



**MIDDLESEX OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE MIDDLESEX
DE LA POLICE PROVINCIALE**

**MIDDLESEX OPP DETACHMENT
DÉTACHEMENT DE MIDDLESEX DE LA POLICE PROVINCIALE**

Middlesex OPP Detachment Board

Meeting Agenda

September 23, 2026 - 2:00 p.m.

Council Chamber - Middlesex Centre Municipal Office

10227 Ilderton Road, Ilderton (Coldstream), Ontario

1. Call to Order

2. Declaration(s) of Conflict of Interest

3. Approval of Minutes

- a. Minutes of the June 24, 2026 Middlesex OPP Detachment Board Meeting

Recommendation: THAT the minutes of the June 24, 2026 meeting of the Middlesex OPP Detachment Board be approved.

4. OPP Detachment Commander Update

- a. OPP Detachment Board Report – June - August 2026

Recommendation: THAT the OPP Detachment Board report be received for information.

5. Reports to the Board

- a. Member Activity Reports

- i. Member Maudsley – Zone 6 Meeting Report(s)

Recommendation: THAT the member activity reports be received for information.

b. Administration Reports

- i. 2026 Year-to-Date Board Budget-to-Actual (as of September 1, 2026)

Recommendation: THAT the financial report be received for information.

- ii. Board Insurance Renewal

Recommendation: THAT the Board renew its insurance via the PGO insurance program for the 2026-2027 term at a cost of \$3,834 inclusive of HST.

- iii. Detachment Board Annual Workplan

Recommendation: THAT the draft Detachment Board Annual Workplan be forwarded to the incoming 2026-2030 board for consideration.

6. Board Administration Proposals

- a. County of Middlesex
- b. Township of Adelaide Metcalfe

Recommendation: Direction requested.

7. Correspondence

- a. Inspectorate of Policing – Notification of Change to Assigned Police Services Advisor
- b. Inspectorate of Policing – Political Activity – Police Service Board Members & OPP Detachment Board Members
- c. Office of the Solicitor General – Update on OPP Municipal Policing Costs for 2027

Recommendation: THAT the correspondence item be received for information.

8. Adjournment

- a. Additional 2026 Meeting Date for OPP Detachment Commander Review

Recommendation: THAT the September 23, 2026 meeting of the Middlesex OPP Detachment Board adjourn at _____ p.m.



**MIDDLESEX OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE MIDDLESEX
DE LA POLICE PROVINCIALE**

**MIDDLESEX OPP DETACHMENT
DÉTACHEMENT DE MIDDLESEX DE LA POLICE PROVINCIALE**

Middlesex OPP Detachment Board

Meeting Minutes

June 24, 2026 - 2:00 p.m.

**Council Chamber - Middlesex Centre Municipal Office
10227 Ilderton Road, Ilderton (Coldstream), Ontario**

Members Present: John Brennan (Middlesex Centre - Chair), Michelle Smibert (Thames Centre - Vice Chair), Bill Irwin (North Middlesex, Lucan Biddulph); Sue Clarke (Adelaide Metcalfe, Southwest Middlesex, Newbury), Marigay Wilkins (Community Representative), Jim Maudsley (Provincial Appointee)

Members Absent With Notice: Murray Faulkner (Community Representative)

Others Present: Davide Barnabi, Interim Detachment Commander (OPP), Brianna Hammer-Keidel (Municipal Clerk & Board Administrator – Middlesex Centre)

1. Call to Order

Chair Brennan called the meeting to order at 2:05 p.m.

2. Declaration(s) of Conflict of Interest

None declared.

3. Approval of Minutes

- a. Minutes of the March 18, 2026 Middlesex OPP Detachment Board Meeting

Resolution No. 2026-20

Moved by Member Irwin

Seconded by Member Wilkins

THAT the minutes of the March 18, 2026 meeting of the Middlesex OPP Detachment Board be approved. Carried.

4. OPP Detachment Commander Update

- a. OPP Detachment Board Report – March – May 2026

Resolution No. 2026-21

Moved by Member Clarke

Seconded by Member Smibert

THAT the OPP Detachment Board report from Interim Detachment Commander Barnabi be received for information. Carried.

5. Reports to the Board

- a. Member Activity Reports

- i. Member Maudsley – Zone 6 Meeting Report
- ii. Member Maudsley – March & April PGO Meeting Reports
- iii. Member Maudsley – PGO Spring Conference Report
- iv. Chair Brennan - Symposium for Board Chairs (Verbal Update)

Resolution No. 2026-22

Moved by Member Smibert

Seconded by Member Wilkins

THAT the member activity reports be received for information. Carried.

- b. Financial Reports

- i. 2026 Year-to-Date Board Budget-to-Actual (as of June 1, 2026)

Resolution No. 2026-23

Moved by Member Maudsley

Seconded by Member Irwin

THAT the financial reports be received for information. Carried.

6. New Business

- a. Detachment Board Annual Governance Cycle & Workplan (PGO)

Resolution No. 2026-24

Moved by Member Maudsley

Seconded by Member Clarke

THAT the Board Administrator be directed to develop a draft annual workplan to support the transition of the board to the 2026-2030 term.
Carried.

- b. 2026-2030 Term Board Recruitment and Administration Discussion

Chair Brennan led a discussion regarding the transition of the administration of the board from the Municipality of Middlesex Centre due to resourcing concerns. It was recognized that the County of Middlesex has an established framework to support County-wide committees and initiatives and may be able to provide long-term administrative support to the Board.

Resolution No. 2026-025

Moved by Member Clarke

Seconded by Member Smibert

THAT the Middlesex OPP Detachment Board requests that the County of Middlesex assume administration of the Board;
AND THAT the Board Administrator forward the request for administrative support to the County of Middlesex for consideration;
AND FURTHER THAT an update be provided to the Board at its September meeting. Carried.

A brief discussion took place confirming the rotation of members representing the Councils of the member municipalities who share a representative, effective for the next term (Lucan Biddulph-North Middlesex; Adelaide Metcalfe-Newbury-Southwest Middlesex).

7. Correspondence

- a. Inspector General of Policing Memo – Province-Wide Inspection on Policy Integrity and Anti-Corruption Practices Update

- b. Ministry of the Solicitor General – Police Service Board and OPP Detachment Board Members and Elections

Members Irwin, Clarke, Smibert, and Brennan confirmed they have filed Nomination Papers to seek re-election to their respective Councils.

Resolution No. 2026-26

Moved by Member Maudsley

Seconded by Member Smibert

THAT the correspondence item be received for information. Carried.

Member Irwin inquired about new provincial guidelines respecting BYOB at municipal parks and public events, and whether or not this has led to increased enforcement activities for the OPP. Member Smibert confirmed that no Middlesex County municipalities have opted into the BYOB program.

8. Adjournment

The next meeting of the Middlesex OPP Detachment Board is scheduled for Wednesday, September 23, 2026 @ 2:00 p.m. at the Middlesex Centre Municipal Office.

Resolution No. 2026-27

Moved by Member Wilkins

Seconded by Member Smibert

THAT the June 24, 2026 meeting of the Middlesex OPP Detachment Board adjourn at 3:19pm. Carried.



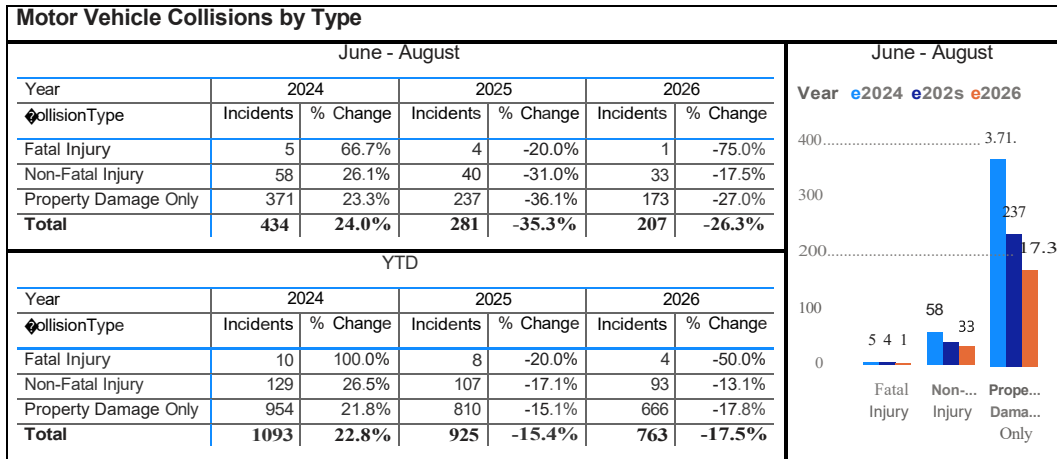
MIDDLESEX OPP DETACHMENT

DÉTACHEMENT DE MIDDLESEX DE LA POLICE PROVINCIALE

OPP Detachment Board Report

September 2026

**OPP Detachment Board Report
Collision Reporting System
June - August 2026**



**OPP Detachment Board Report
Collision Reporting System
June - August 2026**

Fatalities in Detachment Area - Incidents

June - August									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2024	2	5	66.7%	0	0		0	0	
2025	2	4	-20.0%	0	0		0	0	
2026	0	1	-75.0%	0	0		0	0	

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2024	2	10	100.0%	0	0		0	0	
2025	2	7	-30.0%	1	1		0	0	
2026	0	4	-42.9%	0	0	-100.0%	0	0	

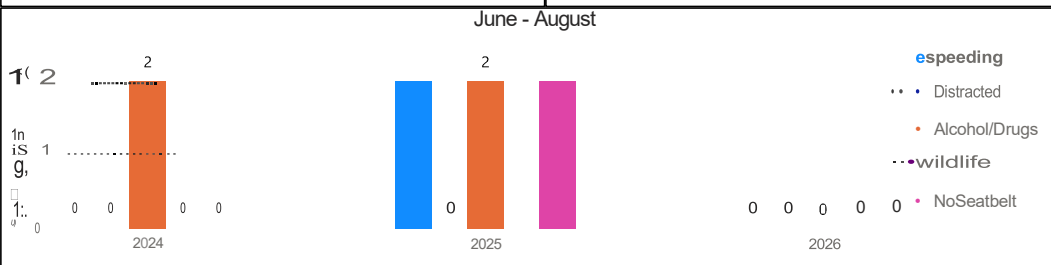
Fatalities in Detachment Area - Persons Killed

June - August						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2024	6	50.0%	0		0	
2025	4	-33.3%	0		0	
2026		-75.0%	0		0	

YTD						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2024	12	71.4%	0		0	
2025	8	-33.3%	1		0	
2026	5	-37.5%	0	-100.0%	0	

Primary Causal Factors in Fatal Motor Vehicle Collisions

June - August				YTD			
	2024	2025	2026		2024	2025	2026
Speeding	0	2	0	Speeding	2	2	1
Speeding % Change	-100.0%	—	-100.0%	Speeding % Change	0.0%	0.0%	-50.0%
Distracted	0	0	0	Distracted	2	2	0
Distracted % Change	—	—	—	Distracted % Change	—	0.0%	-100.0%
Alcohol/Drugs	2	2	0	Alcohol/Drugs	2	3	0
Alcohol/Drugs % Change	100.0%	0.0%	-100.0%	Alcohol/Drugs % Change	100.0%	50.0%	-100.0%
Wildlife	0	0	0	Wildlife	0	0	0
Wildlife % Change	—	—	—	Wildlife % Change	—	—	—
NoSeatbelt	0	2	0	NoSeatbeltYTD	2	2	1
NoSeatbelt YoY%	—	—	-100.0%	NoSeatbeltYTD YoY%	—	0.0%	-50.0%



Data source (Collision Reporting System) date:

**OPP Detachment Board Report
Records Management System
June - August 2026**

Criminal Code and Provincial Statute Charges Laid

June - August

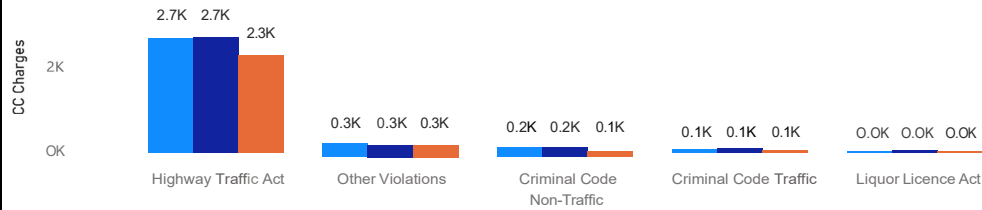
Year	2024		2025		2026	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	213	9.2%	230	8.0%	122	-47.0%
Criminal Code Traffic	73	-18.9%	97	32.9%	67	-30.9%
Highway Traffic Act	2,711	41.1%	2,724	0.5%	2,313	-15.1%
Liquor Licence Act	38	22.6%	47	23.7%	36	-23.4%
Other Violations	324	65.3%	282	-13.0%	283	0.4%
Total	3,359	38.1%	3,380	0.6%	2,821	-16.5%

YTD

Year	2024		2025		2026	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	492	5.1%	584	18.7%	419	-28.3%
Criminal Code Traffic	175	-9.8%	254	45.1%	206	-18.9%
Highway Traffic Act	6,614	26.4%	7,532	13.9%	6,839	-9.2%
Liquor Licence Act	60	-9.1%	85	41.7%	94	10.6%
Other Violations	649	40.2%	732	12.8%	824	12.6%
Total	7,990	24.4%	9,187	15.0%	8,382	-8.8%

June - August

Year e2024 e2025 e2026



Traffic Related Charges

June - August

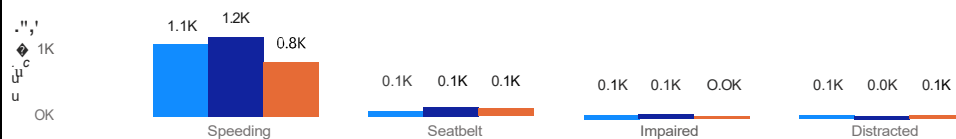
Year	2024		2025		2026	
ShargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	1,063	3.1%	1,168	9.9%	797	-31.8%
Seatbelt	83	112.8%	139	67.5%	116	-16.5%
Impaired	58	-15.9%	70	20.7%	40	-42.9%
Distracted	53	60.6%	43	-18.9%	54	25.6%

YTD

Year	2024		2025		2026	
ShargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	3,194	10.1%	3,091	-3.2%	2,616	-15.4%
Seatbelt	142	32.7%	259	82.4%	210	-18.9%
Impaired	131	-16.6%	159	21.4%	125	-21.4%
Distracted	78	-13.3%	127	62.8%	131	3.1%

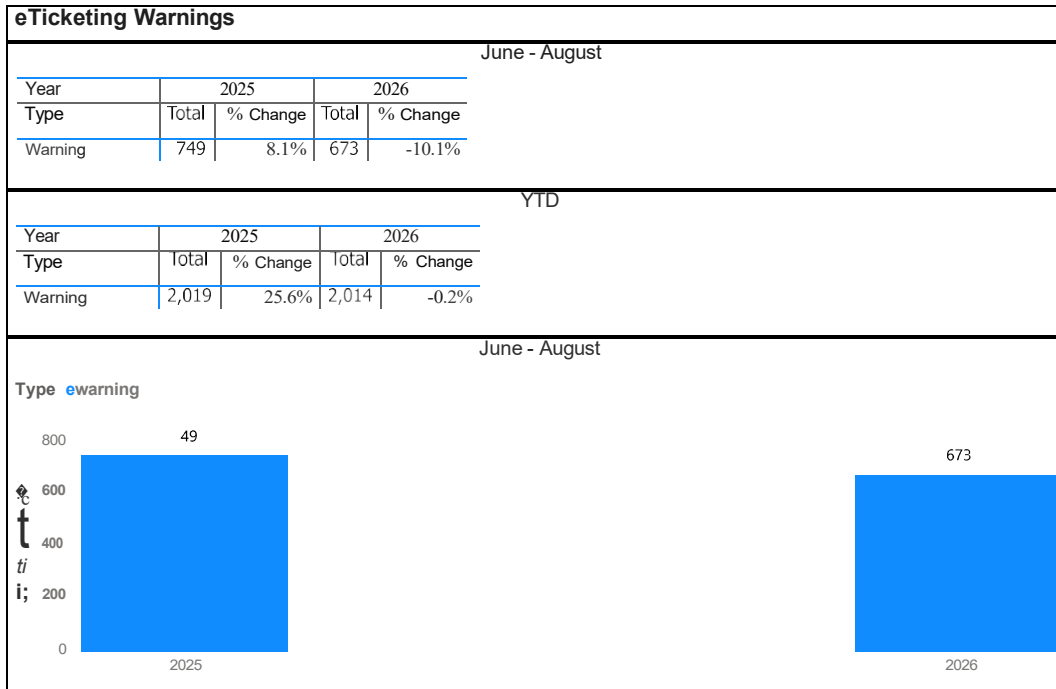
June - August

Year e2024 e2025 e2026



Detachment: 6Q - MIDDLESEX

**OPP Detachment Board Report
Records Management System
June - August 2026**



Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

**OPP Detachment Board Report
Records Management System
June - August 2026**

Violent Crime

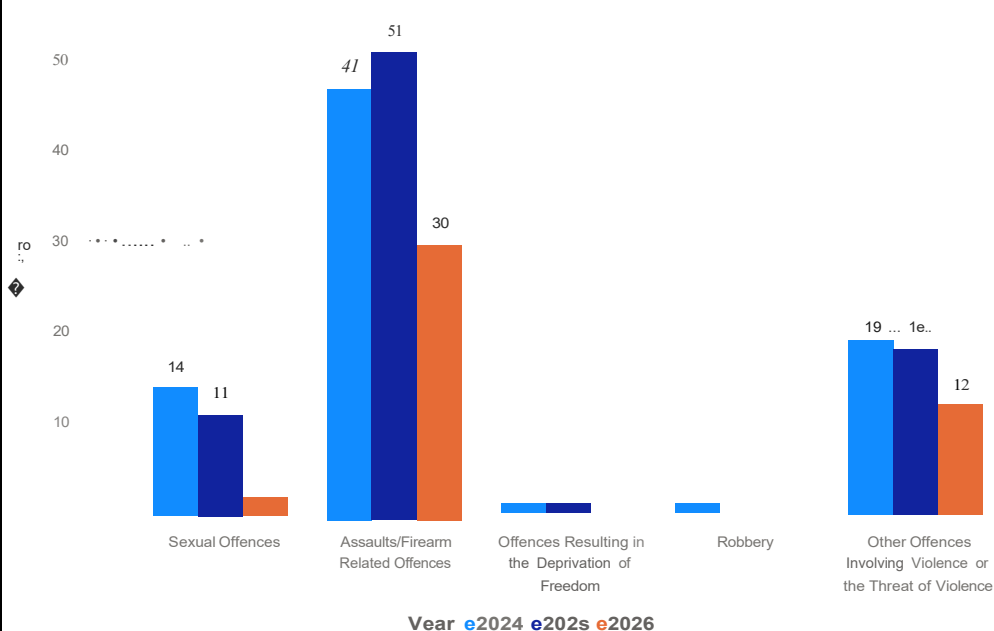
June-August

Year	2024		2025		2026	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0		0		0	
Other Offences Causing Death	0		0		0	
Attempted Murder	0		0		0	
Sexual Offences	14	55.6%	11	-21.4%	2	-81.8%
Assaults/Firearm Related Offences	47	20.5%	51	8.5%	30	-41.2%
Offences Resulting in the Deprivation of Freedom	1		1	0.0%	0	-100.0%
Robbery	1		0	-100.0%	0	
Other Offences Involving Violence or the Threat of Violence	19	-5.0%	18	-5.3%	12	-33.3%
Offences in Relation to Sexual Services	0		0		0	
Total	82	20.6%	81	-1.2%	44	-45.7%

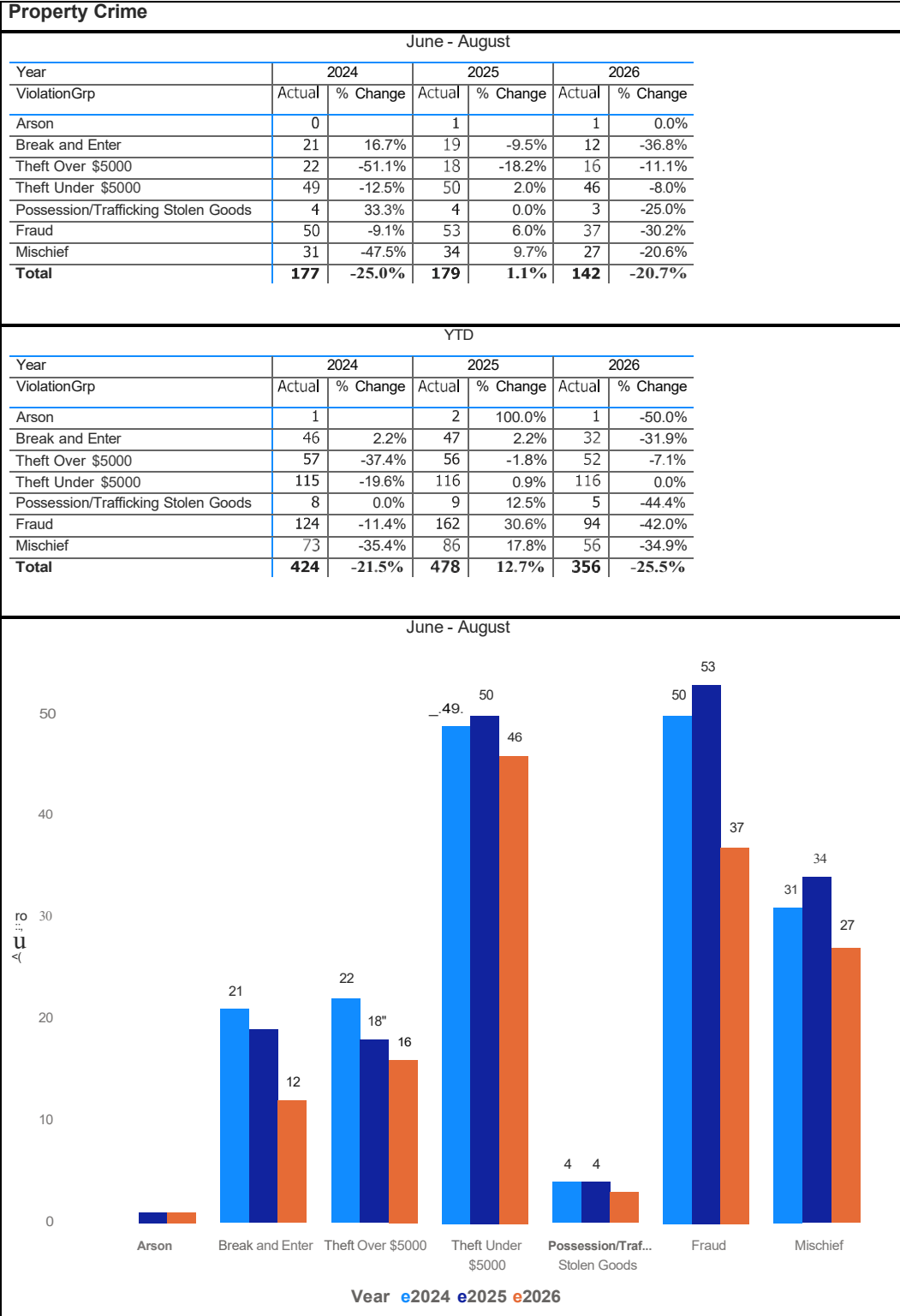
YTD

Year	2024		2025		2026	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	2		0	-100.0%	0	
Other Offences Causing Death	0		0		0	
Attempted Murder	0		0		0	
Sexual Offences	25	-21.9%	29	16.0%	22	-24.1%
Assaults/Firearm Related Offences	93	6.9%	107	15.1%	83	-22.4%
Offences Resulting in the Deprivation of Freedom	1		4	300.0%	0	-100.0%
Robbery	2		0	-100.0%	2	
Other Offences Involving Violence or the Threat of Violence	59	13.5%	50	-15.3%	42	-16.0%
Offences in Relation to Sexual Services	0		0		0	
Total	182	6.4%	190	4.4%	149	-21.6%

June - August

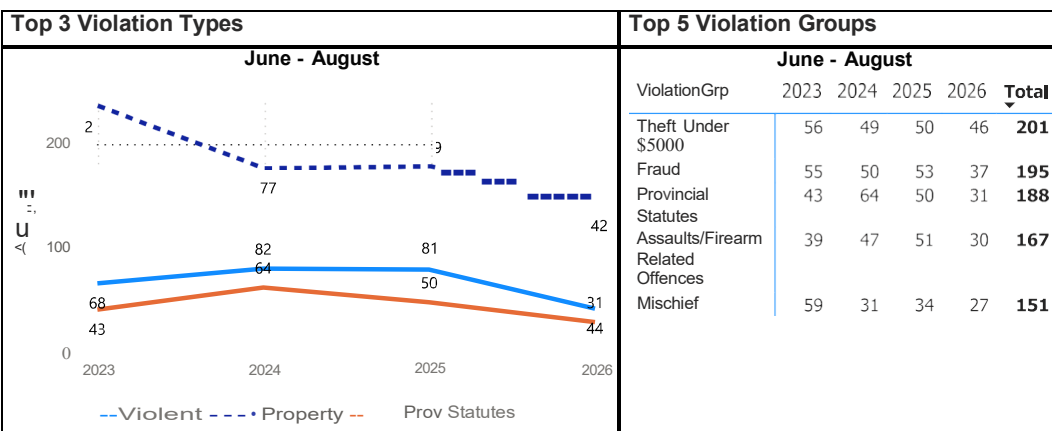
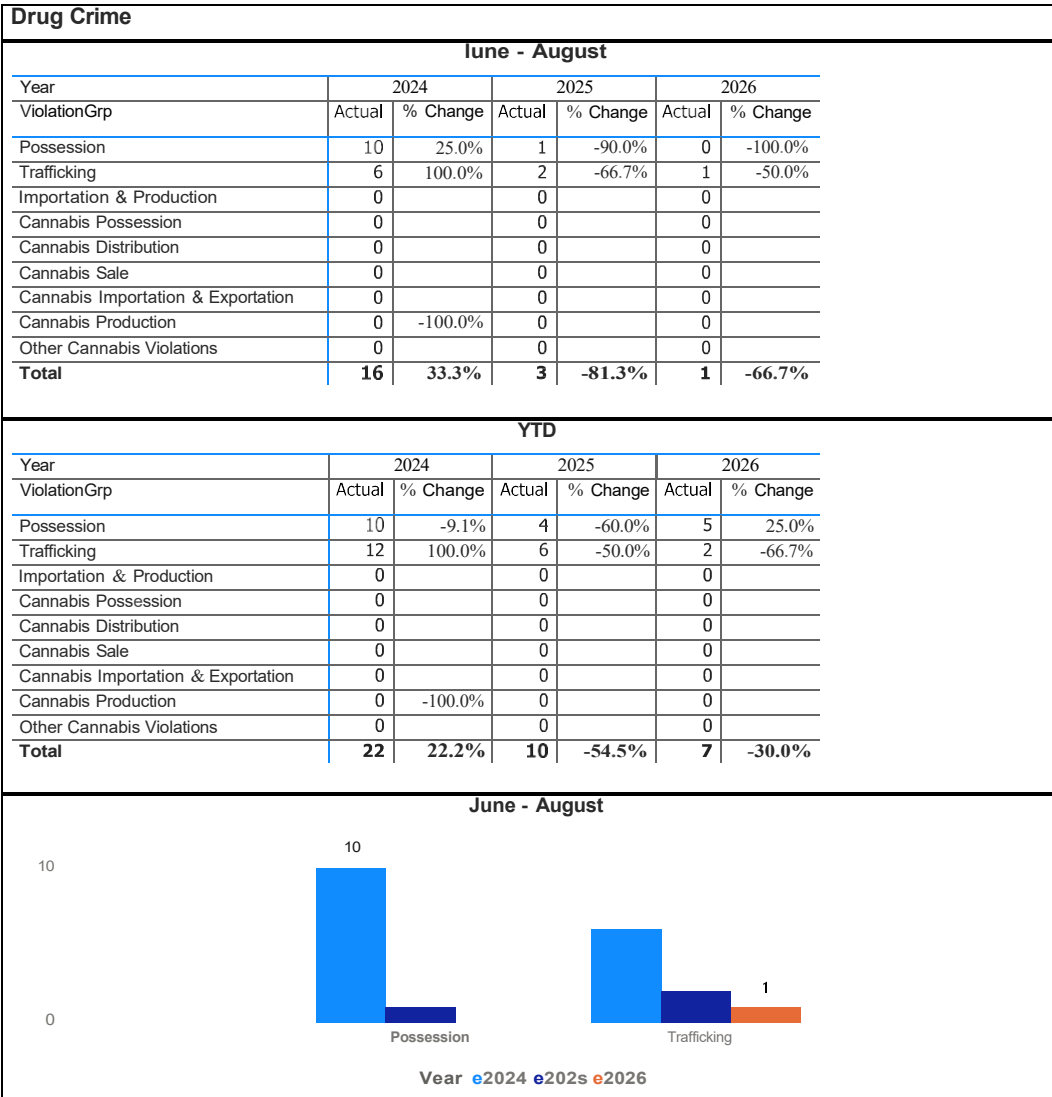


**OPP Detachment Board Report
Records Management System
June - August 2026**



Detachment: 6Q - MIDDLESEX

**OPP Detachment Board Report
Records Management System
June - August 2026**



Detachment: 6Q - MIDDLESEX

**OPP Detachment Board Report
Records Management System
June - August 2026**

Other Crime Occurrences

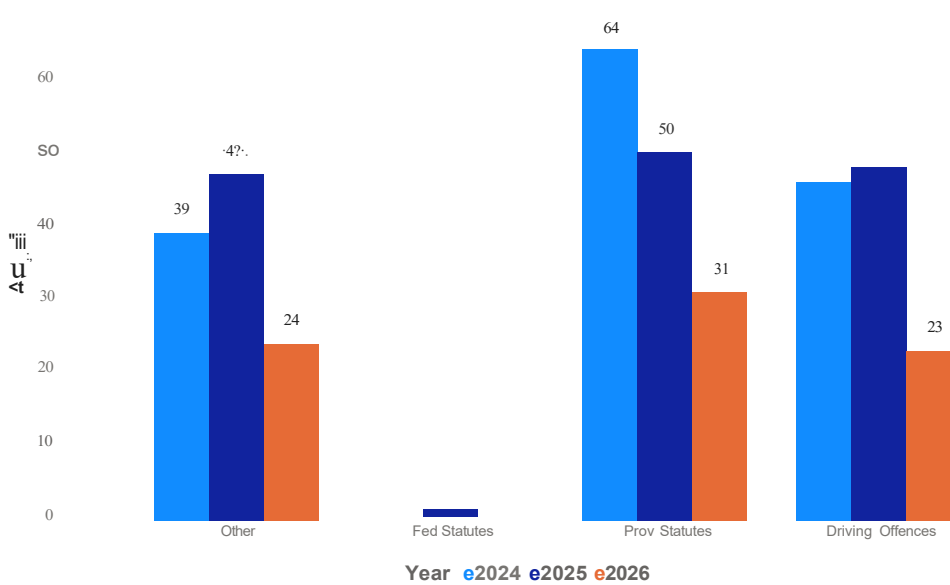
June - August

Year	2024		2025		2026	
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change
Other	39	77.3%	47	20.5%	24	-48.9%
Fed Statutes	0		1		0	-100.0%
Prov Statutes	64	48.8%	50	-21.9%	31	-38.0%
Driving Offences	46	-2.1%	48	4.3%	23	-52.1%
Total	149	33.0%	146	-2.0%	78	-46.6%

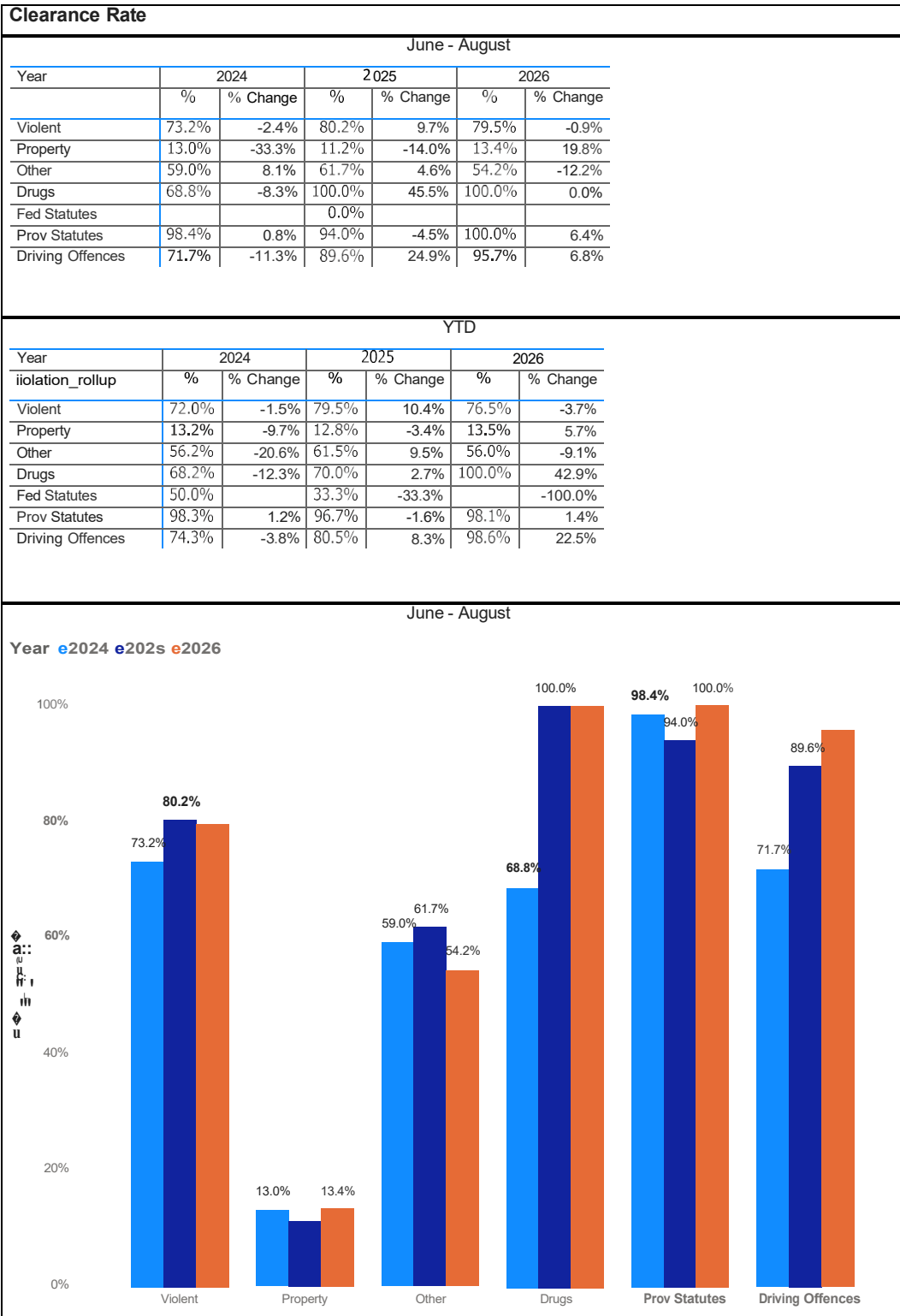
YTD

Year	2024		2025		2026	
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change
Other	89	36.9%	91	2.2%	84	-7.7%
Fed Statutes	2	-33.3%	3	50.0%	0	-100.0%
Prov Statutes	117	12.5%	152	29.9%	104	-31.6%
Driving Offences	109	-11.4%	128	17.4%	72	-43.8%
Total	317	7.5%	374	18.0%	260	-30.5%

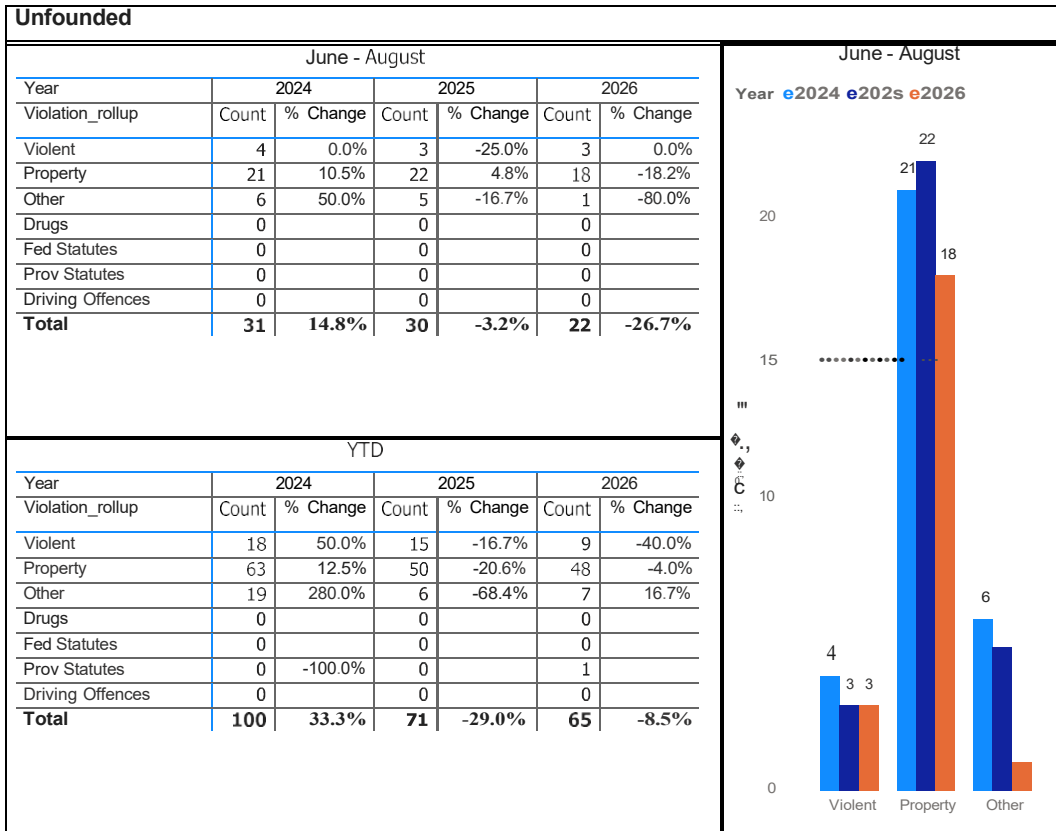
June - August



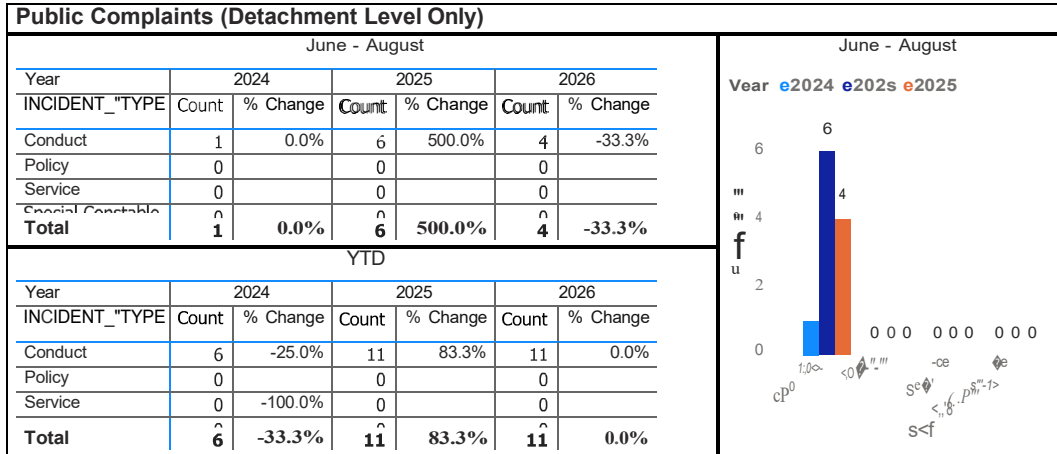
**OPP Detachment Board Report
Records Management System
June - August 2026**



**OPP Detachment Board Report
Records Management System
June - August 2026**



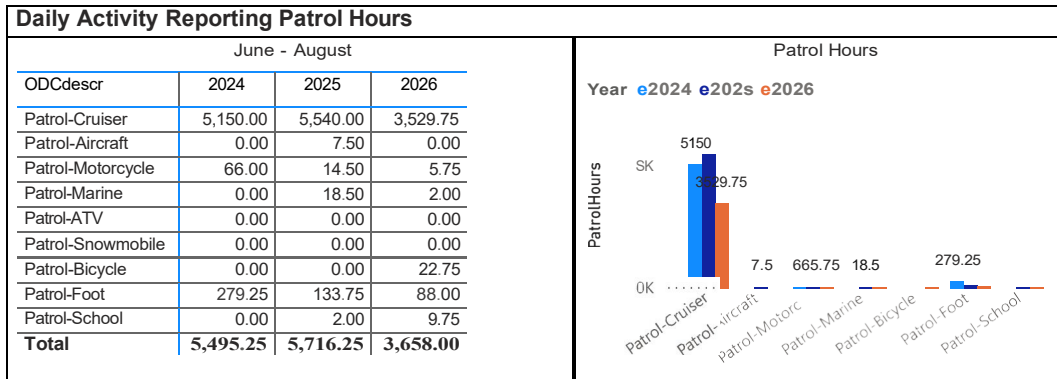
**OPP Detachment Board Report
Records Management System
June - August 2026**



Data source: RMS Data Feed

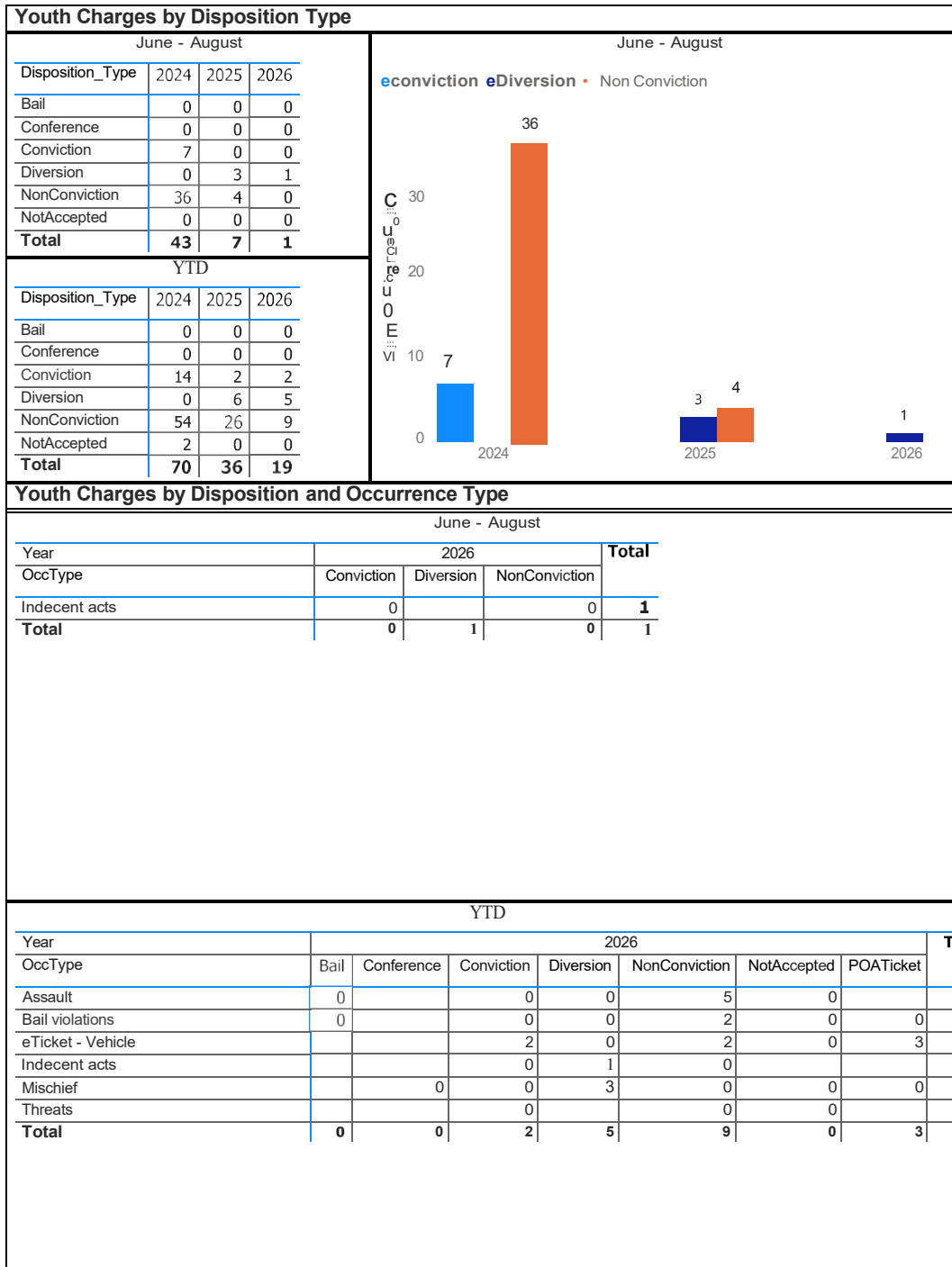
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Daily Activity Reporting



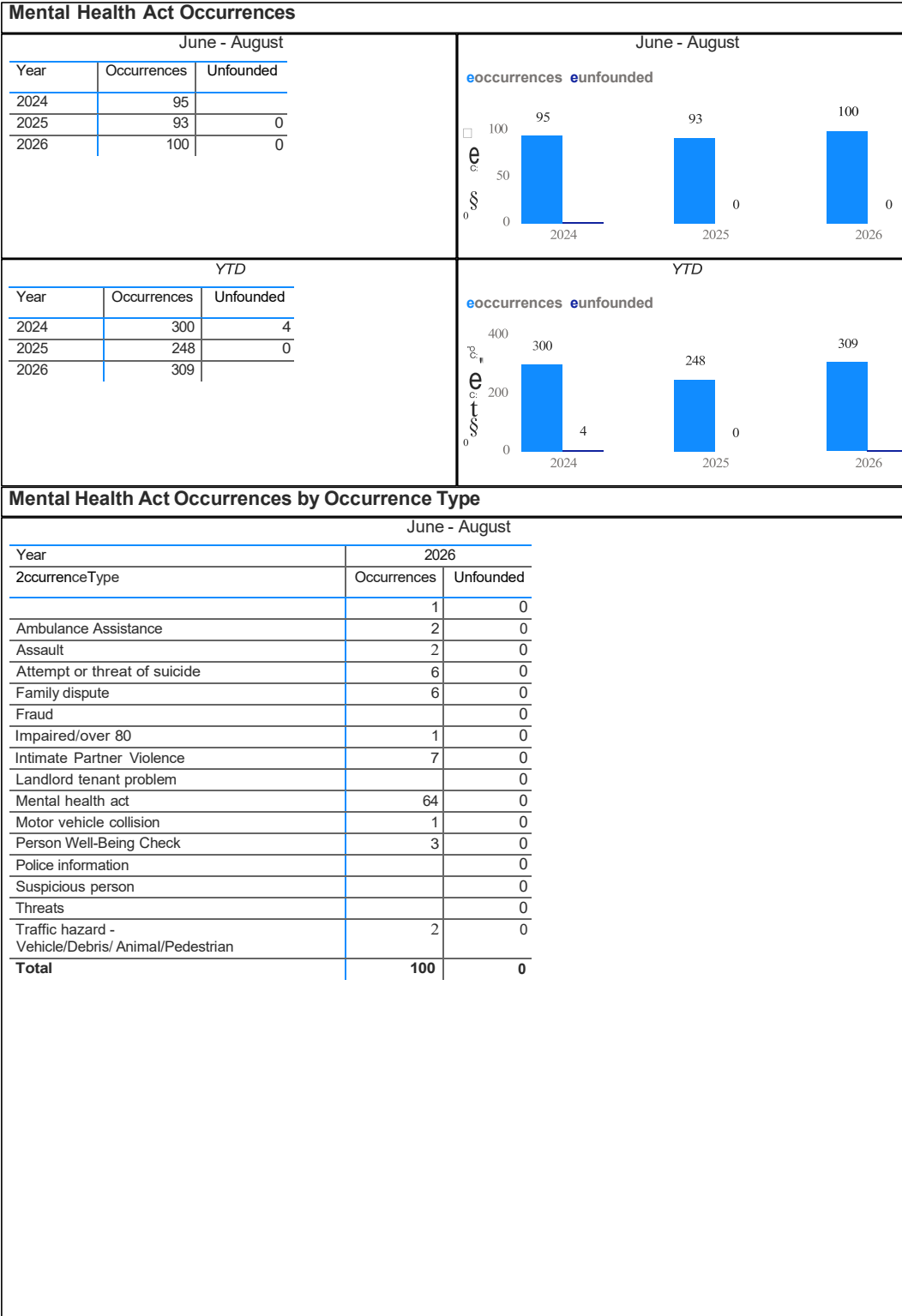
Data source (Daily Activity Reporting System) date:

**OPP Detachment Board Report
Records Management System
June - August 2026**

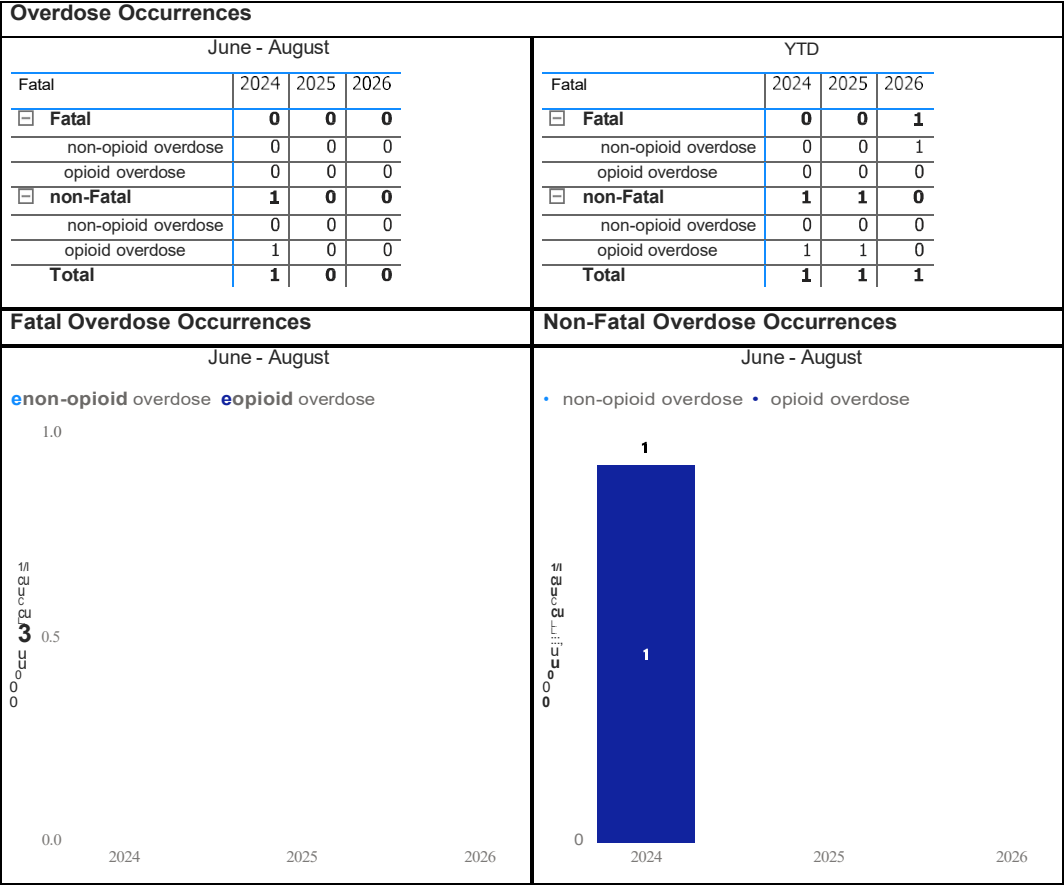


The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are understating the potential sum of youth charges that are in OPP Niche RMS.

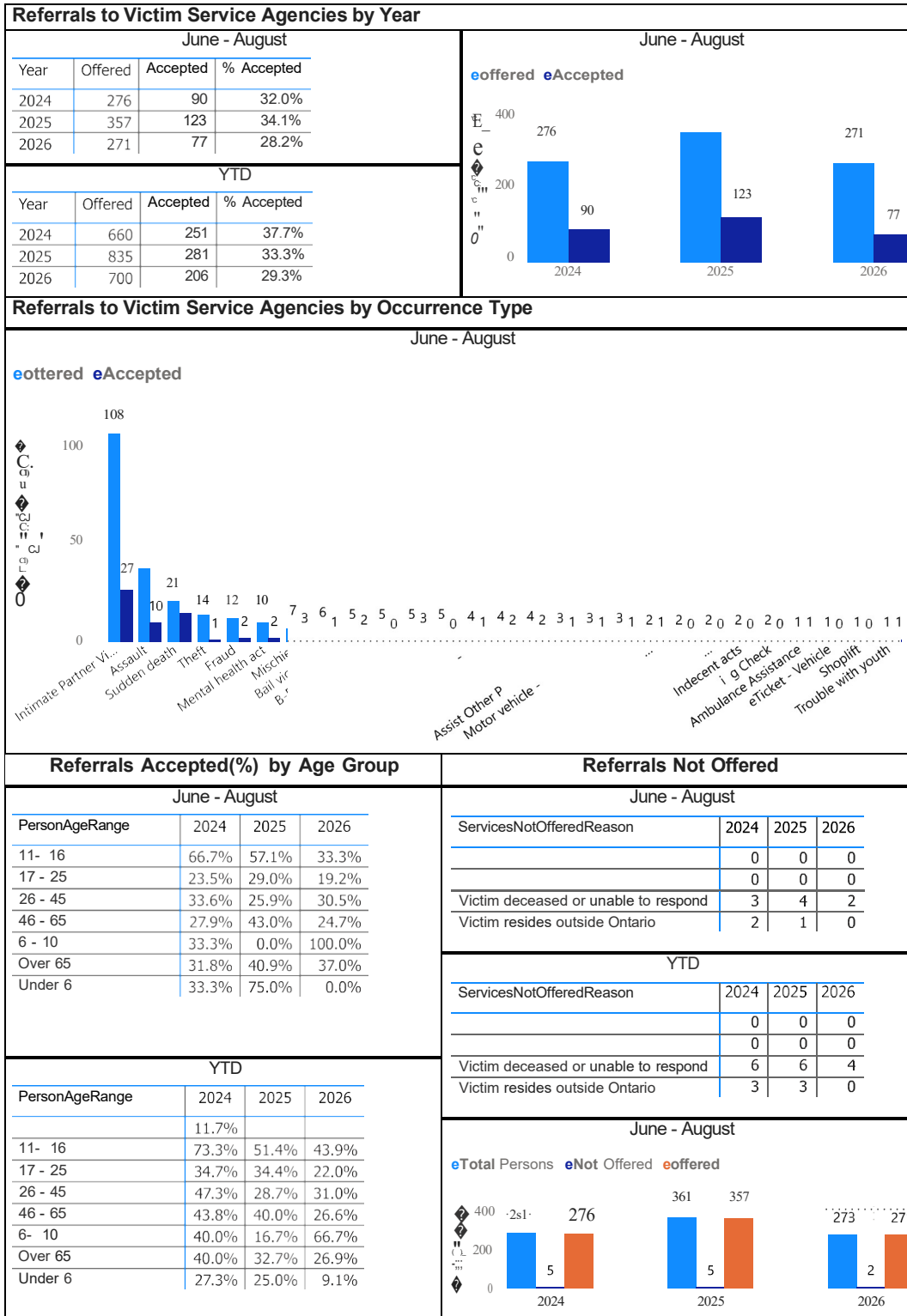
**OPP Detachment Board Report
Records Management System
June - August 2026**



OPP Detachment Board Report
Records Management System
June - August 2026



**OPP Detachment Board Report
Records Management System
June - August 2026**



Referrals Accepted(%) by Age Group

June - August

PersonAgeRange	2024	2025	2026
11- 16	66.7%	57.1%	33.3%
17 - 25	23.5%	29.0%	19.2%
26 - 45	33.6%	25.9%	30.5%
46 - 65	27.9%	43.0%	24.7%
6 - 10	33.3%	0.0%	100.0%
Over 65	31.8%	40.9%	37.0%
Under 6	33.3%	75.0%	0.0%

Referrals Not Offered

June - August

ServicesNotOfferedReason	2024	2025	2026
	0	0	0
	0	0	0
Victim deceased or unable to respond	3	4	2
Victim resides outside Ontario	2	1	0

YTD

PersonAgeRange	2024	2025	2026
11- 16	11.7%	51.4%	43.9%
17 - 25	34.7%	34.4%	22.0%
26 - 45	47.3%	28.7%	31.0%
46 - 65	43.8%	40.0%	26.6%
6 - 10	40.0%	16.7%	66.7%
Over 65	40.0%	32.7%	26.9%
Under 6	27.3%	25.0%	9.1%

YTD

ServicesNotOfferedReason	2024	2025	2026
	0	0	0
	0	0	0
Victim deceased or unable to respond	6	6	4
Victim resides outside Ontario	3	3	0

June - August

Year	Total Persons	Not Offered	Offered
2024	361	5	276
2025	273	2	271

From: [Jim Maudsley](#)
To: [Brianna Hammer-Keidel](#)
Subject: Zone Policies Meeting
Date: September 10, 2026 12:07:53 PM

CAUTION: This email originated from outside of the Middlesex Centre email system. DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Brianna - The following is a summary of the Zone Committee documents discussed at our PGO meeting on September 3, 2026. Can you include this with our Middlesex County OPP meeting on September 23, 2026?

- a) PGO Zone Administrator position discussion
- b) PGO remuneration of zone executive members
- c) PGO zone procedural by-law
- d) PGO zone treasurers position description
- e) PGO zone treasurer /administrator position description
- f) PGO zone chair/vice-chair position description

During the meeting we reviewed all of the above and were sent policies with the changes made throughout the meeting. The committee members have reviewed these changes and submitted comments to our executive director. These revised policies will be reviewed at the PGO upcoming meeting on October 1, 2026 . With these revised policies it will allow for proper funding and administration of all the PGO Zones throughout Ontario.

Respectfully
Jim Maudsley

Middlesex OPP Detachment Board 2026 YTD Budget-to-Actual
As of September 1, 2026

	Budget	Actual	Variance	Notes of Breakdown	Additional Consideration
Revenues					
Contribution from Municipalities	28,687.00	0.00	28,687.00	Revenues is based on households of the seven participating Municipalities. Refer to Appendix A	Billing for cost sharing will occur in Q1 of 2027.
Expense					
Board Stipend	2,400.00	2,768.00	(368.00)	\$200 per member x 4 meetings for 2 community members and 1 provincial appointee	
Mileage for Board Members	1,050.00	392.00	658.00	Increase of 5% over the 2025 mileage rate. Mileage is based on the CRA approved mileage rates for 2025, \$0.72/km (https://www.canada.ca/en/department-finance/news/2024/12/government-announces-the-2025-automobile-deduction-limits-and-expense-benefit-rates-for-businesses.html). Approximately 1,389 km anticipated for all members.	
Conferences	8,000.00	919.00	7,081.00	Events include the OAPSB 2026 Conference and AGM which will be held at The Brock Niagara Falls - Fallsview. Member price is estimated at \$875, non-member price is \$1,175. The total budget amount would also include meals and travel. Other conferences to be approved by the Board.	
OAPSB Membership and Zone 6 Membership	4,900.00	4,531.51	368.49	Estimate based on 2025 costs.	OPP Detachment Board membership \$4,381.51; Zone 6 fees \$150.
Insurance	3,937.00	2,916.00	1,021.00	2026 insurance to September 27. A 5% estimated increase was used for October to December amounts. Insurance Renewal is September each year. Insurance provided by McFarlan Rowlands Insurance Brokers Inc.	Costs entered for January to October.
Miscellaneous	400.00	0.00	400.00	Office supplies and recruitment expenses.	
Middlesex Centre Administrative Costs	8,000.00	0.00	8,000.00	Based on three staff and payroll administration costs.	
Total Expenses	28,687.00	11,526.51	17,160.49		
Net Income/ (Loss)	0.00	(11,526.51)			

From: [Tiffany Farrell](#)
To: [Brianna Hammer](#)
Subject: Fwd: PGO Group Insurance program renewal and new features brochure and email for distribution - 2026/27 Policy term
Date: August 26, 2026 9:39:34 AM
Attachments: [Insurance Program FAQ-2.pdf](#)
[OAPSB Program RNWL Brochure - 2026-27 - FINAL Version.pdf](#)

Tiffany Farrell, CPA, CA
Chief Administrative Officer
Municipality of Middlesex Centre

Begin forwarded message:

From: Meghan Daponte <membership@policegovernanceontario.ca>
Date: August 26, 2026 at 8:18:23 AM EDT
Cc: Ontario Association of Police Boards <oapsb@mcfr.ca>, Holly Doty <holly@policegovernanceontario.ca>
Subject: PGO Group Insurance program renewal and new features brochure and email for distribution - 2026/27 Policy term

CAUTION: This email originated from outside of the Middlesex Centre email system. DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good morning PGO insurance program members,

We are pleased to announce some new features being added to the certificate policies for the upcoming term effective September 27, 2026 as well as a small decrease in cost of \$50/year for each board enrolled in the program. The program continues to perform well and as such, the carrier (Economical Insurance) have agreed to add some features at no additional cost.

- **The aggregate limit for the professional liability policies has been increased from \$10,000,000 to \$20,000,000**
- **Rental car physical damage coverage is being extended from the Non-Owned auto policy (included with the Liability and property coverage as extension SEF 94) for active board members renting vehicles for board related duties in the amount of \$50,000 of physical damage coverage included automatically. The only requirements are that the board member be an active board member performing duties for the board.**

We can confirm that the attached renewal brochure including coverages and costs are official and have been confirmed, however we are still finalizing paperwork with the carrier and uploading the revised terms and wordings into the renewal portal, which may take a week or so to complete. We thank you for your patience and would encourage you all to present these renewal terms to the boards for approval so the renewal applications can be completed once available in the next 7-10 days.

Next steps:

- Please present the updated terms to your boards for approval – Policy renewal date is September 27, 2026 and payment is due within 30 days of issuance
- Within the next 7-10 days, an email including the link to the renewal application/portal will be sent to the primary contact on file for each specific detachment board. Please click on the link, review and complete the online application and select renew
- Within 1-2 hours (typically faster) of completion, the renewal policies and invoice for the term will be sent by email automatically to the contact noted in the renewal application
- Once received, please save for your file and remit payment for the policy within 30 days (payment instructions included on the produced invoice) – Total cost for the term including tax will be \$3,834.00
- If there are any questions about the program coverages, requirements for renewal etc. please do not hesitate to contact the dedicated program inbox at oapsb@mcfrc.ca and we will respond in the sequence inquiries are received.
- *****Please make note – The link at bottom of the attached brochure is for NEW BOARDS ONLY. It will not be active until the portal is uploaded so we ask that you kindly avoid using that link until the renewal portal has been updated. All returning/renewing boards will receive a specific link in a direct email from oapsb@mcfrc.ca when the renewal portal is ready*****

We thank you for your continued participation in the PGO program for the 2026-27 term and look forward to a smooth renewal season for all involved.

Have a wonderful day!

Thank you,

Meghan DaPonte

Membership Coordinator

[Police Governance Ontario \(PGO\)](#)

T: 1-800-831-7727 | O: 519-659-0434

membership@policegovernanceontario.ca

Mailing Address: PO Box 43058

London RPO Highland ON N6J 0A7



OAPSB/PGO GROUP INSURANCE PROGRAM



Medallion
GROUP INSURANCE FOR FIRST RESPONDERS
BY MCFARLAN ROWLANDS



\$3,550
ANNUAL
PREMIUM

MEMBER BENEFITS:

- Collective purchasing power
- Preferred pricing with rate stability
- Access to comprehensive coverages
- Efficient renewal handling

COVERAGE:

- \$5,000,000 Commercial General Liability
- \$5,000,000 Directors & Officers
- \$1,000,000 Errors & Omissions (Professional Liability), for your training and policy guidance
- Per Detachment Board:
 - Contents coverage of \$100,000
 - \$50,000 Cyber Insurance
 - \$100,000 Abuse Liability Insurance for legal fees and judgements, actual or alleged abuse

SERVICE COMMITMENT:

- Dedicated email for certificate requests with guaranteed 24-48 hour delivery
- Local Ontario claims service for all program members
- Dedicated Relationship Manager

Coverage is subject to policy terms, conditions and exclusions in the policy wording

NEW THIS YEAR:
Rental car physical
damage coverage
through non-owned
auto & increased
aggregate limit for
Professional
Liability



OAPSB/PGO GROUP INSURANCE PROGRAM



Medallion
GROUP INSURANCE FOR FIRST RESPONDERS
BY MCFARLAN ROWLANDS



Josh Fentin

Commercial Account Executive
519-913-3137 Ext. 1427

Dedicated inbox for new members, certificate requests,
claims reporting and any questions:

OAPSB@MCFR.CA

[New Members can join by completing the application here:](#)



Insurance Program FAQ's – Affiliated Detachment Boards for the OAPSB (Ontario Association of Police Services Boards) – Annual Renewal date is September 27th – You can join on a pro-rated basis at any time throughout the term

1. Q: How can we enroll?

A: Any active member of the OAPSB is eligible for the program at a pro-rated premium throughout the policy term. In order to qualify, please contact our dedicated inbox oapsb@mcfrc.ca and we can forward you the link to complete the online portal application and have your policy and invoice issued.

2. Q: When is payment due?

A: Payment is due within 30 days of policy/invoice issuance – Payment instructions are included on the invoice

3. Q: Is there a sample Abuse policy available?

A: Yes – There is a template with instructions on how to build/implement an abuse policy available through OAPSB – We recommend consultation with any internal HR departments however this template is a great starting point for meeting the Abuse policy requirement – In order to qualify, you must put in action an Abuse policy within 30 days of joining the program.

4. Q: What are the Deductibles on the policy?

A: Property deductible is \$1,000 with a \$2,500 deductible for water damage claims.

Cyber Liability Deductible is \$1,000

Abuse Liability Deductible is \$1,000

CGL (Commercial General Liability) Deductible is \$1,000

D&O (Directors & Officers Liability) Deductible is \$2,500

5. Q: Who do I contact if I need a certificate of insurance for an offsite event?

A: For all policy inquiries or certificate requests, please email the dedicated inbox at oapsb@mcfrc.ca

Middlesex OPP Detachment Board Annual Governance Cycle & Workplan

3.0 ANNUAL GOVERNANCE CYCLE TABLE

Month / Quarter	Board Deliverables & Decisions	Engagement & Communications	Governance & Policy Maintenance	DC Performance Review Milestone
January - March (Q1)	Approve board operating budget estimate for current year. Identify training / conference participation. Confirm submission of previous-year DC evaluation to Regional Command by Jan 30. Review last year's board priorities, decisions, and any items carried forward. Confirm key insights from the DC evaluation for continuity. Orient new members and confirm training plan. Confirm or refresh Local Action Plan with DC.	Share a brief annual update with municipal and community partners to confirm the board's focus areas for the year and how they align with the Local Action Plan. Schedule year in review public update with Middlesex County local councils.	Approve the board's annual workplan and meeting calendar. Review board bylaws for relevance or amendment needs.	Carry-forward submission of previous-year evaluation. Establish DC objectives and success measures for current year.

Month / Quarter	Board Deliverables & Decisions	Engagement & Communications	Governance & Policy Maintenance	DC Performance Review Milestone
April – June (Q2)	Receive Q1 operational report from DC and discuss trends. Complete and approve the Board Annual report (for previous calendar year) for publication and dissemination to local Councils by June 30. Confirm attendance at PGO Spring Conference.	Confirm council reporting expectations and provide the Annual Report in the format preferred by each municipality or band council, whether written submission or delegation.	Ensure website posting of minutes / reports; review communications practices.	Conduct mid-year performance discussion with DC.
July – September (Q3)	Receive Q2 operational report from DC and discuss trends. Receive updates from the Detachment Commander on community safety themes, local initiatives, and emerging issues that may impact the delivery of the Local Action Plan. Undertake scheduled policy or by-law reviews.		Maintain policy review log and update records.	Follow DC evaluation schedule by ensuring all documentation and information required for evaluation is available. Monitor DC progress against objectives; note themes for evaluation.

Month / Quarter	Board Deliverables & Decisions	Engagement & Communications	Governance & Policy Maintenance	DC Performance Review Milestone
October – December (Q4)	Receive Q3 operational report from DC and discuss trends. Complete DC year-end evaluation and provide feedback. Prepare board transition notes and orientation package (if end of term). Draft next-year priorities based on results and data.			Finalize DC evaluation; prepare submission for Regional Command by Jan 30.

August 13, 2026

Middlesex OPP Detachment Board
Attention: Brianna Hammer-Keidel
Middlesex OPP Detachment Board Administrator

via email: hammer@middlesexcentre.ca

RE: Middlesex OPP Detachment Board Request for Administrative and Financial Management Services

Please be advised that Middlesex County Council at its meeting held Tuesday, July 14, 2026, passed the following resolution:

Resolution Number: CC-2026-094

THAT the Middlesex OPP Detachment Board Request for Administrative and Financial Management Services report be received for information;

AND THAT staff be directed to develop a service agreement for the provision of administrative and financial management services by Middlesex County and the Municipality of Middlesex Centre to the Middlesex OPP Detachment Board for Council consideration;

AND THAT staff be directed to include the Middlesex County OPP Detachment Board in its Advisory Committee and Board citizen member recruitment notice for the 2026-2030 term.

Further to this direction, staff have prepared, for the Board's consideration, the enclosed draft Service Agreement for the provision of Administrative Support and Financial Management Services. Pursuant to the terms of this tri-party agreement between the Board, the County and Middlesex Centre, the County will provide all administrative services and the majority of financial services, with Middlesex Centre remaining responsible for payroll administration. As drafted, the agreement may be terminated by any party at any time.

Should you require any additional information, please do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in cursive script that reads "M. Ivanic".

Marci Ivanic
Director of Legislative Services / County Clerk

cc: Paul Shipway, CAO

Nikki Nourse, Director of Financial Services

SERVICE AGREEMENT

Administrative Support and Financial Management Services

THIS AGREEMENT made this ____ day of _____, 2026

BETWEEN:

THE MIDDLESEX OPP DETACHMENT BOARD

(the "**Board**")

-and-

THE CORPORATION OF THE COUNTY OF MIDDLESEX

(the "**County**")

-and-

THE MUNICIPALITY OF MIDDLESEX CENTRE

(the "**Middlesex Centre**")

(each a "**Party**" and collectively, the "**Parties**")

WHEREAS:

- A. The Board is established pursuant to applicable legislation and is responsible for carrying out the governance and oversight responsibilities assigned to it by law;
- B. Middlesex Centre currently provides administrative and financial management services to the Board, including payroll administration for Board members;
- C. The Board has requested that the County provide administrative support and financial management services to the Board;
- D. The Parties have agreed that the County will provide the administrative support and financial management services described in this Agreement, while Middlesex Centre will continue to provide payroll administration and related functions, recognizing that payroll administration presently requires Canada Revenue Agency business and program accounts and related administrative arrangements maintained by Middlesex Centre, unless and until otherwise agreed to in writing by the Parties; and

- E. The Parties wish to establish their respective rights and responsibilities respecting the provision, coordination and transition of the Services, while recognizing that nothing in this Agreement delegates, transfers, limits or otherwise affects any statutory power, duty, function, responsibility or discretion of any Party.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1.0 PURPOSE AND INTENT

1.1 The purpose of this Agreement is to establish the terms and conditions upon which:

- (a) the County will provide the administrative support and financial management services described in this Agreement to the Board;
- (b) Middlesex Centre will continue to provide the payroll administration and related services described in this Agreement; and
- (c) the Parties will coordinate the transition and ongoing administration of the Services.

1.2 The Parties acknowledge and agree that:

- (a) the Board retains responsibility for the exercise of its statutory powers, duties, functions, responsibilities, and discretion;
- (b) the County provides the services described in this Agreement in an administrative and financial support capacity;
- (c) nothing in this Agreement shall be construed as delegating, transferring, limiting or otherwise affecting any statutory power, duty, function, responsibility or discretion of any Party;
- (d) nothing in this Agreement creates or shall be construed as creating a partnership, joint venture, agency, employment, fiduciary or other similar relationship among any of the Parties; and
- (e) operational policing, policing decisions, and all operational responsibilities of the Ontario Provincial Police remain outside the scope of this Agreement.

2.0 TERM

2.1 This Agreement shall commence on the date it is executed by the Parties (the “**Effective Date**”) and shall continue in force until terminated in accordance with this Agreement.

3.0 GOVERNANCE AND AUTHORITY

3.1 Nothing in this Agreement shall be construed as:

- (a) delegating, transferring, limiting, or otherwise affecting any statutory power, duty, function, responsibility, or discretion of the Board;
- (b) creating a partnership, joint venture, agency, employment, fiduciary, or other similar relationship among the Parties;
- (c) authorizing the County to exercise any governance, oversight, or decision-making authority vested in the Board by law; or
- (d) granting the County any authority or responsibility with respect to operational policing or operational policing decisions.

3.2 The Board retains sole responsibility for the exercise of its statutory powers, duties, functions, responsibilities, and discretion, including, without limitation:

- (a) establishing its governance direction and priorities;
- (b) approving its policies, procedures, and governance documents;
- (c) approving its annual budget and any applicable cost allocation methodology; and
- (d) providing such direction to the County as may be reasonably required for the performance of the Services.

3.3 The County shall perform the Services in accordance with this Agreement, any lawful direction of the Board relating to the Services, and all applicable legislation.

3.4 Middlesex Centre shall not exercise, and nothing in this Agreement shall be construed as authorizing Middlesex Centre to exercise, any governance, oversight or decision-making authority vested in the Board by law. Middlesex Centre's role under this Agreement is limited to the provision of payroll administration and related administrative support expressly described in this Agreement.

4.0 SCOPE OF SERVICES

4.1 Subject to the terms and conditions of this Agreement, the County shall provide the administrative support and financial management services described in this Section (the "**Services**"). The Services are limited to those expressly described in this Section unless otherwise agreed to in writing by the Parties. For greater certainty, the County is not responsible for determining the Board's priorities, exercising the Board's statutory powers, duties, functions, responsibilities or discretion, or ensuring the Board's compliance with applicable legislation, except to provide the administrative and financial support services expressly described in this Agreement.

4.2 Meeting and Governance Administration

The County shall provide:

- (a) scheduling of regular and special Board meetings;
-

- (b) preparation and distribution of meeting agendas and agenda packages;
- (c) attendance at Board meetings and preparation of draft and final minutes; and
- (d) administration of Board correspondence and delegations.

4.3 Governance, Legislative and Administrative Support

The County shall provide:

- (a) administrative support respecting compliance with applicable legislation, regulations and provincial directives;
- (b) administrative support respecting Board procedures, governance practices and governance documents, including terms of reference;
- (c) preparation of draft policies and policy amendments, as directed by the Board;
- (d) preparation of background materials, briefing notes and administrative reports to support Board decision-making; and
- (e) administrative support respecting the recruitment of community members to the Board, including coordination of recruitment processes and preparation of related administrative materials, as directed by the Board.

4.4 Communications and Records Management

The County shall provide:

- (a) administration of a centralized Board email account;
- (b) development and maintenance of a Board webpage or other online presence; and
- (c) administrative records management in accordance with applicable legislation and applicable records retention requirements.

4.5 Liaison and Coordination

The County shall provide:

- (a) administrative liaison services between the Board Chair, Vice-Chair and the OPP Detachment Commander;
 - (b) administrative liaison services with the Ministry of the Solicitor General, the Ontario Association of Police Services Boards, Zone 6 of the Ontario Association of Police Services Boards, the Inspectorate of Policing, and such other organizations as may be reasonably required in connection with the Services; and
 - (c) coordination of information requests and reporting requirements, as directed by the Board.
-

4.6 Financial Management and Administration

The County shall provide:

- (a) preparation of the Board's annual operating budget for the Board's consideration;
- (b) processing of accounts payable and accounts receivable;
- (d) coordination with Middlesex Centre respecting the payroll administration services described in Section 4.7, including the exchange of financial information reasonably required for budgeting, financial reconciliation and financial reporting;
- (d) expenditure monitoring and financial reporting respecting the Board's approved budget;
- (e) HST reporting and remittance, where applicable; and
- (f) year-end financial reconciliation and financial reporting, excluding payroll-related filings and information returns administered by Middlesex Centre pursuant to Section 4.7.

4.7 Payroll Administration by Middlesex Centre

Middlesex Centre shall provide:

- (a) payroll administration for Board members;
- (b) processing of remuneration and other payments authorized by the Board;
- (c) administration of applicable statutory deductions, remittances and payroll-related filings required by law;
- (d) maintenance of the Canada Revenue Agency business and program accounts required for payroll administration;
- (e) maintenance of payroll records in accordance with applicable legislation and records retention requirements;
- (f) preparation and issuance of T4 slips and any other payroll-related information returns required by law; and
- (g) provision of payroll information reasonably requested by the Board or the County for budgeting, financial reconciliation, financial reporting, audit or other administrative purposes related to the Services.

4.8 Administrative Training and Knowledge Support

The County shall provide:

- (a) attendance by County staff at training sessions, briefings or information sessions
-

relating to Board governance, legislative compliance, Board administration or financial administration, where reasonably required for the performance of the Services; and

- (b) review and summary of legislative developments, provincial guidance and other information relevant to Board administration.

4.9 Excluded Services

For greater certainty, the Services described in this Section are administrative and financial support services only and do not include:

- (a) operational policing functions or operational policing training;
- (b) legal advice or legal representation;
- (c) investigations, complaints management or disciplinary functions; or
- (d) the exercise of any statutory power, duty, function, responsibility or discretion vested in the Board or the Ontario Provincial Police.

5.0 ROLES AND RESPONSIBILITIES

5.1 County Responsibilities

The County shall:

- (a) perform the Services assigned to the County under this Agreement in a professional and diligent manner and in accordance with applicable legislation;
- (b) assign appropriately qualified personnel to perform the Services, provided that the County may determine the personnel assigned from time to time in its sole discretion;
- (c) maintain appropriate administrative and financial controls in accordance with applicable legislation and the County's applicable policies, procedures and practices;
- (d) cooperate with the Board and Middlesex Centre in the coordination, transition and ongoing delivery of the Services;
- (e) provide the Board and Middlesex Centre with such information, records and reports in the County's possession or control as may be reasonably required for the performance of their respective obligations under this Agreement; and
- (f) promptly advise the Board and Middlesex Centre of any material issue that may reasonably be expected to affect the County's ability to perform its obligations under this Agreement.

5.2 Board Responsibilities

The Board shall:

- (a) provide timely governance direction, instructions, approvals and decisions reasonably required for the County and Middlesex Centre to perform their respective obligations under this Agreement;
- (b) approve its annual budget and any applicable cost allocation methodology;
- (c) authorize all remuneration, payments and expenditures to be processed by the County or Middlesex Centre on behalf of the Board;
- (d) make all decisions and provide all instructions necessary to support the performance of the Services;
- (e) provide the County and Middlesex Centre with timely access to all information, records, documents and materials reasonably required for the performance of their respective obligations under this Agreement;
- (f) ensure that all information and instructions provided to the County or Middlesex Centre are, to the best of the Board's knowledge, accurate, complete and timely;
- (g) designate one or more individuals authorized to provide instructions to the County and Middlesex Centre on behalf of the Board respecting the Services;
- (h) promptly advise the County and Middlesex Centre of any change in the Board's authorized representatives, governance direction, approved budget, remuneration structure or other matter that may reasonably affect the performance of the Services; and
- (i) cooperate with the County and Middlesex Centre in the coordination, transition and ongoing delivery of the Services.

5.3 Middlesex Centre Responsibilities

Middlesex Centre shall:

- (a) perform the payroll administration services assigned to Middlesex Centre under this Agreement in a professional and diligent manner and in accordance with applicable legislation;
 - (b) assign appropriately qualified personnel to perform its obligations under this Agreement, provided that Middlesex Centre may determine the personnel assigned from time to time in its sole discretion;
 - (c) maintain the Canada Revenue Agency business and program accounts, payroll systems, records and administrative arrangements required for the performance of the payroll administration services described in Section 4.7;
 - (d) maintain appropriate payroll, administrative and financial controls in accordance with applicable legislation and Middlesex Centre's applicable policies, procedures and practices;
-

- (e) process only such remuneration, payments, deductions, remittances and payroll-related transactions as have been authorized by the Board or are otherwise required by applicable law;
- (f) maintain complete and accurate payroll records in accordance with applicable legislation and records retention requirements;
- (g) provide the Board and the County with payroll records, information, reports and reconciliations reasonably required for budgeting, financial reporting, audit, year-end reconciliation and other administrative purposes related to the Services;
- (h) cooperate with the Board and the County in the coordination, transition and ongoing delivery of the Services;
- (i) promptly advise the Board and the County of any material issue that may reasonably be expected to affect Middlesex Centre's ability to perform its obligations under this Agreement; and
- (j) provide reasonable assistance, including the transfer of relevant records, templates, forms and administrative information, in connection with any future transfer of payroll administration responsibilities to the County or another service provider, where such transfer has been approved in writing by the Parties.

5.4 Coordination and Authorized Representatives

- (a) Each Party shall designate an individual to act as its primary administrative contact for the purposes of this Agreement and shall promptly notify the other Parties of any change in its designated contact.
- (b) The Parties shall cooperate in good faith and exchange information reasonably required to coordinate the performance of their respective obligations under this Agreement.
- (c) The County and Middlesex Centre may rely upon instructions provided by an individual designated by the Board under Section 5.2(g), unless and until written notice of a change in that individual's authority is received.
- (d) In the event of any uncertainty, inconsistency or dispute respecting an instruction provided on behalf of the Board, the County or Middlesex Centre may suspend the affected activity until clear written direction is received from an authorized representative of the Board.
- (e) Nothing in this Section requires the County or Middlesex Centre to act upon any instruction that is unlawful, inconsistent with this Agreement, outside the scope of its respective obligations or contrary to its applicable administrative, financial or internal control requirements.

6.0 PERFORMANCE STANDARDS

- 6.1** The County and Middlesex Centre shall perform their respective obligations under this
-

Agreement in a professional and diligent manner, consistent with generally accepted municipal administrative and financial management practices and in accordance with applicable legislation.

- 6.2** Subject to the terms of this Agreement, the County and Middlesex Centre shall each retain sole responsibility for determining the manner in which they perform their respective obligations under this Agreement, including the assignment of personnel, scheduling of work, administrative processes, and internal operating procedures, provided that their respective obligations continue to be performed in accordance with this Agreement.

7.0 EXCLUDED SERVICES

- 7.1** Unless expressly agreed to in writing by the Parties, the following are excluded from the Services provided under this Agreement:

- (a) operational policing activities, operational policing decisions or operational policing training;
- (b) the exercise of any statutory power, duty, function, responsibility or discretion vested in the Board or the Ontario Provincial Police;
- (c) the provision of legal advice or legal representation;
- (d) investigations, complaint administration, complaint adjudication, disciplinary matters or employment-related decision-making; and
- (e) any services not expressly described in Section 4 of this Agreement or otherwise agreed to in writing by the Parties.

8.0 FEES, COST RECOVERY, AND BILLING

- 8.1** In consideration of the Services provided under this Agreement, the Board shall reimburse the County for the actual cost of providing the Services, including County staff time at the County's applicable approved hourly rates in effect from time to time, together with all reasonable and directly attributable out-of-pocket expenses incurred in connection with the Services, plus applicable HST, if any.
- 8.2** The County shall invoice the Board periodically, or at such other intervals as may be agreed to by the Parties in writing, for the Services provided under this Agreement.
- 8.3** The Board shall be solely responsible for determining the allocation of such costs among its participating municipalities in accordance with its approved budget and cost allocation methodology.
- 8.4** The Board shall pay all undisputed invoices submitted by the County within thirty (30) days of receipt.
- 8.5** Nothing in this Agreement shall obligate the County to perform any Services beyond those expressly described in this Agreement unless such additional Services have been agreed to in writing by the applicable Parties.
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- 8.6** The Parties acknowledge and agree that the Services are provided on a full cost-recovery basis, and that the County shall be entitled to recover the actual costs incurred in providing the Services in accordance with this Agreement.

9.0 CONFIDENTIALITY AND RECORDS

- 9.1** The County and Middlesex Centre shall maintain the confidentiality of all Board records and information obtained in the course of performing their respective obligations under this Agreement in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the *Community Safety and Policing Act, 2019*, where applicable, and all other applicable legislation.
- 9.2** Subject to applicable legislation, all records created, received or maintained by the County or Middlesex Centre in the course of performing their respective obligations under this Agreement shall be maintained on behalf of the Board, and the Board shall have custody and control of such records for the purposes of applicable legislation.
- 9.3** Upon termination of this Agreement, or at any other time upon the Board's reasonable request, the County and Middlesex Centre shall promptly provide the Board with such records relating to their respective obligations under this Agreement as are reasonably requested, subject to any applicable legal requirements respecting records retention, access, privacy and disclosure.

10.0 TERMINATION

- 10.1** Any Party may terminate its participation in this Agreement, in whole or in part, at any time, with or without cause, by providing written notice to the other Parties. The notice may specify that the termination is effective immediately or on such later date as may be specified in the notice.
- 10.2** Upon the effective date of termination:
- (a) the County and/or Middlesex Centre, as applicable, shall immediately cease performing their respective Services, except to the extent otherwise directed in writing by the Board;
 - (b) the County and/or Middlesex Centre, as applicable, shall immediately deliver to the Board, or to such replacement service provider as the Board may designate in writing, all records, files, correspondence, electronic records, data, documents, passwords, credentials and other materials relating to the Services, subject to any mandatory record retention requirements imposed by applicable law. For greater certainty, Middlesex Centre may retain those payroll records and related materials reasonably required to continue performing the payroll administration services contemplated by this Agreement or to comply with applicable law. Except as required by applicable law or for the continued performance of the payroll administration services contemplated by this Agreement, neither the County nor Middlesex Centre shall retain copies of such records or materials.
 - (c) the Board shall pay the County for all Services properly performed and all
-

reasonable costs properly incurred up to the effective date of termination in accordance with this Agreement; and

(d) the remaining Parties may agree in writing to continue this Agreement, with such amendments as may be necessary, if the termination of one Party does not make the continuation of this Agreement impracticable.

10.3 Termination of this Agreement shall not affect any rights, obligations or liabilities of any Party that accrued prior to the effective date of termination, including any obligations which, by their nature, are intended to survive termination.

11.0 AMENDMENTS

11.1 No amendment to this Agreement is effective unless it is in writing and signed by the authorized representatives of all Parties.

12.0 GENERAL

12.1 This Agreement constitutes the entire agreement among the Parties with respect to its subject matter and supersedes all prior agreements, negotiations, discussions, representations and understandings, whether oral or written.

12.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

12.3 If any provision of this Agreement is found to be invalid, illegal or unenforceable, the remaining provisions shall remain in full force and effect.

12.4 This Agreement may be executed in counterparts, including by electronic signature, each of which shall be deemed an original and all of which together constitute one and the same agreement.

12.5 No waiver of any provision of this Agreement is effective unless it is in writing and signed by the Party granting the waiver. A waiver of any breach or default shall not constitute a waiver of any other or subsequent breach or default.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF the Parties have affixed their respective signatures hereto, being the effective endorsement of their duly authorized officers:

THE MIDDLESEX OPP DETACHMENT BOARD

Per: _____

Name:

Title:

Date:

**THE CORPORATION OF THE COUNTY OF
MIDDLESEX**

Per: _____

Name: Sue Clarke

Title: Warden

Date:

Per: _____

Name: Marci Ivanic

Title: Clerk

Date:

THE MUNICIPALITY OF MIDDLESEX CENTRE

Per: _____

Name: Aina DeViet

Title: Mayor

Date:

Per: _____

Name: Brianna Hammer-Keidel

Title: Clerk

Date:



TOWNSHIP OF
Adelaide Metcalfe

2340 Egremont Drive, Strathroy, ON N7G 3H6

August 12, 2026

**Chair and Members
Middlesex OPP Detachment Board**

Re: Expression of Interest – Administrative and Financial Management Support Services

Dear Chair and Members,

On behalf of the Council of the Township of Adelaide Metcalfe, we wish to express our interest in providing administrative and financial management support services to the Middlesex OPP Detachment Board should the Board wish to consider alternative administrative service delivery models.

Council recognizes the important role the Middlesex OPP Detachment Board plays in providing civilian governance and strategic oversight of policing services on behalf of the participating municipalities. As municipalities responsible for funding both policing services and the operations of the Board, we believe it is important that the Board be supported through an administrative model that is sustainable, responsive, transparent, and reflective of the needs of the communities it serves.

The Township has the organizational capacity, expertise, and commitment to effectively provide these services. Our proposed Administrative Support Team would consist of resources from the CAO's Office, Legislative Services, and Financial Services, bringing together the governance, administrative, financial management, and legislative expertise necessary to support the Board's operations.

Council believes a locally administered model offers several advantages, including:

- Maintaining an administrative model that remains closely connected to the municipalities responsible for the provision and funding of OPP policing services;
- Delivering services in a cost-effective and financially sustainable manner through an existing municipal administrative structure;
- Supporting transparency and accessibility by ensuring Board meetings continue to be held within the geography of the participating municipalities;
- Providing responsive administrative, legislative, and financial management services through experienced municipal professionals; and
- Maintaining flexibility to adapt and grow with the Board's future governance needs.

Council also recognizes that the Board is currently considering its long-term administrative model. Regardless of the model ultimately selected, we believe participating municipalities benefit when there is an opportunity to consider a range of service delivery options that best balance governance, cost-effectiveness, accessibility, and long-term sustainability.

Should the Board wish to explore the Township's proposal further, staff would welcome the opportunity to meet with the Board to discuss how our administrative support model could best meet its operational and governance requirements. We would also be pleased to work collaboratively with the Board to

develop a Service Agreement that clearly defines roles, responsibilities, service levels, and financial arrangements.

Thank you for your consideration of this Expression of Interest. Council appreciates the important work undertaken by the Middlesex OPP Detachment Board and looks forward to the opportunity to support its continued success.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sue Clarke', written in a cursive style.

**Mayor Sue Clarke on behalf of Township Council
Township of Adelaide Metcalfe**

From: [Sahota, Jeeti \(SOLGEN\)](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: Notification of Change to Assigned Police Services Advisor
Date: June 23, 2026 8:16:05 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the Middlesex Centre email system. DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Dear OPP Detachment Board Chairs,

I am writing to inform you of an upcoming change in the Police Services Advisor assigned to your OPP Detachment Board.

Effective September 1, 2026, Mr. Tom Gervais will assume the role of primary Advisor. Mr. Ron LeClair will serve as the backup Advisor.

During the transition period, Mr. LeClair will continue to serve as the primary point of contact with the Inspectorate of Policing. In the coming months, he will contact you to formally introduce Mr. Gervais and will remain available to provide ongoing support in his capacity as backup Advisor, helping to ensure continuity of service and seamless coverage.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Jeeti Sahota

Jeeti Sahota
A/Manager
Police Services Liaison Unit
[REDACTED]





**Inspectorate
of Policing**

**Service d'inspection
des services policiers**

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Inspector General of Policing Memorandum and Advisory Bulletin

TO: All Chiefs of Police and
Commissioner Thomas Carrique O.O.M.,
Chairs, Police Service Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: July 24, 2026

SUBJECT: Inspector General Memo and Advisory Bulletin #4.1:
Political Activity -- Police Service Board Members &
OPP Detachment Board Members

As part of my advisory role under section 102(4) of the *Community Safety and Policing Act, 2019* (CSPA), I am writing to provide information and advice regarding political activity by members of police service boards and OPP detachment boards.

In advance of the upcoming municipal elections, questions may arise regarding the extent to which board members may engage in political activities while continuing to fulfill their governance responsibilities with boards.

The CSPA requires police service board members and OPP detachment board members to comply with each of the applicable Codes of Conduct. These Codes are regulations — that is, they have legal force — and, among other things, establish standards of conduct that may apply when members participate in political activities.

These Codes are set out in:

[Ontario Regulation 408/23 \(Code of Conduct for Police Service Board Members\)](#); and
[Ontario Regulation 409/23 \(Code of Conduct for OPP Detachment Board Members\)](#).

While political activity is not prohibited, board members must ensure that activities in which they engage do not:

- conflict with their statutory duties as board members;
- create actual or perceived conflicts of interest between their role as board members and their political activity;
- compromise their impartiality as board members; or,
- undermine public confidence in the board or the police service.

The enclosed Advisory Bulletin #4.1 is being released in line with my statutory duty to provide advice to the Ontario policing sector concerning compliance and performance. The Advisory Bulletin provides an overview of the legislative, governance, and ethical considerations applicable to board members who participate in political activities or seek elected office. It also highlights key compliance, conflict-of-interest, accountability, and public trust considerations to support effective governance and informed decision-making.

I trust this information will be helpful to you. Should you have any questions, please contact your Police Services Advisor.

All IG Memos and Advisory Bulletins are posted on our website: www.iopontario.ca.

Sincerely,



Ryan Teschner
Inspector General of Policing of Ontario

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Enclosed: Advisory Bulletin
Political Activity: What Board Members Need to Know.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.



Advisory Bulletin 4.1: Political Activity – Police Service Board Members & OPP Detachment Board Members

Date of issue: July 24, 2026

What you need to know

1. Board members are governed by prescribed Codes of Conduct

The Community Safety and Policing Act, 2019 (CSPA) requires police service board members and OPP detachment board members to comply with prescribed Codes of Conduct. The Codes of Conduct are set out in:

- [Ontario Regulation 408/23 \(Code of Conduct for Police Service Board Members\)](#)
- [Ontario Regulation 409/23 \(Code of Conduct for OPP Detachment Board Members\)](#)

These Codes apply to all board members and establish conduct standards that may be engaged when members participate in **political activity** (e.g., campaigning, canvassing, attending partisan events, fundraising).

2. While political activity is not prohibited for board members, it must not conflict with board duties or undermine public trust in the board or police service

The Codes of Conduct do not contain standalone provisions related to political activity. However, they **require board members to take certain actions** where they are in a conflict of interest (defined below) and not conduct themselves in a manner that undermines, or is likely to undermine, public trust in the board or the police service.

Political activity by a board member **may raise concerns** where it:

- creates (or reasonably appears to create) a conflict of interest;
- involves speaking on behalf of the board without authorization;
- uses confidential/non-public information obtained through board duties;

- uses the member's position to benefit themselves or someone with whom they have a personal relationship (e.g. uses their official title (e.g., "Police Services Board Member") in their own election campaign materials or when publicly endorsing another candidate, creating the impression that the endorsement carries the authority or support of the board.); or,
- otherwise risks the board member or board failing to comply with the CSPA or its regulations.

This list is **not** exhaustive.

3. Key Code of Conduct provisions commonly engaged in relation to a board member's political activity

a. Public trust

Members must not conduct themselves in a way that undermines or is likely to undermine public trust in the board or the police service (subject to limited good-faith considerations).

b. Statements and communications

Members must not knowingly make false statements relating to board duties, must not purport to speak on behalf of the board unless authorized, and must clearly indicate when expressing a personal opinion when commenting on matters related to the board, the service it maintains or members of the service.

c. Confidentiality and information handling

Members must not access, collect, use, or disclose information obtained in the course of their board duties contrary to law, including the CSPA, and must not disclose to the public information obtained through board duties except as authorized by the board or as required by law.

d. Conflicts of interest and recusal

Both Codes of Conduct define "conflict of interest" broadly to include any situation where a board member's private interests or personal relationships, place, or may be reasonably perceived to place, the member in a conflict with their duties as a board member. Board members must make an individual assessment when determining whether a conflict does in fact exist, or may be perceived to exist by a reasonable member of the public. There may be instances where the prudent course of action for a board member is to err on the side of caution where there is uncertainty as to whether a conflict may be perceived to exist.

Where a conflict of interest exists, a board member is required to promptly disclose the conflict, and refrain from participating in discussion or voting with respect to the matter at a board meeting. Members should also be mindful of other applicable legal duties, including the *Municipal Conflict of Interest Act* (where applicable).

- [Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50](#)

e. Using the position for benefit / advantage

Members must not use their position to benefit themselves, benefit someone with whom they have a personal relationship, or interfere with the administration of justice. An example of where this may be engaged is where a board role/title is used to advance a political candidate or campaign, solicit support, or create the impression of institutional endorsement.

4. Intersection with police officer political activity rules (for awareness)

Ontario Regulation 402/23 (Political Activity) restricts the forms of political activity that a police officer may engage in. While this regulation does **not** apply to board members, board members should be aware of these restrictions and ensure they do not engage with police officers, including command officers, in a manner that may result in that officer contravening the restrictions on political activity set out in this regulation. For example, a board member who is a candidate in a campaign for political office should not seek the attendance of a local chief of police at their political campaign event.

- [Ontario Regulation 402/23 \(Political Activity\)](#)

5. Misconduct disclosures and the IG complaint process

Where a board member reasonably believes another board member's conduct constitutes misconduct, the Codes of Conduct require disclosure to the board chair, or if the misconduct involves the chair, to the Inspector General of Policing (IG). As part of their statutory mandate, the IG receives and investigates complaints about board member misconduct.

- See [Inspectorate of Policing — IG Advisory Bulletin 1.4 \(for related disclosure guidance\)](#)

What you need to do

1. Keep political activity separate from your board member role

When engaging in political activity (e.g., campaigning, canvassing, attending partisan events, fundraising), ensure that you do not act so as to create the impression that you in your capacity as a board member, or the board as a whole endorses a candidate/party/position or that the police service is aligned with a political campaign.

Seeking advice: If you are unsure whether a proposed activity could create a real or perceived conflict of interest, raise concerns about public trust, involve the use of board resources, or otherwise engage your Code of Conduct obligations, seek advice as early as possible. Board members may wish to consult the board chair (or vice-chair), the board's professional staff, their municipal clerk (for election-related rules), the municipality's or board's legal counsel, as appropriate, and their Inspectorate of Policing Police Services Advisor. General IG guidance and resources are also available on the Inspectorate of Policing website ([IG Advisory Bulletins](#)).

Recommended practices:

- Do not use board or police service letterhead, email or social media accounts, contact lists, meeting time, or resources for political purposes/activity.
- If your board title appears in a biography, ensure it is accurate and accompanied by clear language that you are not speaking for the board at a political event.
- Be cautious about social media posts that may undermine public trust, including those that reference the board or police service in the context of political activity by a board member.

Boards and members should be mindful of broader election-related rules that may apply in their context, including:

- [Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.](#)
- [Election Act, R.S.O. 1990, c. E.6](#)
- [Canada Elections Act, S.C. 2000, c. 9](#)

2. Align your conduct with the Code of Conduct rules on statements

If you speak publicly on policing matters while engaged in political activity, ensure that your statements and other communications, including social media posts and public comments, comply with the Code of Conduct:

- Do not represent that you are speaking for the board.
- Clearly indicate when you are offering a personal opinion.
- Avoid statements that could reasonably undermine trust in the board or police service.

3. Identify, disclose, and manage political conflicts of interest

Political activity may create an actual or perceived conflict of interest where a member is a candidate, organizer, fundraiser, or endorser in an election, or where a member's political activity relates to matters that may come before the board. For example:

- **Using the board role in political activity** (e.g., campaign messaging or advocacy) may suggest influence over or pre-judgment of matters that may come before the board.
- **Fundraising, organizing, or endorsing a political campaign** tied to policing issues may give rise to a real or perceived conflict (e.g., advocating for increased police funding or decisions the board must consider).

Where the Code of Conduct conflict of interest definition is met, members must:

- Promptly disclose the conflict of interest to the chair (or to the IG if the conflict involves the chair).
- Disclose the conflict of interest on the record at the next board meeting after disclosure.
- Not participate in discussion or voting on the matter (for which there is a conflict of interest) at board meetings.

4. Protect confidential/non-public information

Do not use or disclose information obtained or made available to you in the course of your duties as a board member, including for political purposes. **Address alleged misconduct promptly.**

If you reasonably believe a board member's political activity constitutes misconduct under the Codes of Conduct, disclose it to the chair, or to the IG if it involves the chair. A disclosure to the chair constitutes a complaint under section 106 of the CSPA. The board chair must forward this information to the IG in accordance with section 108 of the CSPA and applicable IG guidance.

- [Advisory Bulletin 1.4 | Inspectorate of Policing](#) (for related disclosure guidance)

What we will do

The Inspectorate of Policing will use information received (including disclosures and complaints relating to board member conduct) to support the IG's mandate, including by monitoring compliance and determining whether an investigation or other action is appropriate.

Where allegations of misconduct are received, the IG will review the information and circumstances to determine the appropriate response under the IG's complaint-handling and oversight framework.

The Inspectorate of Policing will continue to provide sector guidance and resources to support boards in complying with the CSPA and its regulations and maintaining public confidence in the civilian governance of policing.

Note: Advisory Bulletins are provided for information purposes only and are not a substitute for legal advice. They do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

Applicable references (quick links)

- [Ontario Regulation 408/23 — Code of Conduct for Police Service Board Members](#)
- [Ontario Regulation 409/23 — Code of Conduct for OPP Detachment Board Members](#)
- [Ontario Regulation 402/23 — Political Activity](#)
- [Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50](#)
- [Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.](#)
- [Election Act, R.S.O. 1990, c. E.6](#)
- [Canada Elections Act, S.C. 2000, c. 9](#)
- [Inspectorate of Policing — IG Advisory Bulletins](#)

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Political Activity: What Board Members Need to Know

Political activity is permitted, but board members must avoid conflicts of interest, protect confidential information, and maintain public trust.

Do

- ✓ Keep campaign activity separate from your board role.
- ✓ Use accurate biographies with a disclaimer that you are not speaking for the board.
- ✓ Be cautious with social media posts that reference the board or police service.
- ✓ Seek advice if unsure about conflicts, public trust or board resources.
- ✓ Ensure any personal views expressed align with Code of Conduct obligations and do not undermine public trust.

Don't

- ✗ Use board letterhead, email, contact lists or resources for politics.
- ✗ Use your board title to advance a campaign or imply board endorsement.
- ✗ Post content that creates the impression your board member role is being used for political campaign purposes
- ✗ Assume that using your personal account means there are no Code obligations.
- ✗ Use confidential information obtained through your board duties for political purposes.

If political activity creates a conflict (actual or perceived), members must:

1. Promptly disclose it
2. Disclose it on record at the next board meeting
3. Not participate in discussion or voting on the affected matter

Solicitor General

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132-2026-3665

By email

August 14, 2026

Dear Heads of Council, Chief Administrative Officers and Clerks of OPP-Policed Municipalities:

I am writing to provide you with an update on OPP municipal policing costs for 2027.

Our government recognizes the importance of providing municipalities with predictability as you plan your budgets, while ensuring the OPP has the resources it requires to continue delivering high-quality policing services and keeping communities safe.

With that in mind, we are taking action to limit increases in OPP policing costs for municipalities in 2027.

For the 2027 calendar year, no OPP-policed municipality will see its total amount owed for OPP policing increase by more than 11 per cent compared to 2026, excluding costs associated with any additional policing services a municipality has chosen to receive through a separate agreement with the OPP.

This is a time-limited measure for the 2027 OPP billing cycle, intended to provide municipalities with cost certainty to support local budget planning.

To implement this change, an amendment has been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police, made under the *Community Safety and Policing Act, 2019* (CSPA). The amendment is being filed with the Registrar of Regulations and will be publicly available through the [e-Laws](#) page in the coming days.

The OPP is currently preparing 2027 annual billing statements, which are expected to be provided to municipalities this fall.

We value the important partnership between the province, municipalities and the OPP in keeping Ontario communities safe. We also recognize the importance of ensuring policing costs are sustainable and predictable for municipalities, and we will continue working with our municipal partners on these shared priorities.

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca. Questions regarding your municipality's annual OPP billing statement can be directed to OPP Municipal Policing at opp.municipalpolicing@opp.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael S. Kerzner", with a long horizontal flourish extending to the right.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police