified applications were received for the program.

Additionally, the Town of Perth, through the Perth PSB, has managed grants, programming and financial reporting to the province for various programs under Community Safety in policing, including the Situation Table and the Mobile Crisis Response Team (MCRT). These programs benefit County municipalities as a whole. With the disbanding of the Perth PSB, these programs no longer have a clear 'home'. A

part time position through the Town of Perth manages those programs.

4. DISCUSSION

Staff is recommending that the two roles, the Detachment Board Secretary Treasurer and the Lanark County Situation Table/Community Safety and Well Being Plan Coordinator be combined into one position, along with the addition of communications support.

This position is ideally located within the County of Lanark administration, as the costs of the position (and associated support in Treasury or other departments) are already fairly allocated across the municipalities in the County through the regular County budget process.

The position's logical 'home' is in the Clerk's Department, as Detachment Board procedure, records management, agenda and minute development can be supported through the County's agenda management software and expertise in the department. Additionally, the Community Policing and communications components fit well within existing mandates.

5. ANALYSIS AND OPTIONS

Council may elect not to move forward with the recommendation and remain status quo.

6. FINANCIAL IMPLICATIONS

This position is not budgeted within the 2025 budget, however, costs can be accommodated through the Contingency Reserve Fund. Future costs will likely be offset by grant programs. The position is a contract (Temporary) position to accommodate any potential changes in grant funding. Additionally, there will be a small cost savings through eliminating contractual communications support.

Staff have worked with the Ministry of the Solicitor General to ensure that the County will remain eligible for any grants that currently support programming at the Lanark County OPP Detachment Board.

Staff have discussed the proposal with Town of Perth staff who expressed general support for the idea.

7. LOCAL MUNICIPAL IMPACT

This position provides services that are a benefit to all Lanark County municipalities through the OPP Detachment Board. Having financial and administrative implications

be carried by the County will appropriately apportion the costs of the position across County municipalities. This will reduce the burden on staff at the local municipalities in managing both the roles and the associated costs.

8. CLIMATE AND SUSTAINABILITY IMPACT

None stemming from the recommendation in this report.

9. CONCLUSIONS

Staff recommend the addition of a combined position that supports the Detachment Board Secretary Treasurer and the Community Safety and Well Being/Situation Table Coordinator.

10. ATTACHMENTS

Lanark County OPP Detachment Board Coordinator - Job Description

Recommended By:	Approved for Submission By:	Manager Approval By:
Jasmin Ralph, Clerk	Kurt Greaves, CAO	Kurt Greaves, CAO



JOB DESCRIPTION

Lanark County OPP Detachment Board Support Coordinator

Division: Corporate Services	Reports to (Directly): Lanark County OPP Detachment Board and County Clerk
Department: Clerk's Services	Reports to (Indirectly):
Sub-Department: N/A	Classification: Non-Union, Non-Management
Effective Date: April 2025	Revision Date: New

1. Main Purpose

This position will provide essential support for the Lanark County OPP Detachment Board, the Situation Table and the Community Plan for Safety and Well-Being across the County of Lanark. This position will ensure that the municipalities across the County are supported through the Board and Situation Table activities. The position will ensure legislative compliance under the Community Safety and Policing Act for Board activities.

2. Major Responsibilities

(50%) Situation Table and Community Plan for Safety and Well-Being Coordination

Under direction of the Lanark County OPP Detachment Board, coordinate activities related to the Lanark County Situation Table, including liaison with participating agencies, stakeholders and provincial communities of practice. Maintain records, including confidential records related to the operation of the Situation Table in accordance with policies and with the Municipal Freedom of Information and Privacy Act and Information and Privacy Commissioner recommendations. Provide training, monitoring and annual reporting to appropriate stakeholders as needed.

Coordinate the Community Plan for Safety and Well-being, including the development of the plan as per the requirements in the Community Safety and Policing Act, 2019 (CSPA). Monitor progress of plan activities and coordinate with working groups to move actions forward. Complete any reporting as prescribed by regulation. Provide presentations and updates to interested stakeholders as necessary. Participate in local committees related to community safety and well-being.

(20%) Lanark County OPP Detachment Board Secretary Treasurer

Under direction of the Lanark County OPP Detachment Board, Schedule and coordinate all regular, special and committee of Board meetings. Prepare, record and distribute all agendas, minutes and materials for Board meetings to appropriate parties. Maintain Board records, correspondence and communications in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Board Policies, including

confidential records. Maintain and monitor files on Board members, manage formal Board appointment processes. Provide general administrative support for Board members, including coordination of expense claims, training and conferences and annual memberships.

Monitor legislation and regulatory compliance requirements for the Board, provide timely reports and recommendations to the Board regarding the same. Research and prepare reports on topics as directed by the Chair and/or Board motions. Prepare and present the annual Board budget, monitor expenses, coordinate financial reporting in conjunction with Treasury staff.

(30%) Communications and Grant Writing

Provide communications services to the County under the direction of the Clerk, including but not limited to, the development of media releases, management of social media materials and coordination with approved communications plans. Coordinate with internal County staff related to communication needs and directions.

Actively seek out and apply for grants relevant to the position and the delivery services of the Situation Table and Community Safety and Wellbeing Plan. Support the Lanark County OPP Detachment Board in the application and provision of grants to support the operations of the Detachment Board. Maintain and manage files related to the same. Complete reporting requirements for grant programs.

3. Competencies

Competency # 1: Teamwork
Level 2 - Identifies challenges or areas needing improvement.
Competency # 2: Customer Service
Level 2 - Demonstrates general service knowledge.
Competency # 3: Communication
Level 1 - Communicates basic concepts and informal ideas.
Competency # 4: Leadership
Level 1 - Consistently demonstrates respect, positive attitude and honesty.
Competency # 5: Accountability
Level 2 - Ensures corporate standards are being met.

4. Job Classification Factors

Factor	Response	Example
Education	2 year college diploma or 3 to 4 year apprenticeship program.	Communication, Public Administration, Business Administration, Police Foundations.
Job Related	Minimum 2 years' experience, non-supervisory.	Administration

Experience		preferably in public sector, managing fiscal operations, familiarity with meeting protocols and regulatory compliance, board governance.
Analytical and Problem Solving	Identifying problems and analyzing situations and/or information using standard criteria. Solving problems by selecting from a broader range of available options where more than one solution is viable. Analyzing information using a range of systems (policies, legislation, software programs). Comprehension of specialized materials (legal, technical or professional).	
Communication Skills	Common communication skills to convey and exchange somewhat complex information orally to people inside and outside the organization. Requires some specialized communication skills to deal with problem situations and attempting to resolve complaints. Drafts complex documents that are shared within the organization.	
Strain from Lack of Control over Work	Some demand on energy normally resulting from interruptions to work flow/pace from others, new or changed deadlines. Generally deadlines are regular and predictable with occasional changes resulting in occasional overtime (i.e. one day or less per pay period or at certain times of the year). Employee has predictable 'peak periods' of work or extra work hours, allowing the employee to plan for extended or intensified work hours. Overtime is paid at time and one-half.	
Physical Effort	Light body fatigue. No muscle tiredness, soreness or fatigue. Activities such as sitting at a desk, looking at computer screen, lifting light weights such as files. Infrequent breaks or change in defined activities.	Desk/office job.
Mental Effort	Normal mental fatigue as per the definitions for most of the day. Infrequent breaks or change in defined activities.	
Responsibilities for Resources	Decisions where precedents exist. There may be some time or expense to correct errors.	

	Indirect budgetary responsibility with advice/action having short-term repercussions affecting the organization.	
Responsibility for Others	Most of the time, work indirectly affect the safety, well-being or interests of others. Provide support or advice to the programs or services, or to individuals who directly provide a program or service. Impact of advice usually short term in nature.	Provide corporate support service.
Staff Supervision	Essentially, no supervisory responsibility. Occasionally may train new co-workers, provide on the job training to other in the same or higher levels or oversee/coordinate the work of summer students.	n/a.
Working Conditions	Rare undesirable/disagreeable physical conditions and rare undesirable/disagreeable social conditions.	

ISSUED BY: Human Resources

DATE: April 2025
