

**LAKE NOSBONSING OPP DETACHMENT BOARD
REGULAR MEETING
AGENDA**

**November 28, 2024, 5:00 pm
East Ferris Municipal Office**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Accepting the Minutes of the Previous Meeting(s):**
 - a. Minutes of October 29th, 2024
- 4. Business Arising from the Minutes**
- 5. Declarations of Conflict of Interest**
- 6. Chair's Comments:**
- 7. Delegations:**

None for this session.
- 8. Correspondence and Information Items:**
 - a. Update - OAPSB Joint Meeting with OACP Zone 1A - Sudbury - November 13 & 14, 2024
 - b. OAPSB November 2024 Bulletin
- 9. Action Items:**
 - a. Draft Abuse Policy
 - b. Draft Terms of Reference
 - c. Draft Travel Expense Policy
 - d. Draft 2025 Board Budget

e. Information for residents on the Board (P. Rochefort)

10. **Other Business**

11. **In Camera (if required)**

12. **Adjournment**

**MINUTES OF THE LAKE NOSBONSING OPP DETACHMENT BOARD MEETING
Township of Bonfield – Township of Chisholm – Municipality of East Ferris**

Tuesday, October 29th, 2024, at 5:00 p.m.
East Ferris Municipal Office, 25 Taillefer Road, Corbeil

PRESENT: Narry Paquette, Township of Bonfield Council Representative
Marc Vaillancourt, Township of Bonfield Community Representative
Gail Degagne, Township of Chisholm Council Representative
Kathleen Jodouin, Township of Chisholm Community Representative
Pauline Rochefort, Municipality of East Ferris Council Representative
Kirk Kelusky, Municipality of East Ferris Community Representative
Kari Hanselman, Municipality of East Ferris Clerk

OTHERS: Staff Sergeant Andrew Kreamer, OPP

1. Call to Order

The meeting was called to order at 5:03 p.m.

2. Adoption of Agenda

Motion No. 2024-03

Moved by Gail Degagne

Seconded by Kirk Kelusky

THAT the draft agenda presented to the Board and dated October 29th, 2024 be adopted as circulated.

CARRIED

3. Acceptance of Minutes of the Previous Meeting – April 18th, 2024

Motion No. 2024-04

Moved by Kathleen Jodouin

Seconded by Kirk Kelusky

THAT the Minutes of the OPP Detachment Board meeting held April 18th, 2024 be adopted as circulated.

CARRIED

4. Business Arising from the Minutes

None for this session.

5. Delegations – None for this session

6. Correspondence and Information Items:

a) Affirmations (O. Reg 416/23)

Board members completed their affirmations.

b) Election of Chair and Vice-Chair (S. 36 - done at first meeting each year)

Motion No. 2024-05

Moved by Kathleen Jodouin

Seconded by Kirk Kelusky

WHEREAS Section 36(1) of the Community Safety and Policing Act states that members of a police service board shall elect a chair at the board's first meeting in each year;

AND WHEREAS Section 36(2) states that members of a police service board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant;

BE IT HEREBY RESOLVED THAT Narry Paquette be appointed Chair and Gail Degagne be appointed Vice-Chair of the North Bay OPP Detachment Board – Board 2 for the remainder of 2024.

CARRIED

c) Appoint Secretary-Treasurer

Motion No. 2024-06

Moved by Marc Vaillancourt

Seconded by Kirk Kelusky

WHEREAS, the North Bay OPP Detachment Board – Board 2 recognizes the need to appoint a Secretary-Treasurer;

AND WHEREAS the Secretary-Treasurer will be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA to clearly define its objectives, authority, and responsibilities;

BE IT HEREBY RESOLVED THAT the Clerk, or their designate, for the Municipality of East Ferris be appointed Secretary-Treasurer for the Board for the remaining 2022-2026 term of Council.

CARRIED

d) Code of Conduct (O.Reg 408/23)

Motion No. 2024-07

Moved by Gail Degagne

Seconded by Marc Vaillancourt

WHEREAS Section 35(6) of the Community Safety and Policing Act states that every member of a police service board shall comply with the prescribed code of conduct;

AND WHEREAS O. Reg. 408/23: Code of Conduct for Police Services Board Members has been provided to all Board members;

BE IT HEREBY RESOLVED THAT the North Bay OPP Detachment Board – Board 2 adopts O. Reg. 408/23, to guide the behaviour and interactions of all Board members.

CARRIED

e) Terms of Reference

The Board reviewed the draft Terms of Reference. Updates will be made and brought forward to the next meeting.

f) Name of the Board (O.Reg 135/24)

Motion No. 2024-08

Moved by Kirk Kelusky

Seconded by Gail Degagne

WHEREAS as outlined in Ontario Regulation 135/24, the North Bay OPP Detachment Board – Board 2 is an OPP Detachment Board in the Township of Bonfield, Township of Chisholm and the Municipality of East Ferris geographical area serviced by the Northeast Region Ontario Provincial Police Detachment;

BE IT HEREBY RESOLVED that until such time as the CSPA or O. Reg 135/24 is amended to reflect the name of our Detachment Board in the corresponding table within O. Reg 135/24, this Board will be operating as the Lake Nosbonsing OPP Detachment Board.

CARRIED

g) Abuse Policy (required for insurance)

The Board reviewed the Policy. Updates will be made and brought forward to the next meeting.

7. Correspondence and Information Items:

a) OPP Quarterly Report

Staff Sergeant Kreamer reviewed the Quarterly Report with the Board. The report does not yet reflect the statistics of each municipality separately. Staff Sergeant Kreamer also shared some campaigns the OPP currently have such as the Community-Directed Enforcement Unit and the Safe Streets Campaign.

Motion No. 2024-09

Moved by Pauline Rochefort

Seconded by Marc Vaillancourt

THAT the Lake Nosbonsing OPP Detachment Board supports the Safe Streets Campaign of the Ontario Provincial Police;

AND THAT this initiative be brought forward to the respective Council's to determine how best to disseminate the information to the community.

CARRIED

b) Zone 1 A Meeting Minutes – June 3rd, 2024

c) OAPSB Joint Meeting with OACP Zone 1A - Sudbury - November 13 & 14, 2024

Marc Vaillancourt will be attending the meeting.

d) OAPSB OPP Detachment Board Remuneration Survey Report

8. In-Camera (if required)

None for this session.

9. Other Business

The Board discussed the increase in the OPP Billing Statements this year.

10. Adjournment & Next Meeting

Motion No. 2024-10

Moved by Kathleen Jodouin

Seconded by Marc Vaillancourt

THAT we do now adjourn at 6:40 p.m. and meeting again on November 28th, 2024.

CARRIED

Kari Hanselman

From: Jennifer Williams <membership@oapsb.ca>
Sent: November 1, 2024 10:03 AM
To: Kari Hanselman
Subject: The OAPSB Monthly Bulletin: November 2024 News and Updates



Register For The 2024 Labour Conference!



The 2024 OAPSB Labour Conference is this month! If you have not already done so, register now to join us as we explore important sessions including: Workforce Planning for your Board, WSIB Panel, Shaping Change: The First Six Months of the Inspectorate of Policing, and more!

To view the full program please [click here](#).

[Register Now and Book Your Hotel Room!](#)

2025 OAPSB Membership



The OAPSB has launched our 2025 Membership!

Invoices for all current OAPSB members were sent directly to the primary contact for each board. If your board did not receive your invoice please contact Jennifer at membership@oapsb.ca.

If you are not a current member of the OAPSB and are interested in joining, our membership fees and membership form are available on our website [linked here](#).

2025 OAPSB Spring Conference



The OAPSB is pleased to share that the 2025 OAPSB Spring Conference will be held in London, Ontario from June 3-5, 2025.

As part of our 2025 Spring Conference program we will be including some hands-on workshops designed to further your training and understanding of various topics. Each attendee will be able to attend up to four workshops. To

ensure that everyone is able to attend the sessions that interest them, in the coming weeks, we will be sending out a survey asking you to rank each of the 6 workshop topics identified for the conference.

Reminders and Resources

All Chiefs Memos

The following All Chiefs Memos were posted on the website throughout the month of October.

- 24-0055 - All Chiefs Memo - Community Safety and Policing Act, 2019 Mandatory Thematic Training
- 24-0056 - All Chiefs Memo - Robinson Huron Treaty Settlement Funds Distribution
- 24-0057 - All Chiefs Memo - Risk-driven Tracking Database 2023 Annual Report
- 24-0058 - All Chiefs Memo - Alcohol Retail Expansion Implementation
- 24-0059 - All Chiefs Memo - 2024-2025 Victim Support Grant Call for Applications
- 24-0060 - All Chiefs Memo - Nominations for the 2024-25 Attorney Generals Victims Services Awards of Distinction
- 24-0061 - All Chiefs Memo - Israel-Hamas Conflict Enhanced Patrol Measures for Upcoming Anniversary Events
- 24-0062 - All Chiefs Memo - In-Force of Amendments to O. Reg. 34718 (Exemptions) under the Police Record Checks Reform Act, 2015

If you have not yet had a chance to review them please click the link below to access them.

Handy Links

[Visit the OAPSB Website](#)

[Board & Chiefs Memos](#)

[Upcoming Events](#)

[Ministry Contacts](#)

[Appointments and Vacancies](#)

[Access the CSPA Here](#)

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Policy Title:	Abuse, Violence and Harassment Policy	Policy No:	2024-01
Department:	North Bay O.P.P Detachment Board – Board 2	Division:	Administration
Replaces:	N/A	Effective Date:	
Attachment(s):	N/A	Last Review Date:	-
Approved by:	North Bay O.P.P Detachment Board – Board 2	Resolution:	2024-

1. Policy Statement

The North Bay O.P.P Detachment Board – Board 2 (hereinafter referred to as the Board) recognizes the potential for abuse, violence and harassment in the workplace. The Board is committed to providing a safe, healthy and supportive work environment by treating others with respect, fairness and sensitivity. The Board will not tolerate any form of abuse, violence or harassment within the workplace or during board-related activities. The Board is committed to allotting whatever time, attention and authority and resources necessary to ensure a safe and healthy working environment for all. The Board will take every reasonable precaution to protect a Board Member from physical injury if we become aware of believe that domestic violence is at risk.

2. Purpose

The purpose of the policy is:

- a. To maintain an environment that is free from harassment or abuse
- b. To identify the behaviours that are unacceptable
- c. To establish a mechanism for receiving complaints
- d. To establish a procedure to deal with complaints

3. Definitions

- a. **Abuse** is any action, act, omission or incident in which a Board Member, visitor, volunteer or independent contractor is abused, threatened, harmed, injured, or assaulted in circumstances arising from his or her employment or volunteering, as a direct or indirect action or omission of another Board Member, volunteer or third party. Some examples include but are not limited to: threats (verbal/physical), assaults (verbal/physical/sexual), property damage, bullying, intimidation aggressive behaviour, mobbing (a collective effort), the application of force (with or without a weapon) stalking, inappropriate pranks, or horseplay.

- b. **Workplace Harassment:** is engaging in a course of a vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or workplace sexual harassment.
- c. **Physical Assault:** is any physical force or threat of physical force to create fear and control of another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair, "caring" for the victim in an abusive way, threats of violence, and using a weapon or other objects to threaten, hurt or kill.
- d. **Sexual Assault:** is any unwanted sexual act done by one person to another. Examples include: kissing or forcing/coercing the person into kissing, touching the person's body with or without clothes on; forcing/coercing the person to masturbate, sexual intercourse (anal or vaginal), penetrating with an object, causing bodily harm, removing or attempting to remove clothing, taking advantage of a position, trust or authority to get sex, and threatening to harm someone else if the person does not consent to any of these things.
- e. **Threat (verbal or written):** is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.
- f. **Verbal/Emotional/Psychological Abuse:** is a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such as stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.
- g. **Workplace Bullying:** is repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment (Salin, 2003).
- h. **Workplace Sexual Harassment:**
- is engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
 - making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the

worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

i. **Workplace Violence is:**

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

4. Roles and Responsibilities of the Board

- Hold members accountable for responding to and resolving complaints of violence.
- Ensure compliance by all who have a relationship with the Board, such as visitors, volunteers, or independent contractors, etc.
- Make a copy of this policy available.
- Integrate safe behaviour into day-to-day operations.
- Develop a reporting process for incidents of workplace violence and harassment.
- Investigate all workplace violence using the Board's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention and support for those involved directly or indirectly.
- Take corrective action.
- Provide response measures.
- Identify and alert members to violent persons and hazardous situations.
- Debrief those involved in the incident either directly or indirectly.
- Track and analyze incidents for trending and prevention initiatives.

5. Reporting and Investigation

- a. Board Members are to report all violence-related incidents or hazards to the Board Chair. This report can be made confidentially at the Board Member's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- b. The Board Chair receiving the report arranges for an investigation and ensures that measures are taken to safeguard Board Members and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting Board Member.
- c. If the Board Chair is the subject of the complaint, that complaint is made to the Inspector General of Policing.

- d. If a member of the public wishes to make a complaint against a Board Member or chair of the board, that complaint is made directly to the Inspector General.

6. Response Procedures

- a. Using the incident investigation form, the Board Chair documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- b. If the resolution of the incident is beyond the authority of the Board Chair, she/he must make the Board aware of the report. The Board may require outside assistance to have the matter investigated (e.g., when the incident involves a member of the Board).
- c. The Board or party who investigates the reported incident, warns any persons who might be affected about dangerous situations. They also tell the reporting Board Member about the outcome of the investigation to help minimize the chance of similar incidents.

7. Support for Board Members affected by workplace violence

The Board will respond promptly, assess the situation and ensure that these interventions are followed:

- facilitation of medical attention;
- debriefing (by skilled professional);
- referrals to community agencies or treating practitioner;
- reporting to police (as required).

8. Education

Any training developed, established and provided will be done in consultation with, and in consideration of any recommendations arising from investigation reports.

9. Accountability

All workplace parties are accountable for complying with the policy, measures and procedures related to workplace violence.

10. Records

All records of reports and investigations of workplace violence and harassment are kept by the Secretary-Treasurer for five years.

11. Policy Review

This workplace violence and harassment prevention policy will be reviewed per term of Council.

Dated at _____ on _____, 20__

Signed _____
(Board Chair to sign)

APPENDIX- WORKPLACE VIOLENCE REPORTING PROCEDURES

Any member of the North Bay O.P.P. Detachment Board – Board 2 who believes that he or she is threatened or who experiences or witnesses any workplace violence as defined in the Abuse, Violence and Harassment Policy must promptly report it using the Board Member Workplace Violence Incident Report form.

When threatening or violent behaviour is connected to the Board, the Board Member must report incidents immediately using the following procedure:

1. The Board Member is responsible for reporting threats or violence to the Board Chair. If the Board Chair is involved in the act, the Board Member contacts the Inspector General. In all cases, the Board Member Workplace Violence Incident Report form needs to be completed.
2. If the perpetrator has no relationship to the organization or has a personal relationship with a Board Member, the Board Chair consults the Board and contacts the OPP. The OPP are also to be called in incidents involving serious, life-threatening injuries to any Board Member.
3. The Board Chair must investigate all reports of violence.
4. The Board takes all reported incidents of violence seriously and will not ignore, condone or tolerate disruptive, threatening or violent behaviour by any member of the organization.
5. Board Members, visitors, volunteers or outside contractors engaged in such behaviour shall be removed from the premises as quickly as safety permits. They shall be banned from access to the premises pending the outcome of an investigation. The investigation will be conducted by the selected response team members who will be assembled at the direction of the Board Chair or his/her designate, including the Board.
6. The Board will do its best to preserve and protect the anonymity of those involved and confidentiality in the alleged case. However, it may not be possible to preserve confidentiality or anonymity of those involved as it may be necessary for the Board to take action, including consultation with others.
7. If an individual involved believes the matter has not been resolved in a satisfactory manner, the individual may file a grievance to the Board. In no circumstances will any person who in good faith reports an incident of threats, intimidation or violence, or assists in its investigation, be subject to any form of retribution, retaliation or reprisal.
8. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action. A person who believes s/he has been or is being subjected to retribution or retaliation should immediately notify the Board Chair, or his/her designate or the Board.

NORTH BAY O.P.P DETACHMENT BOARD – BOARD 2

Board Member Workplace Harassment Incident Report Form

IMPORTANT: Give this form to the Board Chair immediately upon completion.

Name: _____

Please provide a detailed description of the behaviour or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help the Board Chair / Board understand your complaint.

What Happened?

Who was involved?

When did the incident(s) occur?

Where the incident(s) took place?

Who (if anyone) witnessed the incident(s)?

Please attach any documents, emails, or other materials that support your claim of harassment.

Date: _____ Signed: _____

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to discipline.

VIOLENT INCIDENT REPORT FORM

IMPORTANT: Give this form to the Board Chair immediately upon completion.

BOARD MEMBER INFORMATION:

Name: _____	Title: _____
Date and time of incident: _____	
Location of Incident: _____	
Type of Assault: _____	
Medical Attention/First Aid Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Investigation Conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Called? <input type="checkbox"/> Yes <input type="checkbox"/> No
Action(s) Taken: _____	

ASSAILANT INFORMATION:

<input type="checkbox"/> Visitor	<input type="checkbox"/> Board Member	<input type="checkbox"/> Board Chair	<input type="checkbox"/> Resident
<input type="checkbox"/> Other – Please Specify: _____			
Description (to the best of your ability)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Age: _____	Complexion: _____	Height: _____	Weight: _____
Name (if known) _____			

INCIDENT AND INJURY INFORMATION:

Explain what happened:

OTHER INFORMATION:

Was The assailant involved in any previous violent incidents with members? Are there any measures in place to prevent a similar incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please provide any other information you think is relevant:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Date & Time Reported: _____

Signature: _____



NORTH BAY O.P.P DETACHMENT BOARD – BOARD 2

Terms of Reference

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North Bay 2 O.P.P. Detachment Board Terms of Reference

A. Purpose

While it is the legislative mandate of the O.P.P. Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils in other matters in accordance with the Community Safety and Policing Act (CSPA), the purpose of the O.P.P. Detachment Board is to:

1. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
2. make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;
3. facilitate public input on programs and ideas when appropriate and approved by the O.P.P. Detachment Board to ensure the work of the Board is representative of the communities it serves;
4. make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the O.P.P. Detachment Board Strategic Plan or the annual objectives and principles as established by the O.P.P. Detachment Board; and
5. conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)).

B. Roles and Responsibilities

Per Section 68 (1) of the Community Safety and Policing Act, the O.P.P. Detachment Board's roles shall include:

- a. consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
- b. determining 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. advising the detachment commander with respect to policing provided by the detachment;
- d. monitoring the performance of the detachment commander;
- e. reviewing the reports of the detachment commander regarding policing provided by the detachment; and

- f. on or before June 30 in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

C. Authority

1. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
2. The O.P.P. Detachment Board members shall:
 - a) ensure that all outgoing communications are in accordance with the O.P.P. Detachment Board's policies;
 - b) not communicate externally on behalf of the O.P.P. Detachment Board except as authorized by the O.P.P. Detachment Board;
 - c) not post independently to social media but rather social media postings shall be forwarded to the O.P.P. Detachment Board Secretary-Treasurer for distribution which may be shared by the O.P.P. Detachment Board members;
 - d) not authorize any expenditures outside the O.P.P. Detachment Board's approved budget unless authorized by each of the Municipal Councils of the O.P.P. policed communities comprised by the Board; and
 - e) have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the O.P.P. Detachment Board or designate.

D. Reports To

The O.P.P. Detachment Board reports to the respective Municipal Councils comprising the O.P.P. Detachment Board as required in accordance with the CSPA.

E. Composition

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of three (3) Council representatives based on one (1) per O.P.P. policed municipality, three (3) community representatives based on one (1) per O.P.P. policed municipality, one (1) community representative from one of the O.P.P. policed municipalities, and two (2) provincial representatives.

1. Qualifications of the Community Representatives

- i. To qualify for the Community Representative on the O.P.P. Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.
- ii. Community Representatives shall not be employees of their respective municipality.

- iii. Preference will be given to persons demonstrating knowledge or experience specific to the Board.

2. Appointments to the O.P.P. Detachment Board

- i. Appointments to the O.P.P. Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.
- ii. Council Appointments to the O.P.P. Detachment Board shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the O.P.P. Detachment Board shall be made by the respective municipal Council; one (1) per municipality. The fourth community appointment of a citizen from one of the municipalities, shall be made jointly by all member municipalities.
- iv. In considering Community Appointments, preference should be given to persons demonstrating knowledge or experience in one (1) or more of the following areas:
 - a. Finance
 - b. Social Services
 - c. Education
 - d. Governance
 - e. Legal
 - f. Health Care
 - g. Mental Health
- v. Provincial Appointments to the O.P.P. Detachment Board shall be made by the Provincial Government.

3. Term of Membership

The Term of office for Council and Community Appointees on the O.P.P. Detachment Board shall be concurrent with the term of Council.

The Term of office for Provincial Appointees on the O.P.P. Detachment Board shall be as determined by the Provincial Government.

4. Absence

- i. Should any Council Representative be unable to attend Detachment Board meetings for any period of time due to medical, emergency or other reasons, the respective municipal Council may appoint an alternate Council representative for the duration of the absence. The alternate Council representative appointed shall comply with the

prescribed standards with respect to the exercise of its powers and the performance of duties under the Act. The alternate Council representative's appointment shall terminate once the original appointed Council Representative is ready to resume their responsibilities.

- ii. Any Community Representative who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Secretary-Treasurer shall advise the Clerk of the respective municipality so that the vacancy may be filled.

2. Resignation of Representatives:

- a. Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary-Treasurer and shall notify the Clerk of their respective municipality so that a replacement may be appointed.
- b. Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary-Treasurer and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

3. Filling Vacancies:

- a. Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council and within three (3) months of the vacancy occurring.
- b. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

4. Responsible Party:

The Secretary-Treasurer appointed by the O.P.P. Detachment Board shall be responsible for all actions and financial undertakings of the O.P.P. Detachment Board unless delegated otherwise by the O.P.P. Detachment Board in accordance with Section 42 of the CSPA.

5. Structure:

a. Chair and Vice-Chair

In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the O.P.P. Detachment Board members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

b. Support Resources

i. The O.P.P. Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.

ii. Recording Secretary: The Recording Secretary shall be the Secretary-Treasurer appointed per Council Term by the O.P.P. Detachment Board members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
 - i) The CSPA and its regulations
 - ii) Code of Conduct Regulation
 - iii) The O.P.P. Detachment Board's Terms of Reference
 - iv) The O.P.P. Detachment Board shall review the Terms of Reference once every term in the last year of the term and amend them as necessary.
 - v) Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
2. The O.P.P. Detachment Board shall meet in March, May, September, and November on the fourth Thursday of the month at 5:00 p.m., unless otherwise determined by the O.P.P. Detachment Board and shall publish its annual meeting schedule on each member municipality's website. Meetings shall be held in Council Chambers at the East Ferris Municipal Office, 25 Taillefer Road, Corbeil, ON P0H 1K0.
3. Board Members shall be physically present for meetings. Should a situation arise where a member cannot be physically present at a meeting, the member may join electronically, so long as there is a quorum of members physically present at the meeting.
4. During emergencies declared locally or provincially under the *Emergency Management and Civic Protection Act*, all Board Members may participate

electronically in open and closed meetings and shall be counted for the purposes of quorum.

5. Unless excluded by legislation, all O.P.P. Detachment Board members eligible to vote, including the Chair, shall vote.
6. The O.P.P. Detachment Board may solicit, document and consider public input where appropriate.
7. The agenda shall be distributed and posted at least seven (7) days before the O.P.P. Detachment Board meetings on each member municipality's website and via email to Board Members.
8. The Minutes shall be posted once approved by the O.P.P. Detachment Board, in a timely fashion on each member municipality's website.
9. The approved Minutes, signed by the Chair and Secretary-Treasurer, shall be provided to the Secretary-Treasurer for official record keeping.

G. Financial

1. The O.P.P. Detachment Board's annual budget shall be approved by each of the Municipal Councils of the O.P.P. policed communities comprised by the Board in accordance with Section 71(2) of the CSPA.
2. The Secretary-Treasurer shall present a year-end financial report to the O.P.P. Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the O.P.P. policed communities comprised by the Board.
3. As per Section 71(3) of the CSPA municipalities shall contribute their share of the costs to the O.P.P. Detachment Board's budget in accordance with the budget estimates.
4. The share of the expenses for each municipality will be on a per capita basis based on the population of each member municipality as provided by Statistics Canada. Member municipalities populations will be reviewed each term of Council to ensure accurate contributions to the O.P.P. Detachment Board.
5. Remuneration for members of the O.P.P. Detachment Board shall be in accordance with each municipality's remuneration policy and shall be paid by the member's respective municipality.

6. Per Diem for members of the O.P.P. Detachment Board shall be in accordance with each municipality's remuneration policy and shall be paid by the member's respective municipality.

7. Reimbursement for travel expenses for zone meetings and conferences for members of the O.P.P. Detachment Board shall be in accordance with each municipality's Travel Expense Policy and shall be paid by the member's respective municipality.

ALTERNATIVE

The Municipality of East Ferris will be responsible for paying all expenses of the Board and invoicing member municipalities for their share.

8. The share of the expenses for each municipality will be based on the yearly Property Counts for each municipality as provided by the OPP. Property Counts will be reviewed each year when preparing the annual budget to ensure accurate contributions to the O.P.P. Detachment Board.

9. Remuneration for members of the O.P.P. Detachment Board shall be \$50 per OPP Detachment Board meeting attended.

10. Per Diem rates for members of the O.P.P. Detachment Board shall be:
-Multiple days/overnight stay (conference/seminar) - \$200.00/day
-Full day meeting (over four hours) - \$150.00/day
-Half day meeting (under four hours) - \$75.00/day

11. Reimbursement for travel expenses for zone meetings and conferences for members of the O.P.P. Detachment Board shall be based on the approved Travel Expense Policy.

H. Quorum

Greater than 50% of the O.P.P. Detachment Board members eligible to vote and not excluded by legislation shall constitute quorum.

I. Name of the Board

As outlined in Ontario Regulation 135/24, this board is an OPP Detachment Board in the Township of Bonfield, Township of Chisholm and Municipality of East Ferris geographical area and is serviced by the Northeast Region Ontario Provincial Police Detachment.

All three municipalities comprising the OPP Detachment Board surround Lake Nosbonsing. Lake Nosbonsing serves as a regional natural attraction and resource for all three municipalities, supporting tourism, recreation, and community events throughout the year.

Until such time as the CSPA or O. Reg 135/24 is amended to reflect the name of our Detachment Board in the corresponding table within O. Reg 135/24, this Board will be operating as the Lake Nosbonsing OPP Detachment Board.

J. Community Representative Advisory Committee

1. Purpose

The purpose of the committee is to appoint the member of the Board who is to be jointly appointed by all member municipalities.

This section will provide guidance to the North Bay 2 O.P.P. Detachment Board Community Representative Advisory Committee during the selection process of the Community Appointed Representatives to be jointly appointed by all member municipalities in accordance with the board composition provided in the regulations made under the *Community Safety and Policing Act, 2019*.

2. Composition of Committee

The Community Representative Advisory Committee shall be comprised of the elected officials from each member municipality appointed to the North Bay 2 O.P.P. Detachment Board. Committee secretary services shall be provided by the Secretary-Treasurer of the North Bay 2 O.P.P. Detachment Board. A Chair shall be elected from amongst its members at the first meeting of the Community Representative Advisory Committee and shall serve as Chair for the length of the Council term.

3. Recruitment Process

The opportunity for community members to make an application to serve on the Board shall be advertised throughout the detachment area jointly by each member municipality.

Letters of interest Applications shall be accepted by the Secretary-Treasurer of the North Bay OPP Detachment Board – Board 2.

Community representatives will be appointed at-large and shall serve as the representative for all member municipalities equally.

The Advisory Committee shall receive applications in a redacted format to ensure that each application is evaluated on the merits of the qualifications, without consideration for the residence of the applicant.

Following a thorough review of all applications received, the Committee will make recommendations to member municipalities regarding community member appointment to the North Bay 2 O.P.P. Detachment Board.

Official Appointments shall be made by way of resolution from the member municipalities.

DRAFT



Policy Title:	Travel Expense Policy	Policy No:	2024-02
Department:	North Bay O.P.P Detachment Board – Board 2	Division:	Administration
Replaces:	N/A	Effective Date:	
Attachment(s):	N/A	Last Review Date:	-
Approved by:	North Bay O.P.P Detachment Board – Board 2	Resolution:	2024-

Policy

This Policy is entitled the “**Travel Expense Policy**”. This policy shall be applied to all Members of the OPP Detachment Board including the Secretary-Treasurer.

Purpose

The purpose of this policy is to establish reasonable rates and procedures for the reimbursement of travel expenses to members while away on Board business. Members are reminded that travel expenses are being paid for with taxation dollars and they should strive to use funds wisely, frugally and with the utmost care.

Eligible Travel Expenses

The OPP Detachment Board shall reimburse members for all reasonable and appropriate expenses incurred for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities as per conditions contained in this policy. For this policy, duties include attending meetings, training (courses, seminars, workshops), and conferences approved by Board Resolution.

- a) Travel expenses include registration fees; hotel accommodations including lodging services such as Airbnb; transportation including vehicle rental, mileage (kilometers driven with own vehicle), taxi and rideshare services, rail and bus; meals; parking, bridge and road toll charges; and phone call and fax charges related to Board business.
- b) All claims for reimbursement shall be supported by detailed receipts which include details as per items purchased and taxes.
- c) Meeting, training and conference registration fees will be reimbursed as per actual costs incurred.

- d) Transportation; parking, bridge and road toll charges; and phone call and fax charges will be reimbursed as per actual costs incurred.

When two or more members are travelling to the same function, carpooling is encouraged. Members must ensure that there is not a majority of the Board in one (1) vehicle at the same time.

- e) Mileage costs, for use of personal vehicle on Board business, will be reimbursed at the reasonable rate suggested by the Canada Revenue Agency and may change from year-to-year. In January of each year, staff will circulate a memorandum to notify members of the mileage reimbursement rate in force for the new year. The rate for 2025 has been established at \$0.72/kilometre.
- f) Hotel accommodation and lodging costs will be reimbursed as per actual costs incurred. Timing of departure and return must be consistent with timing of function. These costs shall only be reimbursed if the traveler cannot reasonably be expected to travel to a function commencing early in the morning (on the day of the function), to return at the conclusion of the function (on the same day), or to travel to or return from a function due to weather conditions.

Although most hotels provide free internet access, should internet not be provided free of charge, reimbursement for internet charges will be reimbursed as per actual costs incurred.

- g) Meals while away on Board business will be reimbursed as per the allowance rates specified below:
- \$20.00 for breakfast;
 - \$30.00 for lunch; and
 - \$50.00 for dinner.

Meal allowance rates represent reasonable meal costs; therefore, they are not considered to be taxable benefits under the Income Tax Act.

Receipts are not required to be retained and submitted by members or staff claiming meal allowances except as stated in the following paragraph.

Non-Eligible Travel Expenses

There will be no reimbursement for the following:

- a) Costs incurred for spouses, partners, children, relatives or friends when they are accompanying members on Board business. Spouses, partners, children, relatives or friends are welcome to join members for travel; however, their expenses should be segregated from the member's costs and not submitted for reimbursement;
- b) Costs incurred related to meetings, training, and conferences attended by members for organizations or boards of which there is no Board approval;
- c) Meals provided at the meeting, training or conference unless dietary restrictions apply and are not accommodated;
- d) In-room movie rentals;
- e) Laundry or dry-cleaning services;
- f) Alcohol or other controlled substances; and
- g) Costs related to "Companion Programs" being offered to spouses/partners of members at meetings training, and conferences.

No Pyramiding

There shall be no pyramiding under this policy and under no circumstances will more than one status apply.

Cancellation Fees

The OPP Detachment Board will pay for cancellation fees for legitimate personal and professional purposes upon approval by the Board. Members who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or lack of quorum shall be entitled to reimbursement for payment of travel expenses.

Travel Expense Advances

For planned travel, advances may be obtained prior to travel by completing and submitting a "Travel Advance Request Form." Advances will be calculated based on the estimated costs of travel as indicated on the form. When an advance is received, the person travelling is still required to submit an expense reimbursement claim form with the appropriate receipts. Advances will be deducted from the travel reimbursement claim submitted. In cases where advances amount to more than the total of the travel costs, members will be required to reimburse the Municipality of East Ferris by cheque.

Claim Submission and Payment Procedure

- a) Members are responsible for filling out expense reimbursement claim forms and submitting them with signature to the Secretary-Treasurer for processing within ten (10) business days following travel.
- b) When more than one (1) member attends the same function, each member shall submit their own expense reimbursement claim form.
- c) The agenda for the meeting, training or conference function must be attached to the expense reimbursement claim form. Where there is no agenda, the following details must accompany the claim form:
 - i. Date of function
 - ii. Place of function
 - iii. Start and end time of function
 - iv. Persons present at the meeting
 - v. Purpose of function
- d) Payment of claims will be made through the Municipality of East Ferris.

Approval of Policy

This policy shall come into force and effect once approved by Resolution.

Policy Review

This policy will be reviewed, at a minimum, at the beginning of each term of Council.

Approved by Resolution, No. _____, on _____, 20__

DRAFT

DRAFT 2025 LAKE NOSBONSING OPP DETACHMENT BOARD BUDGET

OPP Detachment Board Budget
CSPA Section 71(1)

	<u>2025</u>	<u>Notes</u>
1 PER DIEM PAY	2,250	OAPSB Conference - 3 full days, 3 members attending. Zone 1A meetings, 3 a year (1 at conference), 3 members attending
2 REMUNERATION	1,800	9 Members @ \$50/meeting. 4 meetings per year
3 CONFERENCE/COURSE/SEMINAR COSTS	6,637	OAPSB Conference - Est. \$2,500/person, includes mileage (3 Members attending)
4 MILEAGE/CAR RENTAL	398	Mileage to Fall Zone meeting - 3 members attending, last meetings were Sudbury, North Bay, Temagami est. 600 km at 0.72/km
5 MEMBERSHIPS (OAPSB)	857	Actual
6 PUBLIC EDUCATION	885	
7 ADVERTISING	221	
8 COMMUNITY SAFETY AND WELL BEING PLANS	-	
9 INSURANCE	3,940	Estimate 5% Increase Sep 27/25-Sep 27/26
10 ADMINISTRATION	1,500	See below
TOTAL 2025 BOARD BUDGET	18,489	

East Ferris	10,397	2,295	Property Count	
Bonfield	4,897	1,081	Property Count	*Property count still needs to be confirmed
Chisholm	3,194	705	Property Count	
		4,081	Total Properties	

Additional Notes:

Administration (@ \$50/hr)	Cost	OAPSB Conference	Cost	Per Diem/per day	Cost
Agenda prep (1 hour per meeting)	\$ 200.00	Mileage @ \$0.72/km to London (1,000 km)	\$ 720.00	Multiple days/overnight stay (conference/seminars)	\$ 200.00
Minutes prep (1 hour per meeting)	\$ 200.00	Hotel (2 nights)	\$ 678.00	Full day meeting (over 4 hours)	\$ 150.00
Record keeping, Corresponding, Website	\$ 200.00	Registration	\$ 900.00	Half day meeting (under 4 hours)	\$ 75.00
Policy preparation, reporting, budget etc.	\$ 500.00	Meals	\$ 100.00		
Meeting time (4 meetings at 2 hrs each)	<u>\$ 400.00</u>	Estimate per person attending	\$ 2,398.00		
	<u>\$ 1,500.00</u>	Breakfast, lunch & dinner provided by OAPSB			

*Municipality of East Ferris will submit HST rebate and invoice Bonfield and Chisholm amounts exclusive of HST