

Terms of Reference East Lennox & Addington OPP Detachment Board

1. Background

- a. The following Terms of Reference have been developed for the East Lennox & Addington OPP Detachment Board (hereafter the “Board”).

2. Mandate

- a. 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 *Community Safety and Policing Act* (the “Act”).
- b. The purpose of the Board is to:
 - i. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the *Act*;
 - ii. make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the *Act*;
 - iii. 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;
 - iv. 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
 - v. 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 once developed.

3. Roles and Responsibilities

- a. Per Section 68 (1) of the Act, the Board’s roles shall include:
 - i. 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;
 - ii. 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;

- iii. advising the detachment commander with respect to policing provided by the detachment;
 - iv. monitoring the performance of the detachment commander;
 - v. reviewing the reports of the detachment commander regarding policing provided by the detachment; and
 - vi. 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.
- b. Authority delegation is restricted to the scope described in Section 42 of the Act.
- c. The Board reports to the respective Municipal Councils comprising the Board as required in accordance with the Act.
- d. The Board members shall:
- i. ensure that all outgoing communications are in accordance with the Board's policies;
 - ii. not communicate externally on behalf of the Board except as authorized by the Board;
 - iii. 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;
 - iv. not authorize any expenditures outside the 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 Board or designate.
 - vi. Actively participate and provide any expertise they may have on the subject.
 - vii. Hear and consider public input provided through written or verbal correspondence provided.

4. Chair and Vice Chair

- a. The members of a Board shall elect a chair at the Board's first meeting each year.
- b. The members of a Board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant.

5. Meetings

- a. The meeting schedule for each year will be in accordance with the schedule set by the Board at the last meeting of the previous year. The Chair may call a special meeting as needed and the date and time would be determined in consultation with the Board Secretary/Treasurer.
- b. The meeting, agenda, and minutes will be available to the public on the lead municipality's website.
- c. Closed session meetings may only be held in accordance with Section 44 of the *Community Safety and Policing Act, 2019*.

6. Board Composition and Quorum

- a. As per [Regulation 135/24](#), the Board is composed of the following seven members:
 - i. One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of four members: Addington Highlands Township, Town of Greater Napanee, Loyalist Township and Stone Mills Township.
 - ii. One member jointly appointed by each of the following municipalities, who is neither a member of the council, nor an employee of, of any of the municipalities: Town of Greater Napanee and Loyalist Township.
 - iii. One member jointly appointed by each of the following municipalities, who is neither a member of the council, nor an employee of, of any of the municipalities: Addington Highlands Township and Stone Mills Township.
 - iv. One member appointed by the Minister.
- b. Greater than 50% of the Board members eligible to vote and not excluded by legislation shall constitute quorum.

7. Membership Eligibility and Terms of Membership

a. Qualifications of a Council Representative

- i. To qualify to be Council Representative, candidates must be a member of the council of the municipality and must not be ineligible under the Act.

b. Qualifications of the Community Representatives

- i. To qualify to be a Community Representative, candidates be eligible to vote in the respective municipality they are appointed from and must not be ineligible under the Act.
- ii. Community Representatives shall not be an employee of their respective municipality.
- iii. Pass a comprehensive police records check (record check will be requested after appointment).
- iv. Be 18 years of age or older.
- v. Understand the role of the Board.
- vi. Be involved in local community.
- vii. Have good written and verbal communication skills.
- viii. Other competencies or attributes:
 - Prior experience on boards or committees is considered an asset.
 - Appointees should be willing to commit the time necessary to properly fulfill their responsibilities on the Board, including preparing for and participating in Board meetings.
 - Appointees should be able to actively participate in budget discussions.
 - Appointees should have a demonstrated record of integrity, professionalism, discretion, and good judgment.

c. Appointments to the 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 OPP Detachment Board shall be made by the respective municipal Councils:
 - One member jointly appointed by the Town of Greater Napanee and Loyalist Township.
 - One member jointly appointed by Addington Highlands Township and Stone Mills Township.
- iv. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

d. Term of Membership

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

e. Absence

- i. 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.

f. Resignation of Representatives:

- i. 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.
- ii. 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.

g. Filling Vacancies:

- i. Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council.
- ii. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

8. Budget Considerations

- a. The Board's annual budget shall be submitted to each of the Municipal Councils of the OPP policed communities comprised by the Board in accordance with Section 71(2) of the Act.
- b. Members shall receive \$400 annum plus mileage. Each municipality is responsible for paying remuneration for its Council representatives and their mileage. The community representative expenses are paid by the municipality in which they reside.

9. Support Staff

- a. The Board shall determine the support resources it requires to assist it with fulfilling its roles.
- b. The Board Secretary/Treasurer shall be the municipal support staff of the lead municipality.
- c. The Secretary-Treasurer shall be responsible for all actions and financial undertakings of the Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the Act.