

Oxford O.P.P. Detachment Board 2

Terms of Reference

1. Mandate

The O.P.P. Detachment Board 2 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.

2. Purpose

While it is the legislative mandate of the O.P.P. Detachment Board 2 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 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 matters as outlined in the Act;
- c. Facilitate public input on programs and ideas when appropriate and approved by the O.P.P. Detachment Board to ensure the work of the Board is representative of the communities it serves;
- d. 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 O.P.P. Detachment Board 2; and
- e. Conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the O.P.P. Detachment Board 2's Procedural By-law.

3. Application

- a. The rules and procedures contained herein shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board and with necessary modifications in a committee of the Board.
- b. The Chair shall decide all points of order or procedure for which rules have not been provided for.

4. Duties and Responsibilities

Per Section 68 (1) of the *Community Safety and Policing Act*, the O.P.P. Detachment Board 2's roles 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;
- 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.

5. Authority

- a. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
- b. The O.P.P. Detachment Board 2 members shall:
 - i. Ensure that all outgoing communications are in accordance with the O.P.P. Detachment Board 2's policies;
 - ii. Not communicate externally on behalf of the O.P.P. Detachment Board 2 except as authorized by the O.P.P. Detachment Board 2;
 - iii. Not post independently to social media but rather social media postings shall be forwarded to the O.P.P. Detachment Board 2 Secretary for distribution which may be shared by the O.P.P. Detachment Board 2 members;
 - iv. Not authorize any expenditures outside the O.P.P. Detachment Board 2's approved budget unless authorized by each of the municipal Councils of the O.P.P. 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 O.P.P. Detachment Board 2 or designate.

6. Reporting

The O.P.P. Detachment Board 2 reports to the respective Municipal Councils comprising the O.P.P. Detachment Board 2 as required in accordance with the CSPA.

7. Board Composition

Unless otherwise determined by Provincial Legislation, membership shall be comprised of five (5) Council representatives based on one (1) per O.P.P. policed municipality, one (1) community representative based on one (1) from any of the five (5) O.P.P. policed municipalities, and one (1) provincial representative.

a. Qualifications of the Community Representatives

To qualify for the Community Representative on the O.P.P. 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.

b. Appointments to the O.P.P. Detachment Board 2

- i. Appointments to the O.P.P. Detachment Board 2 shall be made in accordance with the provisions of Section 33 of the Act.
- ii. Council Appointments to the O.P.P. Detachment Board 2 shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the O.P.P. Detachment Board 2 shall be made by the respective municipal Council; one (1) from the assigned municipality, to serve a two year term, moving to the next alphabetical municipality for the next two year term.

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 O.P.P. Detachment Board 2 shall be made by the Provincial Government.
- ### c. Term of Membership
- The Term of office for Council and Community Appointee on the O.P.P. Detachment Board 2 shall be concurrent with the term of Council.

The Term of office for Provincial Appointees on the O.P.P. Detachment Board 2 shall be as determined by the Provincial Government.

d. Absence

- i. Should any Council Representative be unable to attend O.P.P. Detachment Board 2 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 shall advise the areas Clerks so that the vacancy may be filled.

e. Review

The composition of the O.P.P. Detachment Board 2 shall be reviewed once within each term of the Board.

8. 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 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 and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

9. 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.

10. Responsible Party

The Secretary appointed by the O.P.P. Detachment Board 2 shall be responsible for all actions and financial undertakings of the O.P.P. Detachment Board 2 unless delegated otherwise by the O.P.P. Detachment Board 2 in accordance with Section 42 of the CSPA.

11. Structure

a. Chair and Vice-Chair

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 O.P.P. Detachment Board 2 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.

b. Support Resources

- i. The O.P.P. Detachment Board 2 shall determine the support resources it requires to assist them with fulfilling their roles.
- ii. Recording Secretary: The Recording Secretary shall be the Secretary appointed annually by the O.P.P. Detachment Board 2 members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

12. 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 O.P.P. Detachment Board 2's
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law;
 - d. Terms of Reference; and
 - iv) The O.P.P. Detachment Board 2 shall review its documents once every term in the last year of the term and amend them as necessary.
- b. Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
- c. The O.P.P. Detachment Board 2 shall meet bi monthly on the third Wednesday of each month except for the months of July and December, unless otherwise determined by the O.P.P. Detachment Board and shall publish its annual meeting schedule on the Joint Rural Detachment Board website. Meetings shall be held at the area municipalities, rotating location in alphabetical order.
- d. Unless excluded by legislation, all O.P.P. Detachment Board 2 members eligible to vote, including the Chair, shall vote.
- e. The O.P.P. Detachment Board 2 may solicit, document and consider public input where appropriate.

- f. The agenda shall be distributed and posted at least seven (7) days before the O.P.P. Detachment Board 2 meetings on the O.P.P. Detachment Board 2 website.
- g. The minutes shall be posted once approved by the O.P.P. Detachment Board 2, in a timely fashion on the O.P.P. Detachment Board 2 website.
- h. The approved minutes, signed by the Chair and Secretary, shall be provided to the area Clerks of the for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the O.P.P. Detachment Board 2 Procedural By-law.

13. Financial

The O.P.P. Detachment Board 2's annual budget shall be approved by each of the Municipal Councils of the O.P.P. policed communities comprised by the Board in accordance with Section 71(2) of the CSPA.

The Secretary shall present a year-end financial report to the O.P.P. Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the O.P.P. policed communities comprised by the Board.

14. Quorum

Greater than 50% of the O.P.P. Detachment Board 2 members eligible to vote and not excluded by legislation shall constitute quorum.