

**SUPERIOR EAST O.P.P.  
DETACHMENT BOARD**

**Terms of Reference**

**Approved on November 12, 2024**

# Superior East O.P.P. Detachment Board

## Terms of Reference

### Contents

- 1. Purpose ..... 3
- 2. Roles and Responsibilities ..... 3
- 3. Authority ..... 4
- 4. Reports To ..... 4
- 5. Composition ..... 4
  - a) Qualifications of the Community Representatives ..... 4
  - b) Appointments to the O.P.P. Detachment Board ..... 5
  - c) Term of Membership ..... 5
  - d) Absence ..... 5
  - e) Review ..... 5
- 5.2 Resignation of Representatives: ..... 5
- 5.3 Filling Vacancies: ..... 6
- 5.4 Responsible Party: ..... 6
- 5.5 Structure: ..... 6
- 6. Procedures ..... 6
- 7. Financial ..... 7
- 8. Quorum ..... 7

## **Superior East O.P.P. Detachment Board Terms of Reference**

### **1. Purpose**

While it is the legislative mandate of the O.P.P. Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils in other matters in accordance with the Community Safety and Policing Act (CSPA), the purpose of the O.P.P. 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 Municipal Councils on specialized matters as outlined in the Act;
- c) Facilitate public input on programs and ideas when appropriate and approved by the O.P.P. Detachment Board to ensure the work of the Board is representative of the communities it serves;
- d) Make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the O.P.P. Detachment Board strategic plan or the annual objectives and principles as established by the O.P.P. Detachment Board; and
- e) Conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and the O.P.P. Detachment Board's Procedural By-law).

### **2. Roles and Responsibilities**

Per Section 68 (1) of the Community Safety and Policing Act, the O.P.P. 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, consistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c) Advising the detachment commander with respect to policing provided by the detachment;
- d) Monitoring the performance of the detachment commander;
- e) Reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f) On or before June 30 in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

### **3. Authority**

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

### **4. Reports To**

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

### **5. Composition**

- 5.1 Unless otherwise determined by Provincial Legislation, membership shall be comprised of five (5) Council representatives based on one (1) per community;

Municipality of Wawa  
Township of Chapleau  
Township of Dubreuilville  
Township of Hornepayne  
Town of White River

Two (2) Community Representatives and two (2) Provincial Representatives.

- a) **Qualifications of the Community Representatives**

To qualify for the Community Representative on the O.P.P. Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.

Community Representatives shall not be an employee of their respective municipality. Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

**b) Appointments to the O.P.P. Detachment Board**

- i. Appointments to the O.P.P. Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.
- ii. Council Appointments to the O.P.P. Detachment Board shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the O.P.P. Detachment Board shall be made by the respective municipal Council; one (1) per municipality. In considering Community Appointments, preference should be given to persons demonstrating knowledge or experience in one (1) or more of the following areas:
  - a) Finance
  - b) Social Services
  - c) Education
  - d) Governance
  - e) Legal
  - f) Health Care
  - g) Mental Health
- iv. Provincial Appointments to the O.P.P. Detachment Board shall be made by the Provincial Government.

**c) Term of Membership**

The Term of office for Council and Community Appointees on the O.P.P. Detachment Board shall be concurrent with the term of Municipal Council.

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

**d) Absence**

Any Member of the Board who is absent from two (2) consecutive regular meetings without prior notice may be terminated as a member of the Board by Resolution of the Board.

**e) Review**

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

**5.2 Resignation of Representatives:**

- a) Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary and shall notify the Clerk of their respective municipality so that a replacement may be appointed.
- b) Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

### **5.3 Filling Vacancies:**

- a) Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council and within three (3) months of the vacancy occurring.
- b) Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

### **5.4 Responsible Party:**

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

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

### **5.5 Structure:**

#### **a) Chair and Vice-Chair**

In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the O.P.P. Detachment Board members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

#### **b) Support Resources**

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

## **6. Procedures**

- 6.1 All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
  - i. The CSPA and its regulations
  - ii. Code of Conduct Regulation
  - iii. The O.P.P. Detachment Board's
    - a) Accountability and Transparency Policy
    - b) Procedural By-law
    - c) Procurement By-law;
    - d) Terms of Reference; and

- iv. The O.P.P. Detachment Board shall review its documents identified in 6.1.iii) once every term in the last year of the term and amend them as necessary.
- 6.2 The O.P.P. Detachment Board shall meet at least four (4) times a year on the second Tuesday of the month except for the months of July, August and December, unless otherwise determined by the O.P.P. Detachment Board and shall publish its annual meeting schedule on all community's website.
- 6.3 Unless excluded by legislation, all O.P.P. Detachment Board members eligible to vote, including the Chair, shall vote.
- 6.4 The O.P.P. Detachment Board may solicit, document and consider public input where appropriate.
- 6.5 The agenda shall be distributed and posted at least seven (7) days before the O.P.P. Detachment Board meetings on the Municipality of Wawa website under the page Superior East OPP Regional Detachment Board.
- 6.6 The minutes shall be posted once approved by the O.P.P. Detachment Board, in a timely fashion on the Municipality of Wawa's website under the page Superior East OPP Regional Detachment Board.
- 6.7 The approved minutes, signed by the Chair and Secretary, shall be provided to the Clerk of all five communities for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the O.P.P. Detachment Board's Procedural By-law.

## **7. Financial**

- 7.1 The Superior East O.P.P. Detachment Board's annual budget shall be approved by each of the Municipal Councils of the participating communities comprised by the Board in accordance with Section 71(2) of the CSPA.
- 7.2 The Board Treasurer shall present a year-end financial report to the O.P.P. Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the participating communities comprised by the Board.

## **8. Quorum**

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