

Almaguin Highlands OPP Detachment Board Terms of Reference

Contents

A.	Purpose	1
B.	Authority	1
C.	Reports To	2
D.	Composition	2
E.	Roles and Responsibilities	4
F.	Procedures	9
G.	Estimates, Budget, OPP Detachment Board	10
H.	Name of the Board	10
I.	Review	10

A. Purpose

While it is the legislative mandate of the Almaguin Highlands (AH) 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* (CSPA), the purpose of the OPP 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 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 AH OPP 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 AH OPP Detachment Board Strategic Plan or the annual objectives and principles as established by the OPP Detachment Board; and
5. Conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)).

B. Authority

1. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
2. The OPP Detachment Board members shall:
 - i. ensure that all outgoing communications are in accordance with the AH OPP Detachment Board's policies.
 - ii. not communicate externally on behalf of the AH OPP Detachment Board except as authorized by the AH OPP Detachment Board;

- iii. not post independently to social media but rather social media postings shall be forwarded to the AH OPP Detachment Board Recording Secretary for distribution which may be shared by the AH OPP Detachment Board members;
- iv. not authorize any expenditures outside the AH OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board; and
- 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 of these assignments remains with the AH OPP Detachment Board or designate.

C. Reports To

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

D. Composition

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of four (4) Council Representatives, two (2) Community Representatives, and One (1) Provincial Appointee.

2. Qualifications of the Community Representatives

- i. 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.
- ii. Preference will be given to persons demonstrating knowledge or experience specific to the Board.
- iii. Individuals must meet eligibility criteria as set out in Section 33(4)(5) of the CSPA.

3. Appointments to the OPP Detachment Board

- i. Appointments to the AH OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the CSPA.
- ii. Council Appointments to the AH OPP Detachment Board shall be made by all 12 municipalities within the OPP servicing area. Nominations for the four (4) Council Representatives shall be made by each respective municipal 'grouping' as listed out under O.Reg 135/24.
- iii. The two (2) Community Representative Appointments (citizens) to the AH OPP Detachment Board shall be made by all 12 municipalities within the OPP servicing area. The lead municipality will undertake the advertising, recruitment, and interviews of the Community Representatives, with or without the assistance of up to 2 other municipalities, recommending their choice(s) to all 12 municipalities for appointment.
- 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 AH OPP Detachment Board shall be made by the Provincial Government.

4. Term of Membership

The Term of Office for Council and Community Appointees on the AH OPP Detachment Board shall be concurrent with the term of Council, and shall not exceed the term of office of the Council (no longer than 4 years) as per O.Reg 135/24 and Section 34(1) of the CSPA.

The Term of Office for Provincial Appointees on the AH OPP Detachment Board shall be determined by the Provincial Government.

5. Chair and Vice-Chair

i. 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 AH OPP Detachment Board members.

ii. The Chair and Vice-Chair may each be elected for the position for up to two (2) consecutive years.

iii. 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.

6. Recording Secretary

i.. The AH OPP Detachment Board Recording Secretary, also known as the Secretary-Treasurer, appointed by the AH 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.

ii. As agreed upon by all municipalities within the AH OPP Detachment Board service area, the Recording Secretary will be hired under contract, as a part-time position. In the event that there is a vacancy, the lead municipality shall act as Secretary to the Board until the position is filled.

iii. The Recording Secretary is a non-voting member of the Board.

iv. The Recording Secretary may be hired and hold the position for full term of Council (4 years).

7. OPP Detachment Commander

The Almaguin Highlands OPP Detachment Commander shall prepare and/or adopt any local action plan or policies in consultation with the Board and assist in preparing annually in collaboration with the Board on or before June 30, a report to the 12 municipalities regarding policing provided by the detachment.

Other reports prepared by the Detachment Commander will include matters of traffic incident rates, statue charges laid, drug crime rates, etc. (Sections 68(2)(3), 69 (3)(4), 70(1), CSPA).

The OPP Detachment Commander is a non-voting member of the Board.

E. Roles and Responsibilities

1. Responsibilities of Chair

It is the duty of the Chair (or Vice-Chair in the Chair's absence), a voting member:

- i. To open the meeting by taking the Chair and calling the Members to order;
- ii. To announce the business before the Board in the order in which it is to be acted upon;
- iii. To receive and submit, in the proper manner all motions presented by the Members;
- iv. To put to a vote all questions which are moved and seconded or which necessarily arise in the course of the proceedings, and to announce the results of such vote;
- v. To decline to put to a vote motions which infringe upon the rules of procedure;
- vi. To enforce on all occasions the observance of order and decorum among the Members and guests;
- vii. To call by name any person persisting in breach of the rules of order of the Board thereby ordering the person to vacate the Council Chamber or Meeting Room or other place of meeting, as the case may be;
- viii. To authenticate by signature all By-laws, resolutions, and minutes of the Board;
- ix. To inform the Board when necessary, or when referred to for the purpose, on a point of order;
- x. To represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- xi. To ensure that the decisions of the Board are in conformity with the laws and By-laws governing the activities of the AH OPP Detachment Board;
- xii. To order any person or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting;

- xiii. To expel from a meeting any person or group who continues to disrupt the meeting after being so warned and who engages in improper conduct;
- xiv. To call a 5 minute rest period when deemed appropriate;
- xv. To adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting place, as the case may be;
- xvi. To adjourn the meeting without question in the case of any person or group who refused to vacate the place of meeting after being order to do so by the Chair.

2. Responsibilities of Recording Secretary

The responsibilities of the Recording Secretary, a non-voting member:

- i. Prepare the agenda for each meeting and distribute it to the Board at least seven (7) days prior to the scheduled meeting, as per Section 43(6) of the CSPA;
- ii. Record the minutes of the meeting including resolutions, decisions and other proceedings at the meeting, without note or comment;
- iii. Submit the minutes of each meeting to the 12 municipalities within the AH OPP Detachment Board service area for inclusion on Council agenda's;
- iv. Report any resignations of Board Members to the lead municipality;
- v. Ensure that any recommendations proposed by the Board do not contradict any rules, regulations, or fall outside of the jurisdiction of the Board;
- vi. Book the meeting venue (e.g. Council Chambers or designated meeting location);
- vii. Not act as a Board Member, including organizing or planning or arranging any aspect of a Board event or program.

3. General Responsibilities of the Board

a. Within Section 68(1) of the CSPA, it states:

The OPP Detachment Board shall,

- i. consult with the Commissioner (Ontario Provincial Police Commissioner) regarding the selection of a detachment commander and otherwise participate, in accordance with regulation, in the selection of the detachment commander;
- ii. determine objectives and priorities for the detachment, not inconsistent with the strategic plan, after consultation with the detachment commander;
- iii. advise the detachment commander with respect to policing provided by the detachment;
- iv. monitor the performance of the detachment commander;

v. review the reports from the detachment commander regarding policing provided by the detachment; and

vi. on or before June 30 each year, provide an annual report to the area municipalities regarding policing provided by the detachment, as specified under Section 58(1) of the CSPA.

b. The AH OPP Detachment Board helps to align policing objectives, priorities, and policies with community expectations. Its an opportunity to align municipal public safety expectations and clearly express those views in a coordinated manner with the Detachment Commander.

c. Unless excluded by legislation, all AH OPP Detachment Board members eligible to vote, including the Chair, shall vote.

4. Conduct of Board Members

O.Reg. 409/23, *Code of Conduct for OPP Detachment Board Members*, sets out the code of conduct with which every member of an OPP Detachment Board must comply. More specifically, OPP Detachment Board Members shall adhere to Section 3-16 of this regulation, some sections highlighted below:

i. A Member of an OPP Detachment Board shall not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the OPP Detachment Board or the Ontario Provincial Police.

ii. A Member of an OPP Detachment Board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

iii. A Member of an OPP Detachment Board shall conduct themselves in a professional and respectful manner in the course of their duties include, without limitation, not using abusive or insulting language in the course of their duties.

iv. A Member of an OPP Detachment Board shall not knowingly make false statements pertaining to the duties of a manner of an OPP Detachment Board.

v. A Member of an OPP Detachment Board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the OPP Detachment Board or as required by law.

5. Meetings and Attendance

i. As per Section 43 of the CSPA, the Board shall meet at least four (4) times per year.

ii. Board Meetings for 2025 will be held at 5 p.m. on the second Wednesday in June, September, October and November in the lead municipality's Council Chambers.

iii. All regular meetings shall stand adjourned when the Board has completed all items as listed on the Agenda or the Board has been in session for 90 minutes. No item of business may be dealt with at a meeting after 90 minutes unless a resolution of the Board to continue has received unanimous consent of Council. Failure to receive unanimous

consent shall cause the Chair or Vice Chair to declare the meeting adjourned and all unfinished business shall be added to the Agenda of the next regularly scheduled meeting of the Board.

iv. If a Board Member is unable to attend a meeting, he/she should inform the Recording Secretary.

v. If a Board Member or Chair is absent from three (3) consecutive, regularly scheduled meetings, the Board by majority vote, may terminate the appointment. In the event a member finds it necessary to resign, he/she shall notify the Chair, Recording Secretary and lead municipality in writing. The lead municipality is responsible to fill the vacancy of Council and Community Representatives within three (3) months.

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

6. Notice of Meetings

i. Annual public notice of all regular and special meetings (where applicable) shall be posted on the lead municipalities website, with all 12 municipal websites within the jurisdiction of the Almaguin Highlands OPP Detachment Board sharing the link to that webpage on their official website, as per Section 43(5) of the CSPA.

ii. The Recording Secretary is responsible to provide the annual notice of all regular and special meetings on the lead municipalities website, with the 12 municipalities within the jurisdiction of the Almaguin Highlands OPP Detachment Board sharing the link to that webpage on their official website.

7. Agendas

i. The Recording Secretary is responsible for the preparation and distribution of the Agenda. Agendas must contain the date, time, and place of the meeting and shall be provided to the Board at least seven (7) days in advance of such meeting as per Section 43(6)(7) of CSPA (in the event of a Special Meeting, the Agenda is provided as quickly as possible).

ii. The Chair, Board Members, and Detachment Commander may request an item, with all applicable supporting documentation, to be added to the agenda through the Recording Secretary no later than 48 hours before the agenda distribution deadline.

iii. The Recording Secretary is responsible to add any applicable updates or information provided from the Province to the agenda.

iv. The Recording Secretary is responsible to provide the published agenda to the 12 municipalities within the Almaguin Highlands OPP Detachment Board for placement on their websites.

8. Minutes

i. Minutes of Meetings represent a clear and accurate account of the business conducted by the Board. Minutes provide a permanent and official record of all proceedings, policy,

and budgetary discussions. The Recording Secretary is responsible for recording, without note or comment, all proceedings and decisions of the meeting.

ii. Any actions to be taken by the Board shall be made by resolution.

iii. The approved Minutes, signed by the Chair and Recording Secretary, shall be provided to the Recording Secretary for official record keeping.

iv. The Recording Secretary is responsible to provide the approved minutes to the 12 municipalities within the Almaguin Highlands OPP Detachment Board for placement on their websites.

9. Quorum

i. Quorum shall be comprised of a majority of members of the Almaguin Highlands OPP Detachment Board, as per Section 43(2) of the CSPA. For greater certainty, quorum shall be 50% of appointed Members, plus one (1).

ii. If there is no quorum present within 15 minutes of the appointed hour of the meeting, the Board shall adjourn until the date and time of the next regular meeting or special meeting. The names of those members present shall be recorded in the minutes.

iii. If a meeting starts with quorum and Board Members leave during the meeting for reasons other than Conflict of Interest, the meeting shall continue as long as two members of the Board remain. However, no voting shall occur without quorum unless the loss of quorum is due to a Conflict of Interest under O.Reg 409/23.

10. Delegations

i. Any person who wishes to appear before the AH OPP Detachment Board shall submit their request in writing to the Recording Secretary and provide all presentation material for approval no later than 5 days before the agenda distribution deadline.

ii. The Recording Secretary, in consultation with the Chair, at their discretion may deny any delegation request providing reasons to the delegate.

11. Conflict of Interest

i. Every member of the AH OPP Detachment Board must comply with O.Reg 409/23, *Code of Conduct for OPP Detachment Board Members*.

ii. As per Section 20(1) of the Regulation, a member of an OPP Detachment Board shall promptly disclose any conflict of interest to the Chair. Additionally, the member shall provide the nature for such disclosure to the Chair. After making the disclosure, the member shall disclose the conflict at the next meeting of the AH OPP Detachment Board.

iii. As per Section 22 of the Regulation, a member of an OPP Detachment Board shall not participate in discussion or voting with respect to matters at the OPP Detachment Board meeting if the member has a conflict of interest in the matter. For greater certainty, the member shall remove him/herself from the meeting while the matter is under consideration.

iv. As per Section 17 of the Regulation, a member of an OPP Detachment Board shall disclose any conduct of another member of the OPP Detachment Board that the member reasonably believes constitutes misconduct to the Chair (Section 17 & 20, O.Reg 409/23).

v. If the Chair discloses any conflict of interest, the vice-chair may Chair the portion of the meeting in which the conflict exists. If any misconduct surrounding the Regulation involves the Chair, members may disclose the presumed conflict to the Inspector General.

vi. The Recording Secretary will make note in the Meeting Minutes of a Board Member declaring a Conflict of Interest and the applicable Agenda Item. The Recording Secretary will keep record of all declared Conflict of Interests.

vii. If uncertain if a Conflict of Interest exists, the Member is advised to seek legal advice.

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 OPP Detachment Board's Terms of Reference.

2. The AH OPP Detachment Board may solicit, document, and consider public input where appropriate.

3. Should this Terms of Reference, CSPA, or its regulations fail or not be sufficient in dealing with a Board procedural matter, the lead municipalities Procedural By-law shall apply.

4. All AH OPP Detachment Board Meetings shall be open to the public, except when meetings may be closed to the public under Section 44 of the CSPA.

5. Electronic Meetings

i. Where a Board Member is unable to attend a Regularly Scheduled or Special Meeting, the Member may participate electronically by teleconference or videoconference. Other forms of electronic communication may be permitted at the time by Board resolution. A Board Member may participate electronically in a meeting that is open or closed to the public.

ii. There is no restriction to the number of meetings that an individual Board Member may participate through electronic means.

iii. When attending electronically, a Board Member is included when determining quorum.

iv. During the meeting, all members microphones will remain on. Where members of the public are participating in teleconferencing or videoconferencing, those microphones shall be muted and only unmuted when the Chair requests public comment or feedback.

v. In the event there is a service interruption, the Chair may call on recess for ten (10) minutes to rectify the situation.

vi. The costs associated with the conference calling program required for electronic participation is a cost of the Board and shall be split evenly with the 12 municipalities within the jurisdiction of the AH OPP Detachment Board.

G. Estimates, Budget, OPP Detachment Board

1. As per Section 71(1) of the CSPA, an OPP Detachment Board shall prepare estimates, in accordance with the regulations made by the Minister, of the total amount that will be required to pay the expenses of the board's operation, other than the remuneration of board members.

2. As per Section 71(2) of the CSPA, the OPP Detachment Board shall submit the estimates to every municipality that receives policing from the detachment along with a statement of the municipality's share of the costs, which are to be determined in accordance with the regulations made by the Minister.

3. As per Section 71(3) of the CSPA, the municipalities shall contribute their share of the costs to the OPP Detachment Board's budget in accordance with the estimates.

4. The share of the expenses for each municipality will be calculated based on the municipal assessment of each municipality as provided by Statistics Canada. Member municipalities assessments will be reviewed each term of Council to ensure accurate contributions to the AH OPP Detachment Board.

5. Where applicable, remuneration for members of the OPP Detachment Board shall be in accordance with each municipality's remuneration policy and shall be paid by the member's respective municipality.

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

H. Name of the Board

1. As outlined in O.Reg 135/24, this board is an OPP Detachment Board in the Township of Armour, Village of Burk's Falls, Township of Ryerson, Municipality of Magnetawan, Town of Kearny, Township of Joly, Township of Machar, Village of South River, Township of Strong, Township of Perry, Village of Sundridge, and Township of McMurrich/Monteith and is serviced by the Almaguin Highlands Ontario Provincial Police Detachment.

2. As outlined in O.Reg 135/24, and until a time when it has been amended, this Board will be operating as the Almaguin Highlands OPP Detachment Board.

I. Review

The Terms of Reference shall be reviewed by the OPP Detachment Board after the appointment of a new member, a minimum of once every four (4) years.