

**Municipality of North Grenville, Merrickville-Wolford Village  
OPP Detachment Board**

**Terms of Reference**

**1. Purpose**

It is the legislative mandate of the OPP Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils on other matters in accordance with the Community Safety and Policing Act (CSPA). The purpose of the OPP Detachment 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 the Municipal Councils on specialized matters as outlined in the Act;
- c) facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;
- d) make decisions on enhancing the quality of life and ensuring the safety and security of all persons and property within the communities, in keeping with the Minister's Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and,
- e) conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 67(4)) and in keeping with the OPP Detachment Board's Procedural By-law, upon enactment.

**2. Roles and Responsibilities**

Per Section 68(1) of the Community Safety and Policing Act (CSPA), the OPP Detachment Board'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<sup>th</sup> in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

### **3. Authority**

- a) Authority delegation is restricted to the scope described in Section 42 of the CSPA.
- b) The OPP Detachment Board members shall:
  - ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;
  - not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
  - not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary-Treasurer for distribution which may be shared by the OPP Detachment Board members;
  - not authorize any expenditures outside the OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board;
  - 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 OPP Detachment Board or designate.

### **4. Reporting**

The OPP Detachment Board reports to the respective Municipal Councils, Council of the Municipality of North Grenville and Council of the Village of Merrickville-Wolford, comprising the OPP Detachment Board as required in accordance with the CSPA.

## **5. Composition**

Unless otherwise determined by Provincial Legislation, membership shall be comprised of eight (8) members:

- One (1) member from each respective Council;
- Two (2) community representatives from the Municipality of Merrickville-Wolford Village;
- Three (3) community representatives from the Municipality of North Grenville; and,
- Two (2) provincial representatives.

For the purpose of board composition, community representatives must be an eligible elector for the respective municipality.

### **5.1 Qualifications of the Community Representatives**

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.

Community Representatives shall not be employees of their respective municipality.

Preference will be given to people demonstrating knowledge or experience specific to the subject Committee / Board.

### **5.2 Appointments**

- a) Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the CSPA.
- b) Council Appointments to the OPP Detachment Board shall be made by the respective municipal Council.
- c) Community Appointments to the OPP Detachment Board shall be made by the respective municipal Council.
- d) Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

### **5.3 Term of Membership**

The term of office for Council and Community Appointees on the OPP

Detachment Board shall be consistent with the term of Council during which the appointment was made.

As per O.Reg 135/24, an appointed member shall sit until the earlier of six months after the expiry of their term of office; or the day the member's successor is appointed by the municipality.

The Term of office for a member appointed by the Minister to the OPP Detachment Board shall be set out by the Minister in the member's appointment.

#### **5.4 Absence**

It is the expectation of the Board that members shall attend every meeting. However, any Community Representative that is absent from three (3) consecutive regular meetings without leave 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.

#### **5.5 Resignation of Representatives**

- a) Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Co-Chairs with a copy to the Secretary-Treasurer. The Secretary-Treasurer 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 Co-Chairs with a copy to the Secretary-Treasurer. The Secretary-Treasurer shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

#### **5.7 Filling Vacancies**

- a) Vacancies of Council and Community Representatives may be filled at the discretion of the respective Municipal Council and within six (6) months of the vacancy occurring so long as quorum is maintained.
- b) Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

#### **6. Responsible Party:**

The Secretary-Treasurer appointed by the 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.

**7. Structure:**

a) Co-Chairs

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 OPP Detachment Board members. For the purpose of the Municipality of North Grenville Merrickville-Wolford Village OPP Detachment Board, the Chair and Vice Chair will serve as Co-Chairs.

In the event of both Co-Chairs being absent from a meeting, an Acting Chair shall be elected at the beginning of the meeting and act as the chair for the duration of that meeting.

b) Support Resources

- The OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.
- 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.

**8. Procedures**

- a) All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
- The CSPA and its regulations
  - Code of Conduct Regulation under the CSPA
  - The OPP Detachment Board's
    - Accountability and Transparency Policy
    - Procedural By-law
    - Procurement By-law;
    - Terms of Reference; and
  - The OPP Detachment Board shall review its documents identified in 8.a) once every term in the last year of the term and amend them as necessary.
  - Any changes to the Terms of Reference require majority approval of

- the respective Municipal Councils.
- b) The OPP Detachment Board shall meet bi-monthly on the first Thursday of the month, except for the months of January where the meeting may be rescheduled to accommodate statutory holidays, or unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the respective municipal websites.
  - c) Meetings should rotate between North Grenville and Merrickville-Wolford locations and the location shall be included on the agenda and websites.
  - d) The schedule shall include at least four (4) regular meetings per year.
  - e) Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Co-Chairs, shall vote.
  - f) The OPP Detachment Board may solicit, document, and consider public input where appropriate.
  - g) The agenda shall be distributed and posted at least three (3) business days before the OPP Detachment Board meetings on the respective municipal websites.
  - h) The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the respective municipal websites.
  - i) The approved minutes shall be provided to the Clerks of the respective municipalities for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Procedural By-law.

## **9. Financial**

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

## **10. Quorum**

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