

Police Services Board

Terms of Reference

Mandate

The Police Services Board is an independent Civilian Oversight Board. The Board will fulfill its provincial responsibilities, as outlined in Section 10 of the *Police Services Act, R.S.O. 1990, C.P. 1*, and the *Community Safety and Policing Act, 2019, S.O, C.P 1*. The Board will foster accountability by acting as the intermediary to the O.P.P and to the community by making evidence-based decisions and following best practices.

Goals/Purpose

The goals of the O.P.P. detachment board are as outlined in Sections 68 to 71 of the *Community Safety and Policing Act*.

Membership

- a. Mayor
- b. One (1) member of Council
- c. One (1) public representative appointed by Council
- d. Two (2) persons appointed by the Lieutenant Governor, S. 27 (5).

Roles

In addition to the roles outlined in the *Polices Services Act*,

1. Members will actively participate, provide support and expertise, and enroll in training/education courses, as required.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Board.
3. Council appointees will act as a liaison between the Board and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the Board, as required.

Responsibilities of the Police Services Board

1. It is the responsibility of all appointed members to comply with the *Police Services Act* and other applicable legislation.
2. Before entering on the duties of office, a member of a board shall take an oath or affirmation of office in the prescribed form. S. 32. The oath will be administered by the Clerk's Office.
3. The Board shall ensure its members undergo any training that the Solicitor General, Ontario Association of Police Services Boards and Zone 2 meeting may require.
4. The Board will make recommendations to Council on various issues related to the Board's mandate, through meeting minutes, motions, and reports.
5. The Board may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

Term

(10.1) The term of office for a member appointed by resolution of a council shall be as set out by the council in his or her appointment, but shall not exceed the term of office of the council that appointed the member. S. 19 (2).

Staff Support

The Clerk's Office will provide administrative and procedural support; however, should the Board be in a position to manage their administration independently, they are able to do so. The entire Corporation will provide input and support to the Board as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

Recommendations for implementation beyond the Police Services Board Terms of Reference must first be considered and approved by Council or recommended by the CAO.

The Board will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All Board minutes will form part of the next applicable Committee of the Whole agenda.

Finances

The Board will establish an annual budget to be reviewed by Council. If the budget is not approved, the matter may be taken to arbitration, in accordance with the provisions of the *Police Services Act*.

The Board may also apply for additional funding outside of their budget in order to further support their projects, which will be administered by The County.

As per the *Police Services Act*, council shall pay the members of the board who are appointed by the Lieutenant Governor in Council or Solicitor General remuneration that is at least equal to the prescribed amount. S. 27 (12). Members receive a remuneration of \$100 per month, regardless of the frequency of meetings.

Meetings

The Police Services Board shall meet a minimum of four (4) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by the Board's Rules and Procedures as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

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 Police Services Board Rules and Procedures.