MATTAWA REGIONAL ONTARIO PROVINCIAL POLICE DETACHMENT BOARD

POLICY 2025-02

TERMS OF REFERENCE

Purpose:

While it is the legislative mandate of the Ontario Provincial Police (OPP) 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 OPP Detachment Board is to:

1. Comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;

2. Make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;

3. Facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;

4. Make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and

5. Conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the OPP Procedural By-law.

Roles and Responsibilities:

The Mattawa Regional Detachment Board (MROPPDB) provides the Ontario Provincial Police (OPP) Detachment with civilian input into OPP policing at the detachment level, as defined in the CSPA. The MROPPDB is tasked with the following responsibilities:

1. Consult with the Commissioner on the selection of the detachment commander and participate in the selection process.

2. Determine objectives and priorities for the detachment that align with the Ministry's strategic plan, in consultation with the detachment commander.

3. Advise the detachment commander on matters relating to policing by the detachment.

4. Monitor the performance of the detachment commander.

5. Review reports from the detachment commander concerning the policing of the detachment.

6. Prepare an annual report for each municipality on or before June 30th each year.

7. Consider each municipality's community safety and wellbeing plan.

8. Prepare an annual workplan and budget.

9. May create local policies that are consistent with the Act and the Ministry's Strategic Plan and must be developed in consultation with the local Commander.

Scope:

As per the CSPA, the MROPPDB must not interfere with policing operations. It is responsible for fulfilling its duties within the designated townships of Calvin, Mattawa, Mattawan, and Papineau-Cameron.

Authority:

The MROPPDB operates independently from Municipal Councils and is a separate legal entity. The MROPPDB is not liable for the actions of the OPP. The MROPPDB must have liability insurance. Authority delegation is restricted to the scope described in Section 42 of the CSPA. The MROPPDB members shall:

1. Ensure that all outgoing communications are in accordance with the MROPPDB.

2. Not communicate externally on behalf of the MROPPDB except as authorized by the MROPPDB;

3. Not post independently to social media but rather social media postings shall be forwarded to the MROPPDB Detachment Board Secretary-Treasurer for distribution which may be shared by the MROPPDB members;

4. Not authorize any expenditures outside the MROPPDB approved budget;

5. 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 remain with the MROPPDB or designate.

Composition:

The MROPPDB comprises of:

1. One Councillor nominated from each of the municipalities.

2. One Community Member

3. One Ministry-appointed member as per term defined by the Ministry.

Eligibility:

1. Each Municipality when appointing a member and the MROPPDB complies with the following list of non-eligible potential Board Members: a judge or justice of the peace,

members of the police, special constables, or First Nation officers, individuals who practice criminal law and/or directors, officers, or employees of the OPP. A retired officer may be on the MROPPDB if they were not a member of the served OPP Detachment and have been retired for more than 1 year.

   a. To qualify for the Community Representative on the MROPPDB, applicants must be eligible to vote in their respective municipality and shall not be employees of their respective municipality.

2. A preferred Community Appointee should be a person demonstrating knowledge or experience in one or more of the following areas: finances, social services, education, governance, legal, health care or mental health.

3. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

Term of Office:

1. The term of office for Council and Community Appointees on the MROPPDB shall be concurrent with the term of Council.

2. The term of office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

All MROPPDB Members' Requirements:

1. Board Members must have a police check completed within the last 12 months of attending their first appointed Board meeting. All Board Members must declare any new charges and convicted offenses to the Chairperson immediately.

2. Before attending their first meeting, all Board Member must complete the mandatory ministry on-line orientation. Any additional assigned training must be completed as directed by the Ministry. Failure to complete required training will lead to dismissal.

3. The Board elects a Chairperson and Vice-Chairperson at the first meeting each year. Members should attend all meetings and comply with the Code of Conduct (Reg 409/23).

4. The Board will employ a Secretary-Treasurer. This employee will complete the mandatory orientation required by the Ministry.

Attendance:

1. Should any Council Representative be unable to attend MROPPDB meetings for any period of time due to medical, emergency or other reasons, the respective municipal Council may appoint an alternate Council representative for the duration of the absence. The alternate Council representative appointed shall comply with the prescribed standards with respect to the exercise of its powers and the performance of duties under the Act. The alternate Council representative's appointment shall terminate once the original appointed Council Representative is ready to resume their responsibilities.

2. Any Community Representative who is absent from three consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member.

Resignation:

1. 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-Treasurer and shall notify the Clerk of their respective municipality so that a replacement may be appointed.

2. Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary-Treasurer and shall notify the Provincial appointments Secretariat so that a replacement may be appointed.

Vacancies:

1. 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.

2. Vacancies of Provincial Representatives shall be filled at the discretion of the province.

Secretary-Treasurer:

The Secretary-Treasurer employed by the MROPPDB shall be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the MROPPDB in accordance with Section 42 of the CSPA.

The Secretary-Treasurer prepares the meeting agendas and minutes, the quarterly and year end financial reports, maintains the website, posts meeting dates, completes all financial transactions and prepares the annual year end report, drafts and updates all MROPPDB documents including policies and forms.

Renumeration:

1. The Council members of the MROPPDB are renumerated by their respective municipality for meeting preparation and attendance, conference attendance and travel.
2. The Provincial Representative and the Community Representative are provided with an honorarium of $125.00 per quarterly meeting and $75.00 for completion of any mandatory education modules.
3. The Secretary-Treasurer shall not receive an honorarium from the Board. Compensation for the Secretary-Treasurer shall be provided by their employing municipality. In recognition of these services, the municipality employing the Secretary-Treasurer shall receive an appropriate adjustment to its levy, as determined by the Board
4. Any required travel by the Provincial Reporesentative, the Community Representative and the Secretary-Treasurer will be renumerated at a rate of $0.72 per km.

Structure:

1. 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 MROPPDB.

2. 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.

Procedure:

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to.
2. The MROPPBD shall meet minimally four times per year.
3. Meetings are recorded by the Secretary-Treasurer.
4. Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Chair, shall vote.
5. The MROPPDB may solicit, document and consider public input where appropriate.
6. All written recordings must include all resolutions, decisions and proceedings.
7. Meeting notices must be published at least seven days before each meeting and include access to the agenda and recordings.
8. Meetings may be closed if the purpose is education-related.

Public Attendance and Delegations:

Members of the public are welcome to attend meetings of the Mattawa Regional Ontario Provincial Police Detachment Board as observers. Individuals or groups who wish to appear before the Board as a delegation or make a presentation must submit a written request to the Board Secretary at least **three (3) business days** prior to the scheduled meeting.

The request should clearly state:

- The name of the individual or group wishing to speak;
- The topic or issue to be addressed;
- Any specific action being requested of the Board (if applicable);
- Contact information for follow-up.

Approval of delegation requests is at the discretion of the Chair, who may limit the number and length of presentations to ensure the effective conduct of Board business. Delegations will generally be limited to a maximum of 10 minutes, unless otherwise approved by the Chair in advance.

The Board reserves the right to defer, decline, or limit presentations that fall outside its mandate or are considered inappropriate for the meeting setting.

Finances:

1. Each municipality must approve the MROPPDB annual budget.
2. The Secretary-Treasurer shall present a year-end financial report to the MROPPDB, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the OPP policed communities comprised by the Board.

Quorum:

Quorum for meetings is set at 50%.

Accountability and Review:

These Terms of Reference establish a clear framework for the governance, responsibilities, and operations of the MROPPDB, ensuring alignment with the CSPA and the Ministry's strategic objectives. The Board will review these terms minimally bi-annually or when there is a change in responsibility.