

Couchiching OPP Detachment Board Terms of Reference

A. Definition

1. “Act” refers to the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1.
2. “Board” refers to the Couchiching OPP Detachment Board as set out in section 67 of the Act.
3. “Chair” refers to a member elected by the Board to preside at the meetings of the Board.
4. “Minister” refers to the Minister of Community Safety and Correctional Services or such other member of the Executive Council as may be assigned the administration of this Act under the *Executive Council Act*,
5. “Ministry” refers to the Ministry of the Minister;
6. “Municipalities” refers to the municipalities under the jurisdiction of the Orillia OPP detachment, which includes the City of Orillia, Township of Oro-Medonte, Township of Ramara, and Township of Severn, which also comprise the Orillia OPP Detachment Board.
7. “Secretary-Treasurer” refers to the Board’s administration duties as outlined in this Terms of Reference.
8. “Recording Secretary” is also referred to as the Secretary-Treasurer.
9. “Vice-Chair” means a member appointed by the Board to preside at meetings of the Board, in the Chair’s absence.

B. Purpose

While it is the legislative mandate of the 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 *Act*, the purpose of the 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 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 Board’s Strategic Plan or the annual objectives and principles as established by the Board; and
5. Conduct itself in keeping with the prescribed Code of Conduct under the *Act* (Section 35(6)) and in keeping with the Board’s Procedural By-law.

C. Roles and Responsibilities

In accordance with Section 68 (1) of the *Act*, the Board’s roles and responsibilities 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 recognizing that the Board has no authority over the operations of 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 30th in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities; and
- g. on or before September 1st each year provide the member municipalities with an annual approved budget.

D. Authority

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

E. Reports To

The Board reports to the respective member municipal Councils comprising the Board, as well as any other governing bodies as described in accordance with the Act and its Regulations.

F. Composition

1. Unless otherwise determined by the Act, membership shall be comprised of one member appointed by each municipality, who is a member of Council of the municipality, for a total of four members; one member appointed by each municipality, who is neither a member of Council, nor an employee of the municipality, for a total of four members; and two members appointed by the Minister.

1. Qualifications of the Community Representatives

To qualify for the Community Representative Position on the Board, applicants must be an eligible elector in their respective municipality.

Provide a current and acceptable Criminal Record check, prior to appointment to the Board.

Successfully complete various online training courses.

The Community Representative is ineligible if they are a judge or justice of the peace; a member of a police service, special constable, or a First Nation Officer; someone practicing criminal law (either defense or prosecution); a director, officer or employee of any policing provider; former member of a police services unless the OPP Detachment Board does not maintain a police services that the person was a member of, and at least one year has passed since the person ceased to be a member of any services.

Community Representative shall not be employee of their respective municipality.

Appointees to the Board should be active members of their community with a general knowledge of the OPP Detachment Board duties and responsibilities, and awareness of community safety issues and programs within their local community.

2. Appointments to the OPP Detachment Board

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

3. Term of Membership

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

The Term of office for a member of the OPP Detachment Board that is appointed by the Minister shall be set out by the Minister in the member's appointment identified on the

Public Appointments website.

4. Absence

- i. Should any Council Appointee be unable to attend 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.

5. Resignation of Representatives:

- i. Any Council or Community Appointees 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.
- ii. Any Provincial Appointee wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary-Treasurer and shall notify the Public Appointments Secretariat so that a replacement may be appointed.

6. Filling Vacancies:

- i. Vacancies of Council and Community Appointee shall be filled at the discretion of the respective Municipal Councils and within three (3) months of the vacancy occurring.
- ii. Vacancies of Provincial Appointee shall be filled at the discretion of the Minister.

7. Responsible Party:

The Secretary-Treasurer appointed by the Board shall be responsible for recording and tracking all actions and financial undertakings of the Board unless delegated otherwise determined by the Board in accordance with Section 42 of the Act.

8. Structure:

- i. Chair and Vice-Chair
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.

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.

ii. Support Resources

- i) The Board shall determine the support resources it requires to assist them with fulfilling their roles within the approved budget.
- ii) Recording Secretary: 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.

G. REMUNERATION

1. Remuneration shall be established by the member municipalities. Each member will be compensated based on the established By-law from the municipality they represent. For consistency and equality the member municipalities shall establish the same monetary amount for all community Board members. Remuneration will include allowance for paid mileage rate when member uses their personal vehicles. Provincial Appointee will be provided a compensation from the Board of a set amount agreed upon by the member municipalities

H. Financial

1. 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.
2. The Secretary-Treasurer shall present a year-end financial report to the Board, which once approved by the Board, shall be forwarded to each of the member Municipal Councils.