



Owen Sound Police Service Board

2nd Floor Board Room

Tuesday December 16th, 2025 at 8:00 a.m.

PUBLIC SESSION MINUTES

Members Present: J. Thomson (Chair), B. O’Leary (Vice-Chair), C. Merton, M. Koepke, M. Dickson

Management Present: Chief C. Ambrose, Deputy Chief D. Bishop, Inspector C. Matheson, and Inspector T. Doherty

Minutes: K. Wardell

Chair Thomson reported that the OSPSB public meetings going forward will now begin at 9:00 a.m. on the last Wednesday of every month unless otherwise notified. Notification will be provided on the Police Service’s website. Today’s meeting was scheduled to start at 8:00 a.m. in order to accommodate some board members who had additional meeting later in the morning.

1. Call to Order

Chair Thomson called the meeting to order at 8:00 a.m.

2. Land Acknowledgment

Chair Thomson gave the land acknowledgment.

3. Approval of the Agenda

Moved by C. Merton, seconded by M. Koepke,

“That the agenda dated December 16, 2025, be approved.” CARRIED.

4. Declaration of Conflict of Interest arising out of the Minutes and Matters Listed on the Agenda. HEARING NONE

5. Presentations, Deputations, and Public question period.

There were no presentations, deputations or public question period

6. Confirmation of the Minutes of the Public Session held November 27, 2025.

Moved by M. Dickson, seconded by B. O’Leary.

“That the minutes dated November 27, 2025 be approved.” **CARRIED**

**7. Business arising out of the Public Session Minutes of November 27, 2025.
HEARING NONE**

8. Correspondence received

No correspondence received for the open session.

9. Chairman’s Report

Chair Thomson reported that he and Chief Ambrose met with Mayor Boddy on December 2, 2025 to review Owen Sound Police Service’s 2026 budget requirements.

Chair Thomson reported that he attended the OAPSB Zone 5 meeting via zoom on December 9, 2025 and provided an update on OAPSB activities. Highlights of that report included:

The OAPSB Strategic Planning for 2026–2029 has been completed

The board and management expect the upcoming year to be pivotal to the OAPSB’s development, as it will be the period in which it stabilizes its infrastructure, staffing, and the technology required to support long-term success.

Over the coming months, the OAPSB will focus on proactively engaging members, partners, and stakeholders through clear messaging that explains the reasons for the change, the expanded scope of our work, and the benefits this shift brings to police governance across Ontario.

As of January 1, 2026 OAPSB, will be changing its name to PGO or Police Governance of Ontario.

10. Governance

There were no new governance for this open session.

11. December Monthly Reports

- a) Criminal Investigations Branch and Drug Enforcement/Criminal Intelligence Unit (CIB), Community Oriented Response & Enforcement Unit (CORE) and Bail Compliance and Warrant Apprehension Unit (BCWA)
- b) Auxiliary Unit Report
- c) Front Line Patrol and Collision Statistics
- d) Community Services Office
- e) Training
- f) Lost Hours

12. Report from Director of Civilian Services K. Fluney

13. Report from Director of Corporate Services S. Bell-Matheson and Director of Information Technology Services C. Hill

14. Report from Manager of Human Resources W. Pratt

As there were no requests for action in the above report, they will be placed on file with these minutes for information purposes.

15. Financial Update from the Chief of Police

Chief Ambrose advised that the SOA retroactive payment estimates have been incorporated into the 2025 budget. Based on current projections, the 2025 budget is expected to be exceeded by approximately \$50,000 by year-end, which represents about 0.555% of the total approved 2025 operating budget of \$9,008,123.

16. Operating Reports from the Chief of Police

- a) Chief's Activity Reports

As there were no requests for action in the above report, they will be placed on file with these minutes for information purposes.

17. Other Items and New Business

a) 2026 Budget

Chief Ambrose reported that the 2026 preliminary budget increase of 7.49% was returned to OSPS with a request from the Mayor to target a 5.5% increase. He noted that updated projections for 2026 have now been received. As recruitment could not be completed in time for the January intake, the hiring of new officers has been deferred to March

He further advised that recently negotiated collective agreements with both the OSPA and the Senior Officers Association have resulted in increased salary costs. These pressures are being experienced by police services across Ontario, many of which are facing higher increases than Owen Sound.

The proposed budget includes an increase to the officer complement in order to staff at least one armed officer at the courthouse and add one officer to each platoon. This will support increased demands for armed court security by the Province and frontline service. This marks the first increase to frontline staffing in over a decade, despite calls for service and criminal charges having doubled during that period.

He also noted significant new reporting obligations to the Inspectorate of Policing under the CSPA. Based on these factors and updated figures, the proposed 2026 budget reflects an increase of 7.23%.

Moved by B. O’Leary seconded by M. Dickson.

*“That the OSPSB approve the revised 2026 budget from a 7.49% to a 7.23% increase, and that correspondence to the Mayor regarding this increase, including the supporting rationale, also be provided to the Mayor, City Manager and Director of Corporate Services with a request that it be circulated to all members of Council, and to copy all police board members.” **CARRIED.***

Chief Ambrose provided a report that explained the business lines for dispatch and records, and how these functions generate revenue. In the report it removed all external revenue streams across the service, with the exception of record checks requested by members of the community. The report reflects only the staffing required to provide service to the City of Owen Sound. For example, in Communications, this would include eight full-time dispatchers and the necessary part-time staff to cover sick time, training, statutory holidays, and annual leave. Under this model, which assumes OSPS provides services only to Owen Sound and not to other communities, the costs would increase from \$9,659,000 to \$12,004,000, representing a variance of \$2,344,695, or a 24.3% increase to the police budget. By providing services to other communities under the current business model, taxpayers in Owen Sound avoid this increase, effectively saving approximately 24.3%.

b) Health and Safety – Building Mould

Chief Ambrose reported that WPI Safety Consultants conducted a non-intrusive inspection of the Owen Sound Police Services building to assess interior water damage related to HVAC condensation and potential mould contamination. Mould was identified in several areas of the building, originating from the HVAC system and from pipe condensation affecting ceiling tiles. Remedial work has not yet been started. The matter was addressed through the City; however, only the identified areas of concern were assessed, not the entire building. It was further noted that mould testing should be repeated during the summer months.

c) OSPS Cyber Insurance Proposal

Chief Ambrose noted that Cyber liability is becoming a major risk for organizations, particularly municipal police departments that manage large amounts of sensitive and confidential data. A cyber breach could disrupt operations, compromise investigations, endanger safety, and damage reputation and public trust, and police services are increasingly being targeted by cybercriminals.

Moved by M. Koepke, seconded by C. Merton.

“That the OSPSB approve Chief Ambrose’s recommendation to increase the cyber insurance coverage limit to \$5,000,000, selecting Option 3 as outlined in the report.”
CARRIED.

d) Council elected representative to Police Board Members

The Board expressed support for maintaining the current Board structure and term lengths, noting that the legislated responsibilities under the CSPA require stability and continuity that would not be supported by the proposed changes. It was agreed that a further letter will be sent to the City Clerk, with a request that it be circulated to all members of Council, outlining the Board’s position and rationale for retaining the existing structure.

18. Motions to move into Closed and Confidential Closed Sessions

Moved by B. O’Leary and seconded by M. Koepke.

“That the board move into closed and confidential closed sessions to review and discuss matters that fall under Section 44 item (2) d) and item (6) of the Community Safety and Police Act and Section 25 item b) of the OSPSB General Policy 003-Board Governance to consider:

- a. *personal matters about an identifiable individual, including members of the police service or any other employees of the board;*
- b. *labour relations or employee negotiations;*
- c. *Educational or training sessions.”* **CARRIED**

19. Reporting out of Closed Session

In accordance with Section 44 of the Community Safety and Policing Act, 2019, the Owen Sound Police Service Board met in a closed session following the public meeting to discuss items pertaining to:

- a. Approval of minutes of the Closed Session of the Owen Sound Police Service Board meeting held on November 27, 2025; and
- b. Matters regarding Board Training

No decisions were made during the meeting.

20. Reporting out of Confidential Closed Session

In accordance with Section 44 of the Community Safety and Policing Act, 2019, the Owen Sound Police Service Board met in a confidential closed session following the public meeting to discuss items pertaining to:

- a. Minutes of the Confidential Closed Session of the Owen Sound Police Service Board Regular Council meeting held on November 27, 2025 and
- b. Matters related to Staffing and labour relations
- c. Matters related to SIU investigations
- d. The board approved the newly negotiated SOA agreement.

21. Termination of the Public Meeting

Having completed all of the business items listed on the agenda Chair Thomson terminated the closed meeting at 10:59 a.m.

Next Meeting: January 28th, 2026



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: CRIMINAL INVESTIGATIONS BRANCH AND DRUG ENFORCEMENT
COMMUNITY ORIENTED RESPONSE AND ENFORCEMENT UNIT (C.O.R.E.)
BAIL COMPLIANCE AND WARRANT APPREHENSION UNIT (B.C.W.A.)
MENTAL HEALTH CRISIS RESPONSE TEAM (M.H.C.R.T.)

TO: Chair and Members of the Owen Sound Police Service Board

DATE: December 11, 2025

RECOMMENDATION(S):

FOR INFORMATION

CRIMINAL INVESTIGATIONS BRANCH

Theft Investigation – (November 9th, 2025) Members of the CIB assisted a patrol officer with an investigation into a \$65,000 internal theft by a Manager of a local grocery store. A 35-year-old Owen Sound male has been charged with several criminal offences. A substantial amount of stolen cash has been recovered by police in the investigation.

Intimate Partner Violence – (November 13th, 2025) Members of the CIB investigated a historical domestic assault which resulted in four Criminal Code charges being laid against an accused person. The matter is currently before the court.

Search Warrant – (November 25th, 2025) Members of the CIB assisted the London Police Service in executing a search warrant at a residence in Owen Sound in relation to an anti-war protest that occurred at RBC Place in London, during which significant damage was caused. Evidentiary property was seized to further the investigation.

Search Warrants- CIB drafted six Search Warrants to assist uniform with active criminal investigation.

M.H.C.R.T. ACTIVITY

Officer Referrals/ Consultations = 7
Community Support Consultations/Referrals = 2
Incident Response/Support = 27
Proactive in Community Engagement (hours completed) = 3
S.T.A.R. cases =

Drug Overdose Information

In November 2025 the city had no suspected drug related deaths.
To date, the Owen Sound has had (4) deaths from suspected drug overdoses.

Total drug overdose deaths in Owen Sound by year – 2024 - 14
2023 - 11
2022 – 6

Missing Persons

No outstanding missing people.

Bail Compliance and Warrant Apprehension Unit (B.C.W.A.)

In November 2025, BCWA activities focused on the apprehension of seven persons wanted on outstanding arrest warrants as well conducting a total of 37 compliance checks for registered sexual offenders as well as persons released on bail conditions by the courts.

FOOT PATROL (Hours)	3
CRIMINAL CHARGES	2
WARRANT ARRESTS	7
PROVINCIAL OFFENCES	0
COMPLIANCE CHECKS	37

Community Oriented Response and Enforcement Unit (C.O.R.E)

In November 2025 the C.O.R.E. Unit continued to focus on providing foot patrols and increased officer presence at identified areas of concern in the River District. Additionally, the C.O.R.E. provided staffing coverage to uniform platoons to facilitate training requirements, provided a day of court security coverage at Provincial Offences Court, and made three arrests while assisting in investigations. C.O.R.E also participated in a Special Olympics Fundraiser as well as both the Santa Claus Parade and the Remembrance Day Parade.

The Saugeen Shores Corvette Club provided a number of Tim Horton's and Subway gift cards to the C.O.R.E. Unit for distribution to Owen Sound residents in need. In partnership with the Salvation Army, the gift cards were distributed to various people in the River District. Additional donated gift cards from Giant Tiger and Walmart were provided to the Salvation Army to be used to purchase Christmas gifts for local youth deemed to be deserving of support during the holiday season.

FOOT PATROL (Hours)	30
CRIMINAL CHARGES	0
CDSA	1
PROVINCIAL OFFENCES/ WARNINGS	1

SUBMITTED BY:

Insp. C. Matheson



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: Auxiliary Board Report – November 2025

TO: Chair and Members of the Owen Sound Police Service Board

DATE: December 11, 2025

REPORT:

In November 2025, the Auxiliary Unit actively supported the Uniform Branch through ride-alongs, contributing a total of **243 volunteer hours**.

On November 11th, several Auxiliary members participated in Remembrance Day events, both marching in the parade and assisting with traffic control along the parade route.

On November 15th, Owen Sound held its Santa Claus Parade on the main street, followed by the opening of the Festival of Northern Lights in the River District. Auxiliary members were out in full force, assisting with crowd control, community engagement, traffic, and foot patrol. The weather cooperated, and it was a very successful evening.

On November 22nd, Auxiliary members attended the Owen Sound Attack hockey game for a “Pass the Hat” fundraiser in support of Special Olympics. This event is always well attended by our members, and it was an enjoyable night volunteering for a great cause, supported by generous community donations. A total of **\$4,932** was generously donated by Owen Sound Attack fans, which is the most raised in the event since prior to the COVID-19 pandemic.

Also on November 22nd, the Auxiliaries launched their first food drive at Metro grocery store in support of the Salvation Army. The event raised **\$1,800 in cash and 932 lbs of food**. Two additional food drives are planned for December.

FINANCIAL/RISK IMPLICATION(S):

N/A

OPERATIONS PLAN:

“Community Safety” and “Community Well-Being” are two of the four strategic priorities of the Owen Sound Police Service Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan’s goals: to address safety concerns identified by the community; to improve police visibility in the River District and at other priority areas and to build and foster relationships with community groups.

SUBMITTED BY: CRAIG MATHESON



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: Front Line Patrol Report and Collision Statistics – November 2025

TO: Chair and Members of the Owen Sound Police Service Board

DATE: December 11, 2025

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS Front Line Patrol, the RIDE program, and Collision Statistics for November 2025.

Front Line Patrol Report:

	Platoon #1-4		Traffic/Part Time Officers	
	November 2025	November 2024	November 2025	November 2024
Highway Traffic Act:	39	76	5	27
Compliance Reports:	7	6		
Recorded Cautions:	13	32	2	31
Liquor Licence and Control Act:	3	1		
Criminal Code/ CDSA:	155	177	0	14
Other POA/By-Law:	21	18		
Foot Patrol:	36	65	8	45
Court Security Hours	5	0	198	0

Reduce Impaired Driving Everywhere (RIDE):

There were a total of five on-duty RIDE checks in the month of November with 29 drivers checked.

Additionally, Owen Sound Police Service participated in the Grey-Bruce Festive R.I.D.E. kickoff on November 27, 2025. Other participating agencies included Hanover Police, West Grey Police, Saugeen Shores Police and the Grey-Bruce O.P.P. Over 500 drivers were checked in Owen Sound, Hanover and on the Grey-Bruce line.

The total statistics for November RIDE are as follows.

- 11 officers
- 10.5 hours
- 554 drivers checked
- 2 roadside breath tests

There were no impaired drivers charged during the month of November.

Collision Statistics:

Nov 2025 Oct 2025 Nov 2024

Total Collisions:	52	43	45
Collisions - East side	26	19	20
Collisions - West side	6	4	7
Collisions - parking lots	20	20	18
Fail to Remain Collisions	8	12	10
Collisions referred to CRC:	32	20	28
Collisions investigated by OSPS:	20	23	17

OPERATIONS PLAN:

“Community Safety” is one of the four strategic priorities of the Owen Sound Police Service Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan’s goals: to address safety concerns identified by the community; to improve police visibility in the River District and at other priority areas; to address controlled substances, firearms, and violent crime; and, to promote road safety.

SUBMITTED BY:

Insp. C MATHESON

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Community Services

TO: Chair and Members of the Owen Sound Police Service Board

DATE: December 11, 2025

RECOMMENDATION(S)

For Information purposes

REPORT: COMMUNITY SERVICE OFFICER #569

The following report highlights key engagements of the Community Services Officer in November 2025

Traditional Corporate and Social Media for OSPS (Community Outreach Education/Celebrations/Awareness/Media Releases)

- Traffic, Service Dogs, #Walk4Emilie, CAMSafe, Crime Prevention Week, Answer the Call, Remembrance Day, #JDSSStrong, Winter Driving, Santa Claus Parade, Festival of Northern Lights, Frauds, Career Fair at UofG, #PassTheHat, Aux. Food Drives, Elimination of Violence Against Women, Ontario Medal of Bravery, #NextGen911, Festive RIDE

COMMUNITY ENGAGEMENT & LOCAL COMMITTEE WORK & PROINVICAL COMMITTEES

- Elementary Schools; East Ridge, Alexadra, Hillcrest- Meetings regarding issues at school.
- Secondary Schools; St. Mary's & OSDSS- Admin meetings regarding issues at school.
- Community Safety & Wellbeing
- GBLIP (Grey Bruce Local Immigration Partnership)
- COYO (Community of Youth Officers) Provincial mtg
- Dec 6th Working Group
- YIPI start up and community outreach
- Youth in Policing- Provincial meeting- OSPS Member
- LEAPPS- Provincial meeting- OSPS Member
- VTRA meetings- post event
- First VTRA assessment post training- Bruce Grey Catholic Board
- CPA review (Citizens Police Academy)
- Pass the Hat Night- Fundraiser for Special Olympics
- Santa Claus Parade/Festival of Northern Lights

Community & School Presentations/Training

- Presentation for seniors- safety online- Legion
- VTRA (Violence Threat Risk Assessment) 2-day training- hosted by OSPS

- Recruitment University of Guelph- Career Fair
- VTRA- Working on Grey Bruce protocol
- Kepple Sarawak School- Bus Monitor Safety Training
- Online safety for newcomers- Y Settlement Services
- Presentation to adults of Community Living- safety using phones, taking pictures & safety online
- Crime Prevention Week- CAMSafe

OPERATIONS PLAN

“Community Wellbeing” is one of the four strategic priorities of the Owen Sound Police Services Board. The work of the Community Services Officer is instrumental in progressing the 2023-2026 OSPS Operations Plan’s goal to build and foster relationships with community groups, specifically the following actions: by educating OSPS members and the community on OSPS partnerships; by focusing on preventative youth programming in cooperation with school board and community groups; and, by fostering and building relationships with diverse groups within the community.

ATTACHMENT(S):



(Picture L-R. University of Guelph Career Fair, Pass The Hat Night)

SUBMITTED BY:

Jason Cranny, Community Services Officer #569



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: Training – November 2025
TO: Chair and Members of the Owen Sound Police Service Board
DATE: December 11, 2025

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights Training for Owen Sound Police Service members for November 2025.

Members attended the following courses:

- Mental Health Crisis Response Training (all members- new requirement)
- Incident Command Level 200- 2 Sergeants
- Managing Investigations Using Powercase- 1 Detective
- Investigative Interviewing Techniques- 2 Officers
- Canadian Criminal Intelligence System – 1 Officer
- **Level two Violence Threat Risk Assessment (V.T.R.A.) Training- hosted by OSPS under the Hate Crime Grant**
 - **60 people trained including officers from Owen Sound Police, Hanover and West Grey Police, staff of Brightshores Hospital, School boards, Victim Services and the Canadian Mental Health Association.**

FINANCIAL/RISK IMPLICATION(S):

The loss of scheduled work hours is a potential financial risk and is monitored to ensure a balance with members' physical and mental wellbeing. Financial resources are required to provide ongoing member training which is an essential to updating qualifications, knowledge, and ultimately organizational risk mitigation.

OPERATIONS PLAN:

"Our Members" is one of the four strategic priorities of the Owen Sound Police Service Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan's goals: to promote members' mental and physical wellbeing; and, to promote professional development and training opportunities for all members.

SUBMITTED BY:

Insp. C. MATHESON



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: Lost Hours – November 2025

TO: Chair and Members of the Owen Sound Police Service Board

DATE: December 2, 2025

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS full time members for November 2025, including lost hours due to leave from sick time, short term disability (STD), and Workplace Safety and Insurance Board (WSIB).

Lost Hours:

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours
November 2025	15	23	221.25 (-20.0%)	0	0	0
October 2025	9	51	276.5	0	0	0
November 2024	17	60	468 (-52.7%)	2	42	336 (-100%)
YTD 2025	46	307	3046.75 (+2.0%)	2	218	1744 (-51.6%)
YTD 2024	40	331	2986	2	474	3600

- There was a 20% reduction in lost hours due to member sick leave in November 2025 compared to October 2025.
- There was a 2% increase in YTD lost hours due to member sick leave in 2025 compared to 2024. We had several members off on extended medical leaves that contributed to the increase.
- There were no lost hours attributed to WSIB claims in October and November 2025.
- There was a 51.6% YTD reduction in lost hours due to WSIB claims in 2025 compared to 2024.

WSIB Update:

We have one WSIB case involving a full-time member pending final resolution however the member is not receiving top-up amount or benefits.

Other Personal Injuries:

We have two part-time staff off on medical leave relating to personal injuries. One was expected to return this month however they continue to be off.

FINANCIAL/RISK IMPLICATION(S):

The loss of scheduled work hours is a potential financial risk and is monitored to ensure a balance with members' physical and mental wellbeing. Financial resources are required to provide ongoing member training, which is an essential to updating qualifications, knowledge, and ultimately organizational risk mitigation.

OPERATIONS PLAN:

"Our Members" is one of the four strategic priorities of the Owen Sound Police Service Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan's goals: to promote members' mental and physical wellbeing; and, to promote professional development and training opportunities for all members.

SUBMITTED BY:

Wendy Pratt, Human Resources Manager

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: Records, Courts, and Bylaw Report – November 2025
TO: Chair and Members of the Owen Sound Police Service Board
DATE: December 16, 2025



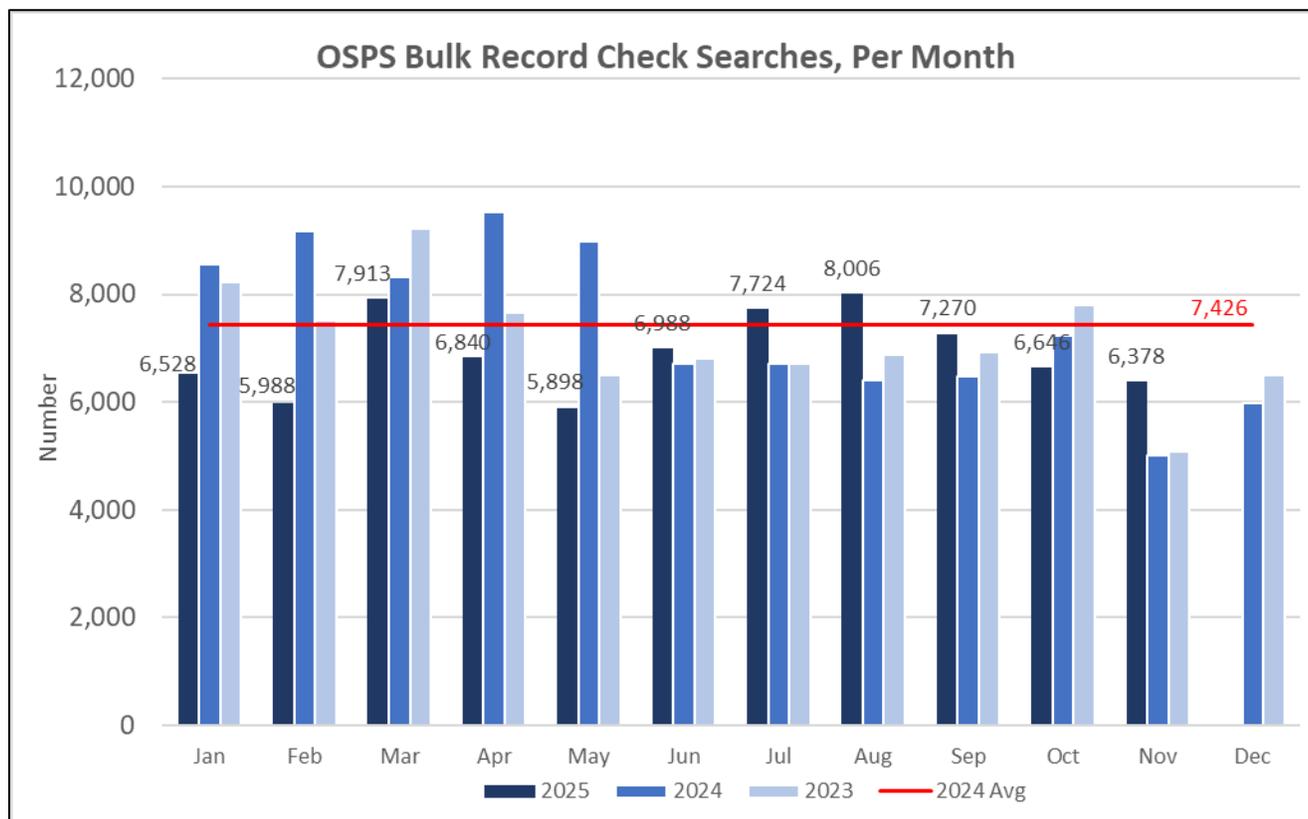
RECOMMENDATION(S):

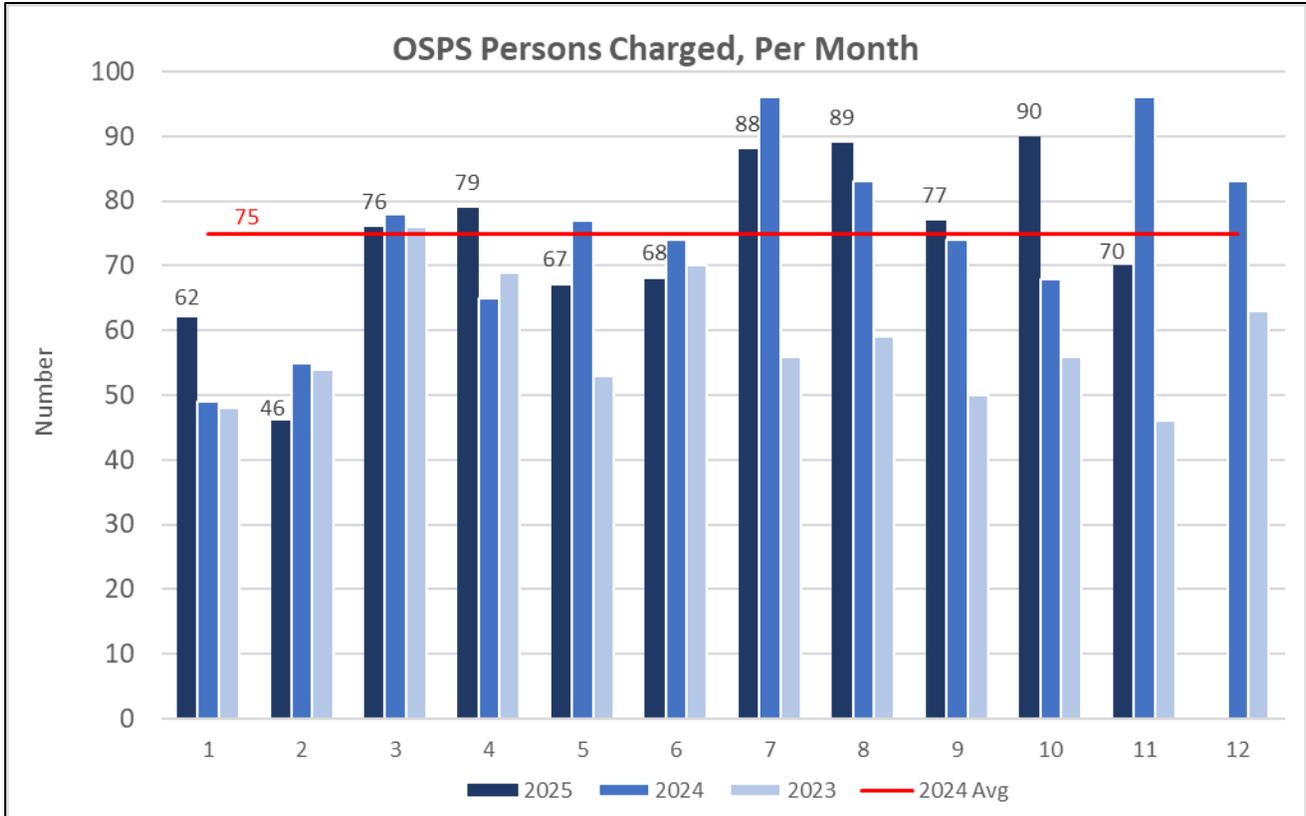
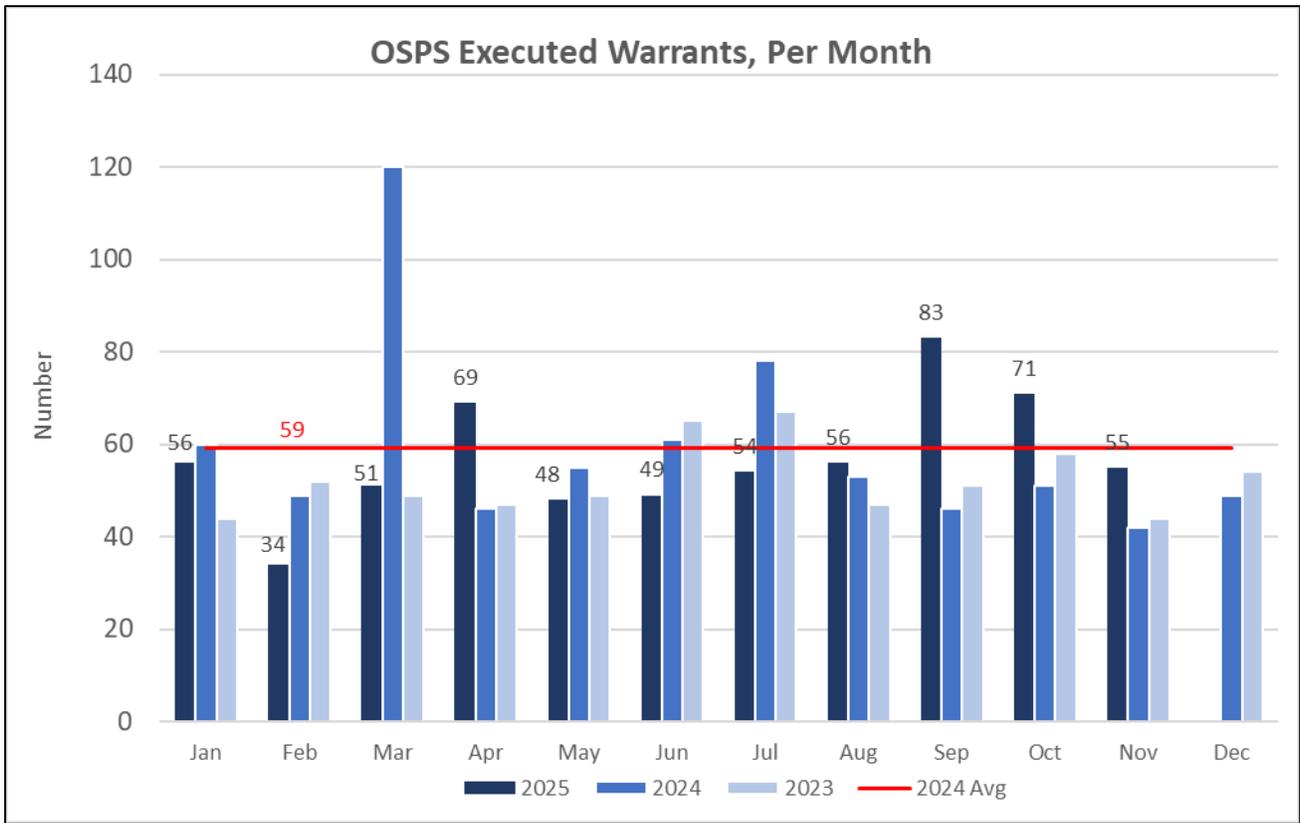
For Information

Report:

Records – November 2025:

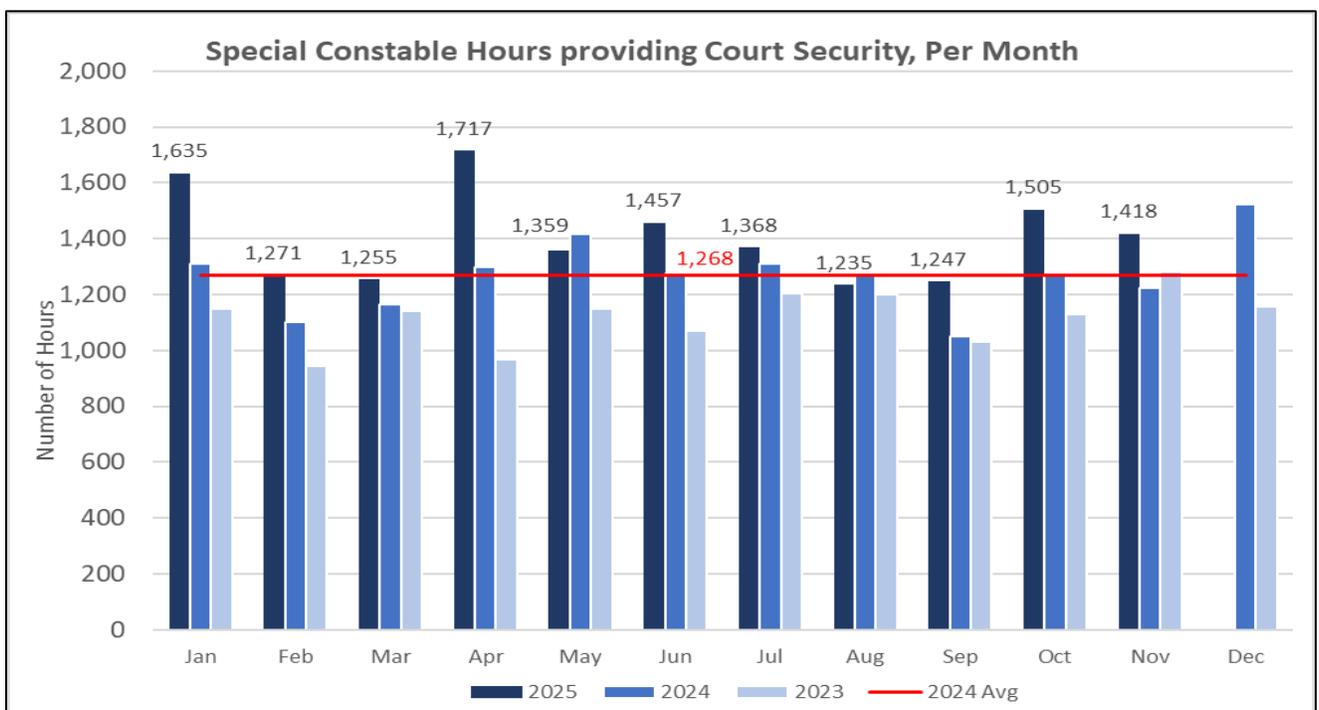
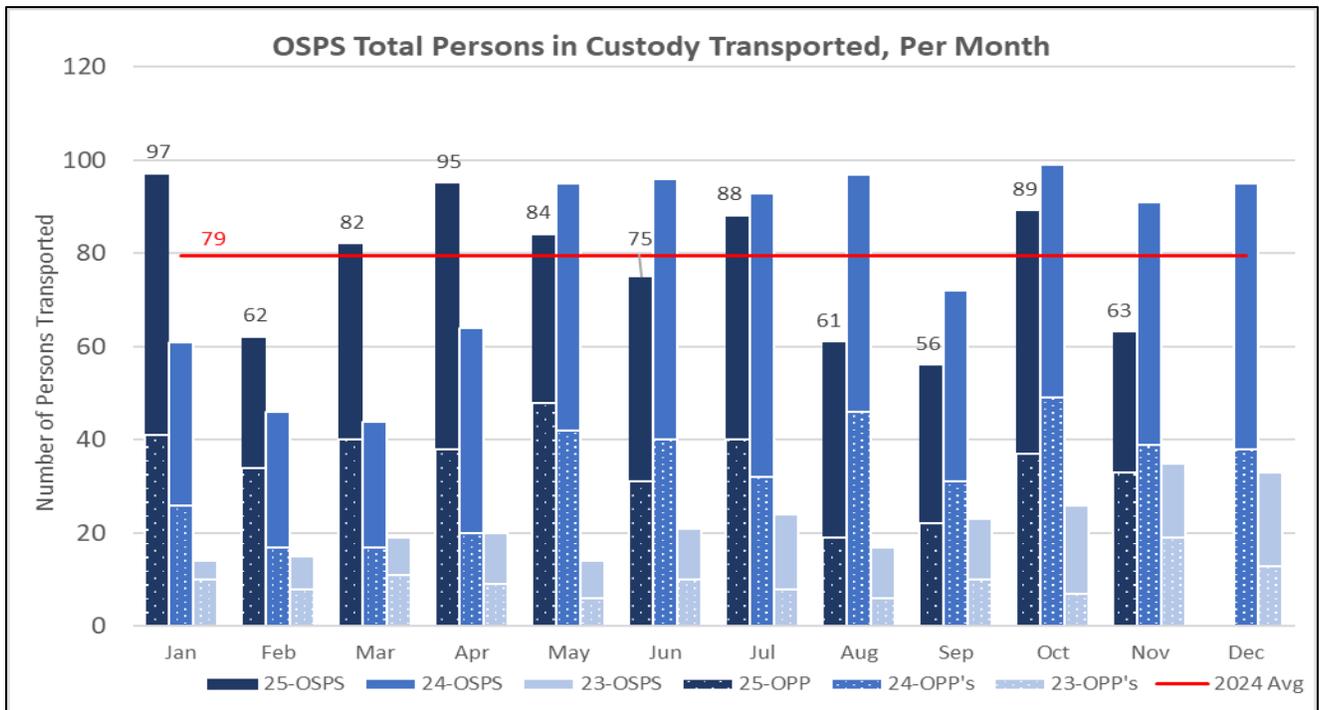
	This Month	Previous Month		Same Month Previous Year	2025 Year-to-Date	2024 Year-to-Date	YTD
	NOVEMBER 2025	October 2025	% Change	November 2024	Jan.1-Nov.30, 2025	Jan.1-Nov.30, 2024	% Change
Records Services							
Bulk Record Check Searches	6,378	6,646	-4.0%	5,009	76,179	83,118	-8.3%
Executed Warrants	55	71	-22.5%	42	626	661	-5.3%
Persons Charged	70	90	-22.2%	96	812	815	-0.4%





Courts – November 2025

	This Month	Previous Month		Same Month	2025	2024	YTD
	NOVEMBER 2025	October 2025	% Change	Previous Year November 2024	Year-to-Date Jan.1-Nov.30, 2025	Year-to-Date Jan.1-Nov.30, 2024	% Change
Court Services							
Total Custodies Transported	63	89	-29.2%	91	852	858	-0.7%
OPP	33	37	-10.8%	39	383	359	6.7%
OSPS	30	52	-42.3%	52	469	499	-6.0%
Video/Appearances	35	39	-10.3%	29	364	530	-31.3%
Special Constable Hours	1418	1,505	-5.8%	1,222	15,465	13,697	12.9%



Owen Sound Police Service now provides an armed officer at both the Ontario/Superior Court of Justice Courthouse and the Provincial Offences Court while courts are in session. This resulted in 7 armed officers scheduled per week to provide court security for month of November totaling approximately 198 hours for those officers. These hours are in addition to the 1418 hours worked by the Special Constables for the month.

Multiple Superior Court in-custody trial matters have increased the Special Constable hours for the month. One of those matters being a Walkerton Court in-custody Judge and Jury matter. This matter ran the whole month of November. There are currently 2 additional Walkerton Court in-custody Judge and Jury matters set to start at the Owen Sound Courthouse in December and January.

Bylaw – November 2025:

Taxi company cautioned regarding the offering of fare discounts and flyer distribution as this is a contravention of the Owen Sound Police Service Board Private Transportation Company By-law.

Financial/Risk Implication(s):

Providing court security and transporting persons in custody comes with inherent risk, while the efficient and accurate processing of judicial documentation is foundational to community safety.

OPERATIONS PLAN:

The administrative services within Records, Courts, and Bylaw are essential components of the OSPS Mission to deliver high quality policing services that strengthen public safety and community wellbeing. Community Safety and Sustainability are two of the four strategic priorities of the Owen Sound Police Services Board. As part of the Operational Plan, Court security costs will be assessed and reviewed annually to advocate for a sustainable police funding model.

ATTACHMENT(S):

Nil

SUBMITTED BY:

Krista Fluney, Director, Civilian Services

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: Owen Sound Emergency Communications Centre (OSECC) -
November 2025

TO: Chair and Members of the Owen Sound Police Service Board

DATE: December 16, 2025



RECOMMENDATION(S):

For Information

Report:

Next Generation (NG) 911

On November 25, 2025, the OSECC successfully cut-over to NG911, marking a significant milestone in the Service's commitment to strengthening public safety and emergency response.

November's transition from the legacy 911 emergency phone network now provides a digital infrastructure for modern emergency telecommunications. While dialing 911 remains unchanged for callers, the underlying transformative technology provides faster, more reliable help when people need it most. The upgrade's enhanced features include:

- More accurate caller location and phone number information
- Enhanced cybersecurity, with added backup capabilities to ensure system reliability
- Future ability to support real-time text messaging and other digital technologies

The Canadian Radio-television and Telecommunications Commission has mandated that all service providers and Primary Public Safety Answering Points (PSAP) must transition to the new NG911 network by March 2027.

Over the last five years, the OSPS has invested significant time and resources into the NG911 program – purchasing, installing and updating technology at both the PSAP's primary and back-up sites, participating in voice trials, identifying potential engineering issue with networks and developing a host solution for other agencies across Ontario.

"I'd like to recognize the outstanding work of our dedicated team in this monumental step forward for the Owen Sound Emergency Communications Centre," said Chief Craig Ambrose. "This transition to NG911 allows us to continue evolving and improving services for our Communicators, Police Officers and other Emergency Responders, and most importantly, to the people we serve in Owen Sound, and in communities all across Ontario."

The Ontario government has provided more than \$3.1M since 2022 to support the Owen Sound Emergency Communications Centre's transition to NG911. "Upgrading Ontario's public safety communications will be a game changer," said Hon. Michael Kerzner, Solicitor General of Ontario. "Next Generation 911 gives first responders real-time, life-saving information which means a faster, more effective emergency response. Under the leadership of Premier Ford, our government will always have the backs of those who protect our province. That's why we are proud to provide funding to Owen Sound for this new technology which will mean more calls will be answered, more lives will be saved and people across the city can count on emergency services when it matters most."

911 Calls – November 2025:

The transition to NG911 will provide improved access to data reporting capabilities. The prior source of 911 data, Bell Flex reports, are no longer populated following the November 25th cutover, and cannot provide a full month’s worth of comparable data.

The OSECC team will be researching the data and reports that are now available with NG911, including new access to administrative phone lines and 911 call processing times. It is anticipated this transition will provide more informative data and insight. The first full month of new NG911 data will be available at the end of December. New 911 data analytics are anticipated throughout 2026.

Computer Aided Dispatch (CAD) Events – November 2025:

Calls that are dispatched through CAD come from a variety of sources such as the non-emergency (administrative) phone lines, walk-ins, officer generated, as well as the 911 emergency phone line.

According to CAD data captured in Optic’s OnCallAnalytics platform, the average daily dispatch rate for all services dispatched by the OSECC in November dropped to 175 calls/day from its summer peak of 221 calls/day in July, and from 178 in October (Figure 1). This decline is expected with the change in seasons and is also reflected in the decline in calls dispatched for OSPS (Figure 2).

Year-to-date at the end of November 2025, compared to this same time in 2024, the OSECC is recording a 4% increase in the average daily dispatch rate. The year-to-date average daily OSECC dispatch rate in 2025 is now at 194 events/day compared to 187/day last year. Owen Sound Police Service’s year-to-date average daily dispatch rate is up by 1%.

Source: OPTIC's OnCallAnalytics	This Month NOVEMBER 2025	Previous Month		Same Month Previous Year	2025 Year-to-Date	2024 Year-to-Date	YTD
		October 2025	% Change	November 2024	Jan.1-Nov.30, 2025	Jan.1-Nov.30, 2024	% Change
All CAD Events in OSECC (Number)	5,234	5,527	-5.3%	5,848	64,824	62,714	3.4%
All Police (inc. OSPS)*	4,644	5,046	-8.0%	5,177	57,837	56,237	2.8%
All Fire	355	430	-17.4%	480	5,639	5,573	1.2%
Grey County Transport	235	51	360.8%	191	1,348	904	49.1%
OSPS	1,440	1,593	-9.6%	1,539	17,520	17,427	0.5%
All CAD Events in OSECC (Avg Daily Rate)	174.5	178.3	-2.1%	194.9	194.1	187.2	3.7%
All Police (inc. OSPS)*	154.8	162.8	-4.9%	172.6	173.2	167.9	3.1%
All Fire	11.8	13.9	-15.1%	16.0	16.9	16.6	1.7%
Grey County Transport	7.8	1.6	387.5%	6.4	4.0	2.7	49.6%
OSPS	48.0	51.4	-6.6%	51.3	52.5	52.0	0.9%

FIG 1: Daily Dispatch Rate Per Month: OSECC (Optic OCA)

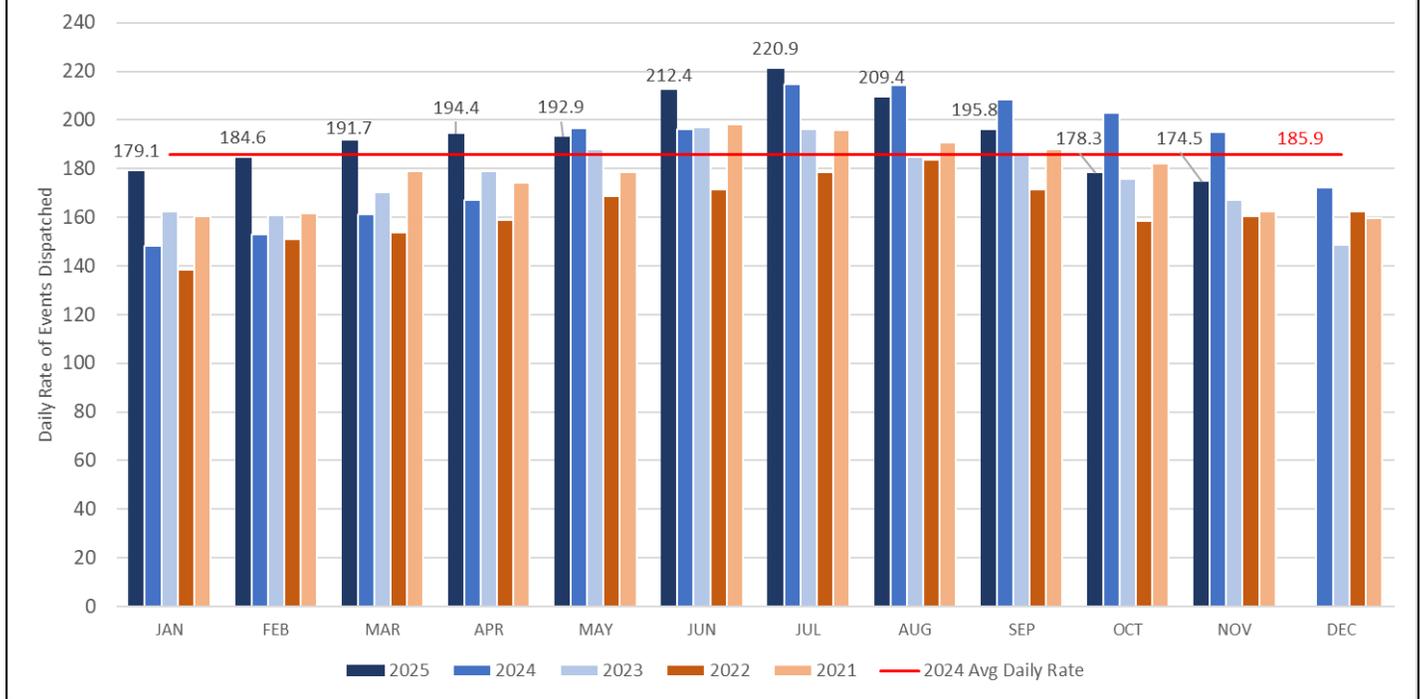
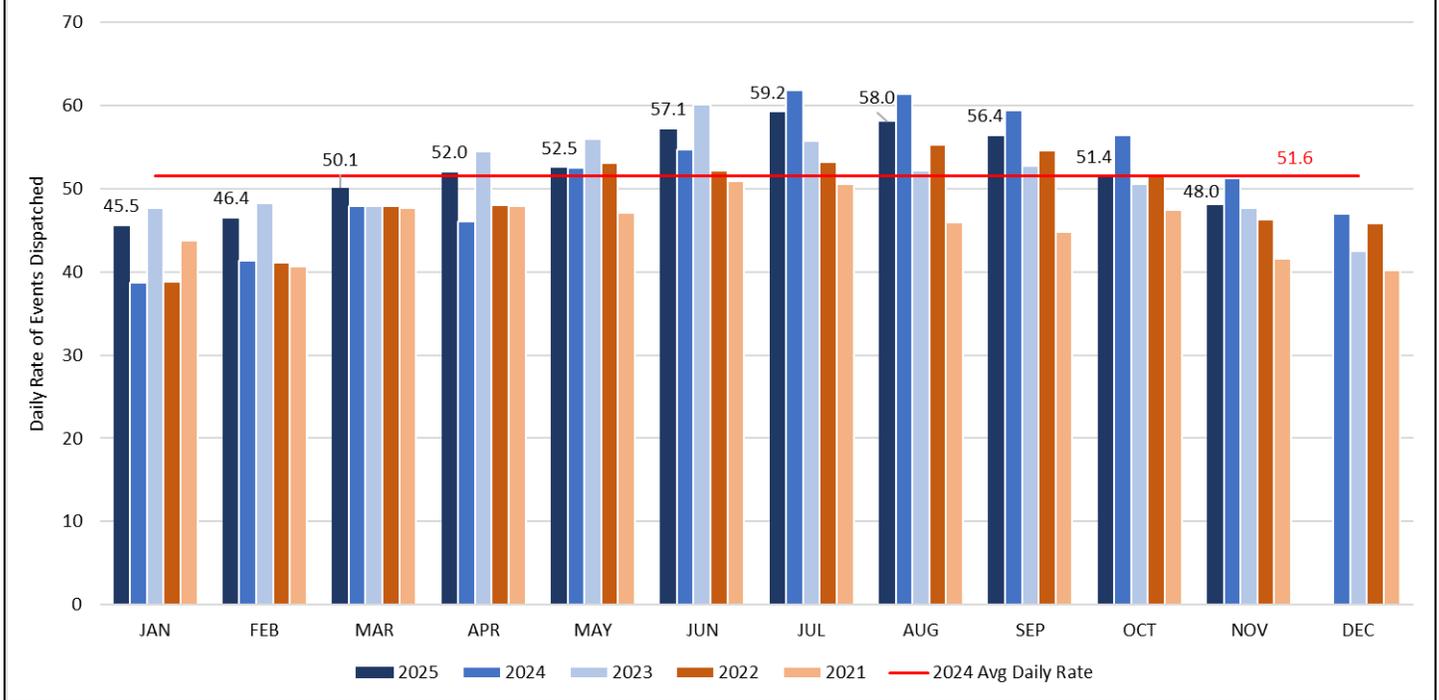


FIG 2: Daily Dispatch Rate Per Month: Owen Sound Police Service (Optic OCA)



Information Technology (IT) Infrastructure – November 2025:

In November, the Information Technology branch was heavily involved in Next Generation 911. Documentation, daily vendor meetings and policy/procedure updates were handled daily. As part of the Operational Plan for the cutover to NG911, the IT department switched to 24 hour/day coverage for approximately a week on rotating shifts. Further work was conducted around the clock via on-call/preventative maintenance after this initial week into December. Further work continues with vendors for optimizations and our hosted partners across Ontario.

IT staff members are working to close our year end projects both for OSPS and our policing partners in which we provide IT services.

Radio upgrades were completed for the Brightshores Owen Sound Hospital location to provide extended radio coverage for officers in critical areas. OSPS configured and installed equipment with permission and co-operation of Brightshores.

The IT branch is awaiting results on approvals of a Public Safety cyber-security grant from the federal government for funding.

The new West Grey police station will be completed in January/February 2026, with a move in anticipated in the first quarter. IT will be involved to migrate hardware/software and install new computing environments to facilitate the move.

Financial/Risk Implication(s):

Risk management and contingency planning are integral to the day-to-day operations of a Public Safety Answering Point (PSAP). While the OSECC continues to grow and evolve, OSPS strives to maintain a balance of staffing that best aligns with workload demands, member wellness, emergency response standards, and contracted client expectations.

OPERATIONS PLAN:

Within the 2023-2026 OSPS Operations Plan, six unique actions have been identified as important to reach towards the goal of fostering a sustainable emergency communication centre. In addition, monitoring and publishing emergency response times to priority calls is part of the goal to address safety concerns identified by the community. Also, under the strategic priority of sustainability, developing a long-term IT plan that anticipates future IT priorities and demands is an important part of the goal to promote and plan for long-term succession.

SUBMITTED BY:

Suzanne Bell-Matheson, Director, Corporate Services

Chris Hill, Director, Information Technology

Marg Gloade, Strategic Analyst

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Human Resources – November 2025
TO: Chair and Members of the Owen Sound Police Services Board
DATE: December 2, 2025

RECOMMENDATION(S):

For Information

REPORT:

Recruitment:

Constable Grace Vokes, a former University of Guelph student, recently participated in the *Policing Pathways* event at the University of Guelph. This event was designed for students enrolled in the Criminal Justice Program who are interested in pursuing a career in policing. Attendance was excellent, and Constable Vokes represented OSPS exceptionally well. This initiative has now been incorporated into our regular recruitment outreach programs.

We interviewed an experienced constable from the East Coast who is considering relocating to Ontario for family reasons. Should she proceed with the move, we will initiate the formal recruitment process.

Additionally, a constable from England is relocating to Owen Sound and has expressed interest in joining our service. She will be submitting her information package for review to determine if she meets the minimum requirements.

To strengthen our efforts in attracting female candidates, we have introduced dedicated “Women-Only” mini-information sessions for members of the public interested in a career as a police officer. These sessions are designed to provide a welcoming and supportive environment that fosters open dialogue, rather than a traditional formal presentation. Our aim is to create an approachable setting where women can learn about the opportunities available within our service and feel empowered to explore a career in policing.

Significant progress has also been made in revamping our social media strategy. In collaboration with our new Communications Consultant, we have developed female-focused recruitment advertisements and created a comprehensive roadmap for non-recruitment content. This ensures consistent daily posting to maintain strong visibility and engagement across social media platforms.

Staffing Overview:

The following are the staffing changes that have taken place during this reporting period.

- **Hires**
 -

- **Transfers/Promotions**
 -

- **Retirements/Resignations**
 -

FINANCIAL/RISK IMPLICATION(S):

Salaries and benefits of personnel are more than 90% of the police service's operating budget. People are the foundation of our service. Human resource management helps reduce and prevent risk with proper training, health and safety measures, attention to staff wellness, and appropriate staffing levels.

OPERATIONS PLAN:

"Our Members" is one of the Board's four Strategic Priorities in the 2023-2026 Operations Plan. The scope of Human Resources embraces many of the Plan's goals, such as promoting members' mental and physical wellbeing; promoting professional development and training opportunities for all members; and promoting and planning for long term succession.

SUBMITTED BY:

Wendy Pratt, Human Resources Manager



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Chiefs Activity Report – November 2025

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 12, 2025

- Days Off/Annual Leave – 2 days
- OACP Zone 5 Meeting – .5 hour
- Community Advisory Committee for Urgent & Emergent Public Health Issues – 1 hour
- OSECC & NG911 Meetings – 12 hours
- CISO Governing Body Meeting – 1 day
- Grey Bruce Police Leaders – 1 hour
- Budget Preparation – 14 hours
- Grant Discussions & Prep – 2 hours
- STAR Table Executive – 1 hour
- Remembrance Day Ceremony – 3 hours
- Mental Health Crisis Response Training – 9 hours
- Community Drug & Alcohol Strategy Leadership Group – 1.5 hours
- Santa Claus Parade – 4 hours
- Assist with OSPSPB Negotiations – 6 hours
- Georgian College Police Advisory Committee Meeting – 2 hours
- Niche Universal Application Training – 3 hours
- New Carleton University Research Project – 2 hours
- Hiring Recruiting – 3 hours
- OACP Board of Directors Meeting – 2 days
- OACP CEO Day – 1 Day
- CACP ICT Committee Meetings Virtual – 10 hours
- Festive RIDE Kickoff Grey Bruce Police Leaders – 2 hours

SUBMITTED BY:

Craig Ambrose, Chief of Police



Occupational Health and Safety Report Mould Investigation

Owen Sound Police Services

922 2nd Avenue West, Owen Sound, Ontario

WPI Project: 936

November 6, 2025

Prepared by:

W. Pantelmann Incorporated (WPI) Safety Consultants
Box 777
104 – 125 Hinks Street
Walkerton, ON N0G2V0
Tel: 519-379-2530 E-mail: wpi@wpisafety.com

SUMMARY

As requested, W. Pantelmann Incorporated (WPI) Safety Consultants, attended at the Owen Sound Police Services, 922 2nd Avenue West, Owen Sound, Ontario, on November 3, 2023, to conduct a non-intrusive inspection and assess building issues with interior water damage from:

- a. water intrusion during window washing;
- b. HVAC system condensation; and
- c. potential mould contamination.

A number of locations, in addition to the locations provided by Mr. S. Dubosq, Corporate Facility Project Coordinator, were identified during the preliminary on site discussions. Additional equipment had not been anticipated and the site investigation was rescheduled for November 6, 2025. The investigation and sample collection was carried out in the presence of Ms. W. Pratt, Human Resources OSPS, Mr. S. Dubosq and Mr. D Christie, Maintenance Department staff member.

The scope of this investigation was limited to a non-intrusive investigation (with exception of the exterior wall in CID Room 128) of the building areas, including a physical inspection, with air and swab/bulk sampling for potential mould contamination.

Laboratory analysis of the random air samples confirmed elevated *Aspergillus/Penicillium* type mould spores indoors, in the cell block Room N10 (sample number 41238556), at approximately 164% the ambient outdoor level (120 spores/m³ vs 73 spores/m³) and the *Cladosporium* spores at approximately 219% the ambient outdoor level (373 spores/m³ vs 180 spores/m³). The sterile swab surface sample (251102) identified the presence of SPARSE active *Cladosporium* mould growth on the wall of cell block Room N10.

The ceiling return air space, 2nd floor elevator foyer (sample number 41238555), identified *Cladosporium* spores at approximately 89% the ambient outdoor level (160 spores/m³ vs 180 spores/m³). The ceiling panel bulk sample (251103) identified the presence of MODERATE TO ADUNDANT active *Cladosporium* mould growth and the sterile swab surface sample (251104) identified the presence of SPARSE active *Cladosporium* mould growth above the ceiling, 2nd floor elevator foyer.

The ceiling return air space, Gym Room 224 (sample number 41238551), identified *Cladosporium* spores at approximately 110% the ambient outdoor level (80 spores/m³ vs 73 spores/m³).

Air and swab sampling in the CID Room 128 and Chief's Office Room 214/215 did not identify elevated nor active mould spores.

When assessing potential mould issues, comparative air sampling is used. Depending on the time of year and outdoor environment, an indoor bioaerosol sample, from a HVAC served building, is expected to have a 40% to 60% total fungal spore count and *consistent species distribution*, when compared to nearby outside (ambient) samples or an uncontaminated indoor ambient location.

Based on the results of this investigation, WPI Safety Consultants recommends the following:

- Review the contents of this report with the Joint Health and Safety Committee.
- Engage an experienced Professional Engineer – Mechanical, to review, inspect and report on the current HVAC system design, installation, operation, maintenance and seasonal adaptability.
- As an interim measure to control current mould activity, engage a contractor to thoroughly fog the above suspended ceiling space with an anti-fungal CONCROBIUM as recommended by the manufacturer.

- Monitor for the presence of water generated from humidity on the ducts and adjust the HVAC system to reduce seasonal humidity inside the building. Replace moisture affected ceiling panels as soon as possible.

- Engage only a professional contractor(s) that can provide documented proof of:
 - Current WSIB Clearance Certificate;
 - Commercial General Liability Insurance with separate and specific endorsement for Mould; and
 - Proof of Mould Removal Training of workers and supervisors on site.

TABLE OF CONTENTS

SUMMARY	II	
INTRODUCTION	1	
ASSESSMENT METHODOLOGY	1	
INTERVIEWS AND INSPECTION	1	
FINDINGS	2	
SAMPLING	2	
<i>Air Sampling</i>	2	
<i>Swab/Bulk Sampling</i>	2	
LABORATORY ANALYSIS	3	
DISCUSSION	3	
RECOMMENDATIONS	3	
DISCLAIMER	4	
PHOTOGRAPHS	5	
LABORATORY RESULTS	6	

INTRODUCTION

The City of Owen Sound Police Services building, at 922 2nd Avenue West, Owen Sound, Ontario, is a free-standing, brick, two storey + penthouse, building constructed in the 1970's. The building houses the Owen Sound Police Force, Emergency Despatch Center and incarceration facilities. Staff concerns had noted potential mould issues in the main floor cell block area and second floor gymnasium possibly resulting from condensation formation on the ceiling space ducting. An additional area in the CID office had water intrusion through the window frame during window cleaning operation.

ASSESSMENT METHODOLOGY

The preliminary investigation on November 3, 2025, began with a visual walk around inspection of the initially reported area of concern, the cell block. Ms. W. Pratt, Human Resources, advised verbally that several other locations within the building moisture affected ceiling panels and that those panels had been exchanged. During the visual walk around potential mould contamination location were observed. As additional equipment would be required to adequately sample the newly advised locations, November 6, 2025 was agreed upon to conduct the investigation and sampling. On November 6, 2025, sampling equipment for air and swab/bulk samples was prepared in Room 117. Sampling and assessment is conducted in accordance with current American Industrial Hygiene Association (AIHA) protocols^{1 2 3 4}.

Interviews and Inspection

The consultant, W. Pantelmann, Senior Project Consultant, had been briefed on the history of the building and the current issues of water/moisture penetration since this past summer 2025. The water intrusion into the CID office, through the window frame, was discussed and an interior air sample of the exterior wall was requested. The investigation was conducted in accordance with the American Industrial Hygiene Association⁴ (AIHA) procedures

The following conditions were noted:

- ◆ Visible moisture staining of 2' x 4' and 2' x 2' suspended ceiling panels.
- ◆ Staining was typically in locations where the flexible aluminum ducting had been bent downward or where cool air conditioned air met humid ambient outdoor air.
- ◆ No visible moisture indicators were not on the exterior wall of the CID office.

1 AIHA: Hung L., Miller J.D., Dillon H.K., Field Guide for the Determination of Biological Contaminants in Environmental Samples, American Industrial Hygiene Association, Fairfax, VA, 2005

2 AIHA: AIHA Guideline 3 - 2004, Assessment, Remediation and Post-Remediation Verification of Mold in Buildings, American Industrial Hygiene Association, Fairfax, VA, 2004

3 AIHA: Gunderson E. C., The IAQ Investigator's Guide, American Industrial Hygiene Association, Fairfax, VA, 2006

4 AIHA: Recognition, Evaluation, and Control of Indoor Mold, American Industrial Hygiene Association, Fairfax, VA, USA, 2008

FINDINGS

SAMPLING

Samples of airborne and bulk/swab surface samples were collected for laboratory analysis for the presence of mould spores. Regulatory levels for the presence of mould spores are non-existent. Determinations for contamination are based on the visual inspection of water/moisture penetration, comparative air sampling results and swab/bulk sampling results.

Air Sampling

Seven (7) comparative fungal spore trap air samples were collected on ZEFON Air-O-Cell cassettes; using 15 LPM calibrated ZEFON Bio-Pumps. An ambient outdoor sample was collected on the sidewalk east of Room 117 exterior door. Depending on the time of year and outdoor environment, an indoor bioaerosol sample is expected to have a 40% to 60% total fungal spore count and *consistent species distribution*, when compared to nearby outside (ambient) samples. A blank cassette sample is submitted to verify sampling media integrity. EMC Scientific Laboratory Analysis Report 104480 Nov 7/25 is attached.

Sample	Location	Results
41238275	CID Room 128 West interior wall	Total 93 m ³
41238123	CID Room 128	Total 360 m ³
41238556	Cell block Room N10	Total 847m ³ ; A/P 120 m ³ <i>Cladosporium</i> 373 m ³ Comparison of ambient vs indoor analysis identified that <i>Aspergillus/Penicillium</i> type was higher at 164% of ambient and <i>Cladosporium</i> at 219%.
41238555	2 nd floor elevator foyer above ceiling	Total 507m ³ ; <i>Cladosporium</i> 160 m ³ Comparison of ambient vs indoor analysis identified that <i>Cladosporium</i> type was higher at 89% of ambient.
41238545	Chief Room 215	Total 473 m ³
41238551	Gym Room 224 above ceiling	Total 393 m ³ ; A/P 80 m ³ Comparison of ambient vs indoor analysis identified that <i>Aspergillus/Penicillium</i> type was higher at 110% of ambient
41236550	Gym Room 224	Total 373 m ³
41238560	Ambient outdoor	Total 2400 m ³
29704392	Blank	No fungal spores

Swab/Bulk Sampling

Three (3) swab/bulk samples were collected, randomly from building surfaces and a 2' x 2' ceiling panel. Analysis of the surface particulate did identify that mould growth is ongoing albeit at a SPARSE rate in the

cell block and 2nd floor elevator foyer, but at a MODERATE to ABUNDANT above the 2nd floor elevator foyer rate. EMC Scientific Laboratory Report 104481 Nov 7/25 is attached.

Sample	Location	Results
251101	Sterile swab CID exterior wall	Few spores, no active growth
251102	Sterile swab Cell Block Room N10	SPARSE active growth of <i>Cladosporium</i> .
251103	Bulk 2' x 2' suspended ceiling panel 2 nd floor elevator foyer	MODERATE to ABUNDANT active growth of <i>Cladosporium</i> . Few spores of <i>Aspergillus/Penicillium</i> .
251104	Sterile swab 2 nd floor elevator foyer duct	SPARSE active growth of <i>Cladosporium</i> . Few spores of <i>Alternaria</i> .

LABORATORY ANALYSIS

EMC Scientific Laboratory Reports 104480 and 104881 of Nov 7/25 are attached.

DISCUSSION

The visual inspection and analytical results of sampling has confirmed moisture penetration into the building and that building materials, contents and surfaces have been impacted. The elevated specific species spore counts and presence of active growth in swab/bulk samples, primarily the opportunistic mould *Cladosporium*, indicates that the water intrusion issues into the building must be resolved. Removal of water/moisture affected porous building materials, such as ceiling panels and treatment of the ceiling return air plenum will reduce the opportunity for future mould growth. Discussion with Technical Support of the manufacturer of CONCROBIUM confirmed that fogging the product CONCROBIUM will encapsulate and kill the active mould spores. This remedial activity could be performed during quiet operational times. Resolving the issue of the HVAC system and the condensation of ambient humidity is best performed by a Professional Engineer – Mechanical, by reporting on the current HVAC system design, installation, operation, maintenance and seasonal adaptability.

RECOMMENDATIONS

- Review the contents of this report with the Joint Health and Safety Committee.
- Engage an experienced Professional Engineer – Mechanical, to review, inspect and report on the current HVAC system design, installation, operation, maintenance and seasonal adaptability.
- As an interim measure to control current mould activity, engage a contractor to thoroughly fog the above suspended ceiling space with an anti-fungal CONCROBIUM as recommended by the manufacturer.
- Monitor for the presence of water generated from humidity on the ducts and adjust the HVAC system to reduce seasonal humidity inside the building. Replace moisture affected ceiling panels as soon as possible.
- Engage only a professional contractor(s) that can provide documented proof of:

- Current WSIB Clearance Certificate;
- Commercial General Liability Insurance with separate and specific endorsement for Mould; and
- Proof of Mould Removal Training of workers and supervisors on site.

DISCLAIMER

The work performed by WPI Safety Consultants was conducted in accordance with generally accepted engineering and scientific practices current at the time the work was performed. No warranty is either expressed or implied, or intended by this agreement or by furnishing oral or written reports or findings. The Client acknowledges that subsurface and concealed conditions may vary from those encountered or inspected. WPI can only comment on the environmental conditions observed on the date(s) the work was performed. The work was limited to those areas of concern identified by the Client. Other areas of concern may exist but were not investigated within the scope of this project. No intrusive inspection(s) was conducted and this report is limited to the data collected on site and obvious visual indicators, as directed. Information provided by WPI is intended for Client use only. WPI will not provide results or information to any party other than the Client, unless the Client, in writing, requests information to be provided to a third party or unless the disclosure is required by law, including OHSA Section 25 (2)(l). Any use by a third party, of reports or documents authored by WPI, or any reliance by a third party on or decisions made based on the findings described in said documents, is the sole responsibility of such third parties. WPI accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions conducted. Conclusions presented in this report should not be construed as providing a legal opinion or advice.

Respectfully Submitted,

W. PANTELMANN INCORPORATED

A handwritten signature in black ink, appearing to read 'W. Pantelmann', with a long horizontal flourish extending to the right.

W. Pantelmann, PhD, CD, SSM, WSO CST
Senior Project Consultant

PHOTOGRAPHS



Room 128 CID wall interior sampling



Flexible aluminum supply duct with moisture marking on panels bulk sample 251103 collected from top of ceiling panel



Above suspended ceiling



Above ceiling in gym

LABORATORY RESULTS

Laboratory Analysis Report

To:

W. (Archie) Pantelmann
 WPI Safety Consultants
 PO Box 777, 104 – 125 Hinks Street
 Walkerton, Ontario
 N0G 2V0

EMC LAB REPORT NUMBER: 104480
Job/Project Name: OSPS
Job/Project No: WPI 936 **No. of Samples:** 9
Sample Type: Air-O-Cell **Date Received:** Nov 7/25
Analysis Method(s): Fungal Spore Counting
Date Analyzed: Nov 12/25 **Date Reported:** Nov 12/25
Analyst: Allan Jiang, M.Sc., *Microbiologist*
Approved By: Fajun Chen, Ph.D., *Principal Mycologist*



Client's Sample ID	41238275			41238123			41238556			41238555			41238545		
EMC Lab Sample No.	439718			439719			439720			439721			439722		
Sampling Date	Nov 6/25			Nov 6/25			Nov 6/25			Nov 6/25			Nov 6/25		
Description/Location	CIP Inner wall			CID office			Cell block			2nd floor elevator above ceiling			Chief washroom		
Air Volume (m ³)	0.150			0.150			0.150			0.150			0.150		
Fungal Spores	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³
<i>Alternaria</i>							2	2	13						
<i>Arthrinium</i>															
Ascospores	2	14	13	4	7	27	3	2	20	5	7	33	6	8	40
<i>Aspergillus/Penicillium</i> type	5	36	33	7	13	47	18	14	120	4	5	27	3	4	20
Basidiospores				11	20	73	5	4	33	5	7	33	10	14	67
<i>Cercospora</i>															
<i>Chaetomium</i>															
<i>Cladosporium</i>	3	21	20	6	11	40	56	44	373	24	32	160	8	11	53
Colorless	3	21	20	26	48	173	40	31	267	35	46	233	43	61	287
<i>Curvularia</i>															
<i>Drechslera/Bipolaris</i> group															
<i>Epicoccum</i>							1	1	7				1	1	7
<i>Fusarium</i>															
<i>Nigrospora</i>															
<i>Oidium</i>															
<i>Pithomyces</i>							1	1	7						
Rusts															
Smuts, <i>Periconia</i> , Myxomycetes							1	1	7	3	4	20			
<i>Stachybotrys</i>	1	7	7												
<i>Ulocladium</i>															
Unidentified spores															
Number of spores/sample	14			54			127			76			71		
Fungal fragments (0-3 +)	0+			0+			0+			0+			0+		
Non-fungal material (0-3 +)	3+			2+			3+			2+			2+		
TOTAL SPORES/M³	93			360			847			507			473		

Note:

- Aspergillus/Penicillium* type spores may include those of *Acremonium*, *Paecilomyces*, *Trichoderma* and others.
- A scale of 0 + to 3 + (indicating increasing amount) is used to rate abundance of fungal fragments and non-fungal material, with 3+ indicating the most abundance.
- The presence of a large amount of dust debris may obscure some spores to be counted. Spore counts from samples with 3 + non-fungal material and/or 3 + fungal material may be treated as under-counts.
- Unidentified spores are those lacking distinguishable characteristics for correct identification. Colorless are colorless spores lacking distinguishable characteristics.
- These results are only related to the sample(s) analyzed.

EMC LAB REPORT NUMBER: 104480
 Client's Job/Project No.: WPI 936
 Analyst: Allan Jiang, M.Sc., Microbiologist

Client's Sample ID	41238551			41236550			41238560			41238573					
EMC Lab Sample No.	439723			439724			439725			439726					
Sampling Date	Nov 6/25			Nov 6/25			Nov 6/25			Nov 6/25					
Description/Location	Gym above ceiling			Gym main			Ambient outdoor			Blank					
Air Volume (m ³)	0.150			0.150			0.150			N/A					
Fungal Spores	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³	raw ct.	%	spores/m ³
<i>Alternaria</i>															
<i>Arthrinium</i>															
Ascospores	7	12	47	5	9	33	71	20	473						
<i>Aspergillus/Penicillium</i> type	12	20	80	2	4	13	11	3	73						
Basidiospores	9	15	60	11	20	73	80	22	533						
<i>Cercospora</i>															
<i>Chaetomium</i>															
<i>Cladosporium</i>	8	14	53	12	21	80	27	8	180						
Colorless	23	39	153	26	46	173	170	47	1133						
<i>Curvularia</i>															
<i>Drechslera/Bipolaris</i> group															
<i>Epicoccum</i>															
<i>Fusarium</i>															
<i>Nigrospora</i>															
<i>Oidium</i>															
<i>Pithomyces</i>															
Rusts															
Smuts, <i>Periconia</i> , Myxomycetes							1	0	7						
<i>Stachybotrys</i>															
<i>Ulocladium</i>															
Unidentified spores															
Number of spores/sample	59			56			360			0					
Fungal fragments (0-3 +)	0+			0+			0+			0+					
Non-fungal material (0-3 +)	2+			2+			2+			0+					
TOTAL SPORES/M³	393			373			2,400			No fungal spores					

Note:

- Aspergillus/Penicillium* type spores may include those of *Acremonium*, *Paecilomyces*, *Trichoderma* and others.
- A scale of 0 + to 3 + (indicating increasing amount) is used to rate abundance of fungal fragments and non-fungal material, with 3+ indicating the most abundance.
- The presence of a large amount of dust debris may obscure some spores to be counted. Spore counts from samples with 3 + non-fungal material and/or 3 + fungal material may be treated as under-counts.
- Unidentified spores are those lacking distinguishable characteristics for correct identification. Colorless are colorless spores lacking distinguishable characteristics.
- These results are only related to the sample(s) analyzed.

Laboratory Analysis Report

To:

W. (Archie) Pantelmann
WPI Safety Consultants
PO Box 777, 104 – 125 Hinks Street
Walkerton, Ontario
N0G 2V0

EMC LAB REPORT NUMBER: 104481

Job/Project Name: OSPS

Job/Project No: WPI 936 **No. of Samples:** 4

Sample Type: Bulk/Swab/Wipe **Date Received:** Nov 7/25

Analysis Method(s): Direct Microscopic Examination

Date Analyzed: Nov 12/25 **Date Reported:** Nov 12/25

Analyst: Fajun Chen, Ph.D., *Principal Mycologist*



Client's Sample ID	Lab Sample No.	Date Sampled	Description/Location	Mould Identified, in Rank Order	Mould Growth
251101	439727	Nov 6/25	CID wall	<i>Cladosporium</i> (a few spores)	None
251102	439728	Nov 6/25	Cell block interview	<i>Cladosporium</i> <i>Smut-like</i> (a few spores)	Sparse
251103	439729	Nov 6/25	2 nd floor elevator foyer	<i>Cladosporium</i> <i>Aspergillus/Penicillium</i> (a few spores)	Moderate to abundant
251104	439730	Nov 6/25	2 nd floor elevator foyer	<i>Cladosporium</i> <i>Alternaria</i> (a few spores)	Sparse

Note:

- Mould growth is subjectively assessed with description terms sparse, moderate and abundant.
- The presence of spores (lacking other fungal structures associated) is assessed as following: a few spores (< 10 spores average per microscopic field at 400X), some spores (10 - 100 spores average per microscopic field at 400X), many spores (> 100 spores average per microscopic field at 400X).
- The presence of a few spores generally represents settled spores on the surface of the sample rather than indicating mould growth.
- The results are only related to the samples analyzed.

Insurance Program Renewal Proposal

City of Owen Sound Police

Service Board

Renewal: January 1, 2026 to January 1, 2027

Prepared by:

Sara Runnalls

Senior Vice President

HUB International Ontario ULC

Tel: 416-619-8144

Email: sara.runnalls@hubinternational.com

Imelda Asis

Account Manager

HUB International Ontario ULC

Tel: 416-597-5539

Email: imelda.asis@hubinternational.com

Michael Flewwelling

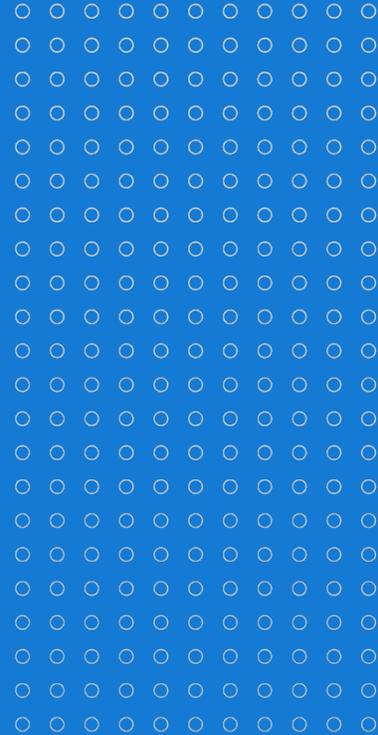
Account Associate

HUB International Ontario ULC

Tel: 416-597-5574

Email: michael.flewwelling@hubinternational.com

Dated: Dec 9, 2025



Please find below the Cyber Liability proposal for Owen Sound Police Service Board. We present 2 additional options for your review and considerations.

Premium

	Insurer	Option 1 Current limit \$2,000,000	Option 2 \$3,000,000	Option 3 \$5,000,000
1	Cyber & Privacy	\$4,560	\$6,850	\$10,500
2	Cyber Crime	\$2,000	\$2,000	\$2,000
3	Policy Fee	\$295	\$295	\$295
4	Sub-Total	\$6,855	\$9,145	\$12,795
5	Taxes	\$548	\$732	\$1,024
6	Total with Tax	\$7,403	\$9,877	\$13,819

Cyber Liability is rapidly becoming one of the most significant risk concerns of the 21st century for any organization. Municipality Police Departments, in particular, handle extensive amounts of highly sensitive and confidential information—ranging from criminal records and investigative data to personal information of officers and community members. If this data is compromised, the consequences can be severe, including but not limited to disruptions in critical law-enforcement operations, delays in case processing, compromised investigations, threats to officer and public safety, damage to the Department’s reputation, and erosion of public trust. As a result, police departments are increasingly becoming targeted by bad actors.

While many focus primarily on the ransom demand associated with cyber extortion events, there are numerous additional factors that often exceed the cost of any ransom itself.

The expenses required to mitigate and recover from a cyber event can accumulate quickly: incident response, legal and regulatory requirements, digital forensics and security specialists, crisis communications, and privacy breach management.

Operational impacts can also be substantial. System damage and restoration, replacement of compromised hardware, and additional expenses needed to keep essential law-enforcement services functioning can escalate rapidly, especially if critical systems are offline for any period of time.

We recommend that the Owen Sound Police Service consider increasing its existing \$2,000,000 Cyber coverage limits to \$5,000,000 at an additional premium of \$5,940 (plus 8% PST).

Following is the coverage summary of Cyber Liability Insurance for your reference.

Thank you

Cyber Liability Insurance

POLICY LIMITS

Aggregate Limit	\$2,000,000
Combined Aggregate Limit for Clause 5 and 7-9	\$2,000,000

DEDUCTIBLE

Aggregate Deductible	\$10,000
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CLAUSE 1: CYBER INCIDENT RESPONSE – IN THE Aggregate

Incident Response Costs	\$2,000,000
Legal & Regulatory Costs	\$2,000,000
IT Security & Forensic Costs	\$2,000,000
Crisis Communication Costs	\$2,000,000
Privacy Breach Management Costs	\$2,000,000
Third party Privacy Breach Management Costs	\$2,000,000
Post Breach Remediation Costs subject to a max 10% of all sum as direct result of the Cyber Event	\$50,000

CLAUSE 2: CYBER CRIME – AGGREGATE SUB-LIMITS

Funds Transfer Fraud	\$250,000
Invoice Manipulation	\$250,000
New Vendor Fraud	\$250,000
Physical Goods Fraud	\$250,000
Theft of Personal Funds	\$250,000
Corporate Identity Fraud	\$250,000
Theft of Funds Held in Escrow	\$250,000
Theft of Client Funds	\$50,000
Customer Payment Fraud	\$50,000
Telephone Hacking	\$250,000
Unauthorized Use of Computer Resources	\$250,000

CLAUSE 3: EXTORTION

Aggregate limit	\$2,000,000
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CLAUSE 4: SYSTEM DAMAGE AND BUSINESS INTERRUPTION – IN THE AGGREGATE

System Damage and Rectification Costs	\$2,000,000
Hardware Replacement Costs	\$2,000,000
Income Loss and Extra Expense	\$2,000,000
Emergency and Additional Operational Continuity Costs	\$100,000
Voluntary and Regulatory Shutdown	\$2,000,000
Dependent Business Interruption	\$2,000,000
Consequential Reputational Harm	\$2,000,000
Lost or Missed Bids	\$2,000,000
Claim Preparation Costs	\$25,000

CLAUSE 5: NETWORK SECURITY & PRIVACY LIABILITY – COMBINED AGGREGATE

Network Security Liability, including costs and expenses	\$2,000,000
Privacy Liability, including costs and expenses	\$2,000,000
Management Liability, including costs and expenses	\$2,000,000
Regulatory Fines, Penalties, and Investigations, including costs and expenses	\$2,000,000
PCI Fines, Penalties and Assessment, including costs and expenses	\$2,000,000
Contingent Bodily Injury, including costs and expenses	\$250,000

CLAUSE 6: CRIMINAL REWARD COVER

Aggregate limit	\$100,000
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CLAUSE 7: MEDIA LIABILITY – COMBINED AGGREGATE

Defamation, including costs and expenses	\$2,000,000
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CLAUSE 8: TECHNOLOGY ERRORS & OMISSIONS – COMBINED AGGREGATE

No Coverage Given	0
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CLAUSE 9: COURT ATTENDANCE COSTS – COMBINED AGGREGATE

Aggregate limit	\$100,000
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SUBJECT TO

Specified Entity (The Corporation of the City of Owen Sound) Exclusion Clause

Service Suit Clause

Worldwide Legal Action

Worldwide Territory

12 months Reputational Harm

12 months Indemnity Period

8 hours Time Franchise

SUBJECTIVITIES

Satisfactory confirmation that OSPS have downloaded and registered for CFC’s incident response mobile application.

Signed Cyber application

CLAIMS REPORTING

Please report any incident or claim as soon as it becomes known, in order to be eligible for coverage under the Policy. Claims Made policies only provide coverage for incidents that both occur and are reported during the policy period, and only if the incident took place on or after the policy’s retroactive date.

