



Middlesex OPP Detachment Board Terms of Reference

Purpose

The Middlesex OPP Detachment Board is established to fulfill the requirements of Section 67 of the *Community Safety and Policing Act, 2019* (the “CSPA” or “Act”) and any regulations thereunder. 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 advice and 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 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 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)) and in keeping with the OPP Detachment Board’s Procedural By-law.

Roles and Responsibilities

Per Section 68(1) of the *Community Safety and Policing Act*, the OPP Detachment Board’s roles shall include:

1. Consulting with the Commissioner regarding the selection of a detachment

commander and otherwise participating in accordance with the regulations in the selection of the detachment commander;

2. 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;
3. Advising the detachment commander with respect to policing provided by the detachment;
4. Monitoring the performance of the detachment commander;
5. Reviewing the reports of the detachment commander regarding policing provided by the detachment; and
6. 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.

Authority

1. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
2. The OPP Detachment Board members shall:
 - a. Ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;
 - b. Not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
 - c. Not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary for distribution which may be shared by the OPP Detachment Board members;
 - d. 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;
 - e. 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.

Reporting Structure

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

Composition

1. Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.
2. Unless otherwise determined by Provincial Legislation, the board shall consist of seven (7) members, composed of:
 - a. One (1) Member who is a member of Municipal Council representing the Municipalities of Adelaide Metcalfe, Southwest Middlesex, and the Village of Newbury.
 - b. One (1) Member who is a member of Municipal Council representing the Municipalities of Lucan Biddulph and North Middlesex.
 - c. One (1) Member who is a member of Municipal Council representing the Municipality of Middlesex Centre.
 - d. One (1) Member who is a member of Municipal Council representing the Municipality of Thames Centre.
 - e. One (1) Provincial Appointee.
 - f. Two (2) Community representatives who are not members of an area municipal council, nor employees of any of the municipalities.
3. To qualify as a Community Representative on the OPP Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.
4. Community Representatives shall not be employees of their respective municipality.
5. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.
6. Preference will be given to persons demonstrating knowledge or experience specific to the OPP Detachment Board.

Term of Membership

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

Resignation of Representatives

1. A Council Representative 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.
2. A Community Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary. The board shall then pass a resolution directing recruitment begin to fill the vacancy.
3. 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.
4. 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.
5. Should a Community Representative resign within twelve (12) months of an appointment, the board may reconsider applications submitted during the previous recruitment period and may recommend appointments from the retained pool of applicants.
6. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

Absence

1. Should any Council Representative be unable to attend Detachment Board 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 originally appointed Council Representative is ready to resume their responsibilities.

2. 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 board shall advise the Secretary to commence recruitment so that the vacancy may be filled.

Structure

1. Chair and Vice-Chair
 - a. The Chair and Vice-Chair shall be appointed annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members.
 - b. 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 selected at the beginning of the meeting for the duration of that meeting.
2. Support Resources
 - a. The OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.
 - b. The Clerk's Office from each participating municipality will provide administrative and procedural support; however, should the board be in a position to manage their administration independently they are able to do so, with the associated costs to be included as part of the annual budget.
 - c. A Board Secretary shall be appointed by the OPP Detachment Board members at the first meeting of each term and shall act as the Recording Secretary for the board's meetings.

Procedures and Review

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
 - a. The CSPA and its regulations;
 - b. Code of Conduct regulations;
 - c. The OPP Detachment Board's:
 - a. Rules and Procedures;

- b. Terms of Reference;
 - c. Diversity, Equity, and Inclusion Policy; and
 - d. Remuneration and Expense Policy.
2. The OPP Detachment Board shall review its documents identified in Section 1 above once every term, within the first year of the term, and amend them as necessary.

Meetings

1. The board shall adopt a meeting schedule for the year at the first meeting of each year. In accordance with Section 43(1) of the CSPA, the OPP Detachment Board shall hold at least four meetings each year.
2. In accordance with Sections 43(5) and 43(6) of the CSPA, the agenda shall be distributed and posted at least seven (7) days before the board meeting on the Detachment Board's website(s).
3. The approved minutes, signed by the Chair and Board Secretary shall be provided to the Clerk(s) of the participating municipalities for official record keeping.
4. The minutes shall be posted to the Detachment Board's website(s) once approved by the Board.

Quorum

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

Financial

1. The OPP Detachment Board will establish an estimated annual budget that 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.
2. The municipality appointed to administer the financial management of the board shall present a year-end financial report which, once approved by the board, shall be forwarded to each of the Municipal Councils of the OPP policed communities comprised by the board.
3. In February of each year, the municipality appointed to administer the financial management of the board will invoice the participating municipalities for the

board costs for the preceding year, based on the total number of households found in the annual OPP Bill for Services.

4. All procurement processes shall comply with the Procurement Policy of the municipality appointed to administer the financial management of the board, as amended from time to time.

Enactment and Review

1. The Middlesex OPP Detachment Board Terms of Reference shall come into force and effect once approved by resolution.
2. This Middlesex OPP Detachment Board Terms of Reference will be reviewed, at minimum, once per term within the first year of the term, and be amended as necessary.