

Haldimand O.P.P Detachment Board Terms of Reference

Mandate

The Haldimand O.P.P. Detachment Board is established to fulfill the requirements of Section 67 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1 (the Act) and any regulations thereunder.

Goals/Purpose

The goals of the O.P.P. Detachment Board are as outlined in Sections 68 to 71 of the Act.

Membership

Composition

Unless otherwise determined by Provincial legislation, membership shall be comprised of seven (7) members as follows:

- Two (2) Haldimand County Council appointments;
- Two (2) Haldimand County community appointments;
- One (1) Mississaugas of the Credit First Nation Council appointment;
- One (1) Mississaugas of the Credit First Nation community appointment; and
- One (1) Provincial appointment.

Appointments

Appointments to the O.P.P. Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.

Council Appointments to the O.P.P. Detachment Board shall be made by the respective Council; two (2) members appointed for Haldimand County, and one (1) member appointed for Mississaugas of the Credit First Nation (MCFN).

Community Appointments to the O.P.P. Detachment Board shall be made by each respective Council.

Provincial Appointments to the O.P.P. Detachment Board shall be made by the Provincial government.

Roles

Per Section 68(1) of the 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, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. Advising the detachment commander with respect to policing provided by the detachment;
- d. Monitoring the performance of the detachment commander;
- e. Reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f. On or before June 30 in each year, providing an annual report to Haldimand County and MCFN Councils regarding the policing provided by the detachment in their communities.

Responsibilities

It is the responsibility of all appointed members to adhere to all applicable Federal, Provincial and Municipal legislation and regulation. This includes, but is not limited to:

1. The Community Safety and Policing Act and its regulations;
2. Code of Conduct Regulation 409/23;
3. The O.P.P. Detachment Board's
 - a. Abuse, Violence and Harassment Policy;
 - b. Procedure By-law; and
 - c. Terms of Reference.
4. The O.P.P. Detachment Board shall review its documents identified in 3. b. and c. once every four (4) year term in the last year of the term and amend them as necessary.
5. Any changes to the Terms of Reference require majority approval by each respective Council.

Authority

The delegation of authority is restricted to the scope described in Section 42 of the Act.

Term

The term of office for Council and Community Appointees on the O.P.P. Detachment Board shall be concurrent with each term of Council, until their successor is appointed.

The term of office for Provincial Appointee on the O.P.P. Detachment Board shall be as determined by the Provincial government.

Staff Support

The O.P.P. Detachment Board shall be provided with administrative support through the appointment of a Board Administrator as determined by the Board. The Board Administrator will provide administrative and procedural support and shall be responsible for all actions and 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 Act.

Reporting Relationship to Council

The O.P.P. Detachment Board's annual budget and year-end financial statements shall be approved by each respective Council in accordance with Section 71(2) of the Act. In accordance with Section 41 of the Act, the annual report shall be filed on or before June 30 in each year.

All approved Board minutes will form part of the next applicable Haldimand County Council meeting agenda and will be circulated to MCFN Council.

Finances

The O.P.P. Detachment Board's annual budget shall be submitted for consideration to each respective Council in accordance with Section 71(2) of the Act.

The Board Administrator 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 respective Council.

Remuneration

The amount of remuneration paid to each Council and Community Appointees on the O.P.P. Detachment Board shall be determined by and paid by their respective Council.

The amount of remuneration paid to the Provincial Appointee on the O.P.P. Detachment Board shall be determined in accordance with O. Reg. 135/24 of the Act.

Professional Development

Professional development expenditures for Council and Community Appointees on the O.P.P. Detachment Board shall be paid by their respective Council.

Professional development expenses shall include conference registration costs, reasonable accommodations for the detachment board member and mileage or travel expenses to/from the conference location. Other associated costs or per diems would be at the discretion of each respective Council.

Attendance

In accordance with Section 16 of O. Reg. 409/23 of the Act, a member of an O.P.P. Detachment Board shall attend all O.P.P. Detachment Board meetings unless able to provide a reasonable explanation for the absence.

Resignations and Vacancies

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 Board Administrator who shall notify the Clerk of their respective community so that a replacement may be appointed.

Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Board Administrator who shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

Filling Vacancies

Vacancies of Council and Community Representatives shall be filled ~~at the discretion of the~~ by each respective Council and within three (3) months of the vacancy occurring.

Vacancies of Provincial Representatives shall be filled at the discretion of the Provincial government.

Meetings

Location

Meetings shall be held in the Council Chamber at the Haldimand County Administration Building located at 53 Thorburn Street South, Cayuga, unless otherwise determined.

Schedule

The O.P.P. Detachment Board shall meet monthly on the fourth Thursday of each month except for the months of July and December, unless otherwise determined.

An annual meeting schedule shall be published on the Haldimand County and MCFN website. The schedule shall include at least four (4) regular meetings per year, in accordance with Section 43(1) of the Act, with allowances for summer and Christmas breaks.

Voting and Quorum

The majority of appointed members (50% +1) of the O.P.P. Detachment Board members eligible to vote shall constitute quorum.

Election of Chair and Vice Chair

In accordance with Section 36(1) of the Act, 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 Chair and Vice Chair, an Acting Chair shall be elected by majority vote, at the beginning of the meeting for the duration of that meeting.

Electronic Participation

Meetings may be held electronically. A member may participate electronically in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the O.P.P. Detachment Board Procedure By-law. Meetings shall be live-streamed and recorded videos will be published on the Haldimand County and MCFN website where technology can accommodate.