



PERTH COUNTY OPP DETACHMENT BOARD DÉTACHEMENT DE LA OPP PERTH COMTÉ CONSEIL

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Perth County OPP Detachment Board

Terms of Reference

Adopted September 10, 2024

Last Amended October 08, 2024

1) **Identify and Catchment Area**

- a) As outlined in Ontario Regulation 135/24, this board is an OPP Detachment Board in the Geographic area identified in subsection C(iii) below and is serviced by the Perth County Detachment.
- b) The Board shall be known as the Perth County OPP Detachment Board (OPP Detachment Board)
- c) The OPP Detachment Board area of responsibility shall include the geographic boundaries of:
 - i. The Municipality of North Perth;
 - ii. The Township of Perth East; and
 - iii. The Municipality of West Perth.

2) **Purpose**

While it is the legislative mandate of the OPP 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 (the Act), the purpose of the OPP Detachment Board is to:

- a) comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
- b) make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized issues such as outlined in the Act;
- c) facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;
- d) make decisions to enhance the quality of life and ensure the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and
- e) conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the OPP Detachment Board's Procedural By-law.

3) **Roles and Responsibilities**

Per Section 68 (1) of the Act, the OPP Detachment Board's roles shall include:

- a) consulting with the Commissioner regarding the selection of a detachment commander and otherwise participating 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.

4) Authority

a) Authority delegation is restricted to the scope described in Section 42 of the Act.

b) The OPP Detachment Board members shall:

- i. ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;
- ii. not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
- iii. not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary-Treasurer for distribution which may be shared by the OPP Detachment Board members;
- iv. not authorize any expenditures outside the OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board;
- v. 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 OPP Detachment Board or designate.

5) Reports To

The OPP Detachment Board reports to the respective Municipal Councils comprising the OPP Detachment Board as required in accordance with the Act.

6) Composition

- a) Unless otherwise determined by Provincial Legislation, membership shall be comprised of three (3) Council representatives based on one (1) per OPP policed municipality, three (3) community representatives based on one (1) per OPP policed municipality, and two (2) provincial representatives.
- b) Qualifications of the Community Representatives
To qualify for the Community Representative on the OPP Detachment Board, applicants must be eligible to vote in the respective municipality they are

appointed from.

Community Representatives shall not be employees of their respective municipality.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

c) The composition of the OPP Detachment Board shall be reviewed once within each term of the Board.

d) Appointments to the OPP Detachment Board

- i. Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.
- ii. Council Appointments to the OPP Detachment Board shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the OPP Detachment Board shall be made by the respective municipal Council; one (1) per municipality. 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
- iv. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

7) Term of Membership

a) The Term of office for Council and Community Appointees on the OPP Detachment Board shall be concurrent with the term of Council. The Term of office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

8) Remuneration

a) Provincial appointees, Council appointees and Community appointees shall be paid at the rate prescribed by the Minister for Provincial Appointees for their time attending meetings, training, events and conferences. Mileage shall be paid at the Perth County mileage rate for travel, which shall include but not be limited to meetings, training, events and conferences.

9) Absence

- a) 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 originally appointed Council Representative is ready to resume their responsibilities.
- b) 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.

10) 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.

11) 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.

12) Responsible Party:

- a) The Secretary-Treasurer appointed by the OPP Detachment Board shall 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.

13) Structure:

- a) Chair and Vice-Chair
 - i) In accordance with Section 36(1) of the Act, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members.
 - ii) 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 OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.

14) Recording Secretary:

- a) The Recording Secretary shall be the Secretary-Treasurer appointed annually by the OPP Detachment Board members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

15) Procedures

- a) 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 OPP Detachment Board's Policy, By-laws and Term of Reference
- b) The OPP Detachment Board shall review its documents identified in subsection 15(a) above once every term in the last year of the term and amend them as necessary.
 - i) Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
- c) The OPP Detachment Board shall meet monthly on the second Tuesday of each month except for the months of July and December, unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the municipal websites. Meetings shall be held at an agreed-upon location. The meeting schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
- d) Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Chair, shall vote.
- e) The OPP Detachment Board may solicit, document and consider public input where appropriate.
- f) The agenda shall be distributed and posted at least three (3) days before the OPP Detachment Board meetings on the municipal websites.
- g) The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the municipal websites.
- h) The approved minutes, signed by the Chair and Recording Secretary, shall be provided to the Clerk of the municipalities for record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Procedural By-law.

16) Financial

- a) The OPP Detachment Board's annual budget shall be approved by each of the Municipal Councils of the OPP policed communities comprised by the Board in accordance with Section 71(2) of the Act.
- b) The Recording Secretary shall present a year-end financial report to the OPP Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal

Councils of the OPP policed communities comprised by the Board.

17)Quorum

- a) Greater than 50% of the OPP Detachment Board members eligible to vote and not excluded by legislation shall constitute quorum.

18)Board Management

- a) The Municipality of West Perth shall be responsible for the general administration and expenses of the Board.
- b) The Municipality of West Perth shall pay the community and provincial appointees the per diem rate and mileage through accounts Payable.
- c) Each municipality shall be responsible for paying per diems and mileage for their respective Council appointees
- d) The Municipality of West Perth shall provide the community and provincial appointees with the required training.
- e) The Municipality of West Perth shall annually invoice each municipality for their share of the Board's expenses plus an administrative fee set by the Municipality of West Perth from time to time.
- f) Each Municipality shall be responsible for one-third of the Board's annual expenses, subject to the following:
 - i) The West Perth Administration fee shall be split between the remaining municipalities.