



LAKE NOSBONSING OPP DETACHMENT BOARD

Terms of Reference

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Lake Nosbonsing OPP 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 submitted to 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 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.
5. Remuneration for members of the O.P.P. Detachment Board shall be \$50 per OPP Detachment Board meeting attended.
6. 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

7. 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.
8. The Municipality of East Ferris will be responsible for paying all expenses of the Board and invoicing member municipalities for their share.

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 Lake Nosbonsing OPP 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 Lake Nosbonsing OPP Detachment Board. The Secretary-Treasurer of the Lake Nosbonsing OPP Detachment Board shall provide committee secretary services. 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 accompanied by a resume shall be accepted by the Secretary-Treasurer of the Lake Nosbonsing OPP Detachment Board.

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 Lake Nosbonsing OPP Detachment Board.

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