

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.