



Huronia West O.P.P. Detachment Board Terms of Reference

Mandate

The O.P.P. Detachment Board is an independent Civilian Oversight Board. The Board will fulfill its provincial responsibilities, as outlined in the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1. The Board will foster accountability by acting as the intermediary to the O.P.P and to the community by making evidence-based decisions and following best practices.

Goals/Composition

The goals of the O.P.P. Detachment Board are outlined in Sections 68 to 71 of the Community Safety and Policing Act.

The composition of the Board as approved by the Ministry of the Solicitor General, is as follows:

Communities Serviced	Total Council Seats	Total Community Representative Seat(s)	Total Provincial Appointment Seat(s)	Total Seat(s)
Clearview, Springwater, Wasaga Beach	6 (2 from each community serviced)	3 (1 from each community serviced)	2 (to be appointed by Province)	11

For Community Representatives, applicants must be eligible to vote in the respective municipality they are appointed from and shall not be employees of their respective municipality. Preference will be given to persons demonstrating knowledge or experience specific to the Board.

Appointments

Appointments to the O.P.P. Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.

Council Appointments to the O.P.P. Detachment Board shall be made by the respective municipal Council; two (2) per municipality.

Community Appointments to the O.P.P. 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:

- Finance
- Social Services
- Education
- Governance
- Policing
- Legal
- Health Care
- Mental Health
- the Provincial Government

Provincial Appointments to the O.P.P. Detachment Board shall be made by the Provincial Government.

Member Vacancy

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.

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.

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.

Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

Roles

In addition to the roles outlined in the Community Safety and Policing Act,

1. Members will actively participate, provide support and expertise, and enroll in training/education courses, as required.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Board.
3. Council appointees will act as a liaison between the Board and Council. They will serve as voting members and count towards meetings quorum.

Responsibilities of the O.P.P. Detachment Board

1. It is the responsibility of all appointed members to comply with the Community Safety and Policing Act and other applicable legislation.
2. Before entering on the duties of office, a member of a board shall take an oath or affirmation of office in the prescribed form. S. 35. The oath will be administered by the Clerks.
3. The Board shall ensure its members undergo any training that the Solicitor General, the Ontario Police College, and the Ontario Association of Police Services Boards may require.
4. The Board will make recommendations to Council on various issues related to the Board's mandate, through meeting minutes, motions, and reports.
5. The Board may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officers (CAO), at the discretion of the Board.

Term

The term of office for a member appointed by resolution of the respective Councils shall be as set out by the municipality in his or her appointment but shall not exceed the term of office of the Council that appointed the member. S. 34 (1).

Meetings

The O.P.P. Detachment Board shall meet a minimum of four (4) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by the Board's Procedural By-law as may be amended from time to time. The meeting, agenda, and minutes will be available to the public, on each municipal website.

Meetings may be held electronically. A member may participate electronically in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the O.P.P. Detachment Board's Procedural By-law.

Remuneration

As per the Community Safety and Policing Act, and approved resolutions of each Council, the members shall receive a remuneration of \$150 per meeting, regardless of the frequency of meetings.

Staff Support

The Clerk's Office from each municipality will provide administrative and procedural support; however, should the Board be in a position to manage their administration independently if they are able to do so, with the costs associated as part of the annual budget.

Reporting Relationship to Council

The Board will report to each Council once per year with a written annual report and presentation on its activities and its intended direction or projects.

In accordance with Section 41 of the Community Safety and Policing Act, the annual report shall be filed on or before June 30 in each year. All Board minutes will form part of the Council agendas.

Finances

The Board will establish an annual budget to be provided to each Council. If the budget is not approved, the matter may be taken to arbitration, in accordance with the provisions of the Community Safety and Policing Act.

The Township of Clearview will be the municipality that manages the finances on behalf of the Board. At the end of each year by December 31st, Clearview will invoice the Township of Springwater and Town of Wasaga Beach, one third of the Board costs for the year.