



**Date:** July 16, 2024

**To:** Mayor Sherry Senis and Council Members

**From:** Janice Lavalley, C.A.O.

**Subject:** Peterborough County OPP Detachment Board  
Terms of Reference

**Status:** For Information

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## Recommendation

That the report of the Chief Administrative Officer with regard to the Peterborough County OPP Detachment Board Terms of reference be received for information; and

That the Terms of Reference for the Peterborough County OPP Detachment Board be approved.

## Information

The new *Community Safety and Policing Act, 2019* (CSPA) was proclaimed in-force on April 1, 2024 and replaced the *Police Services Act, 1990*. The CSPA changed the Police Services Board governance structure for communities policed by the OPP to Detachment Boards rather than individual boards for each Municipality.

Since the legislation has come into force an issue has been identified with the requirement for the Board to have its own insurance coverage. Such coverage has proven to be either unavailable or very expensive. The Ontario Association of Police Services Boards is working to find a solution to this issue for the benefit of all Boards. It has been recommended that the Boards do not meet until this issue has been resolved.

The Municipalities and First Nations with representation on the Peterborough County OPP Detachment Board (PCODB) (Asphodel-Norwood, Curve Lake First Nation, Douro-Dummer, Havelock-Belmont-Methuen, Hiawatha First Nation, North Kawartha, Otonabee-South Monaghan, Selwyn, and Trent Lakes) worked collaboratively to develop the Terms of Reference for the PCODB. The Terms of Reference are intended to outline the roles and responsibilities of the Board, as established by the CSPA and associated regulations, and the working relationship between the communities represented and the PCODB. Specific policies and procedures are to be determined by the PCODB as provided for and in accordance with the requirements of the CSPA and associated regulations.

Key components of the Terms of Reference are:

- outline of roles and responsibilities and reporting requirements, as established by the CSPA and associated Regulations;
  - outline of Board composition as established by Regulation (note: the appointment of the Council representative is the responsibility of the respective Councils - Councillor Brian Henry was appointed by By-law at the May 14, 2024 Council meeting for Selwyn)
  - outline qualifications and process for review of applications and appointment of Community Members;
  - establishes terms of office;
  - establishes processes related to long-term absences of members, resignation, filling vacancies;
  - outline applicable legislation, regulations, procedures which must be adhered to (note the Board will be expected to adopt its own Rules of Procedure, which must adhere to all legislative and regulatory requirements)
  - outlines how remuneration is to be established
    - Provincial representatives – unanimous agreement of all municipalities
    - Council (Municipal & First Nation) representatives – determined and paid by respective Municipality or First Nation
    - Community representatives – same as Provincial representatives
- outlines requirement for submission of annual estimates as provided for by the CSPA and associated regulations – regulations provide for each municipality to pay an equal share of the approved budget unless otherwise unanimously agreed to allocate costs on a basis other than equal share.

It is important to note that any changes to the Terms of Reference will require approval from the respective Municipal/First Nation Councils.

The Municipalities and First Nations discussed the possibility of a current member of staff to act as the Board Administrator. However, it was determined that staff from all communities do not currently have the capacity to take on this role full time. However, it was agreed that the Deputy Clerk for Trent Lakes was willing and able to take on the role in the interim to assist the transition and until the PCODB can formally meet and consider options for the permanent Board Administrator.

Once the Terms of Reference have been approved by all the Peterborough County OPP policed Municipalities and First Nations, the recruitment process for the community representatives will commence and further work will be undertaken by the Board Administrator to prepare policies and procedures for consideration of the PCODB when the Board is in position to have a meeting.

## **Financial Impact**

There are no financial implications related to the Terms of Reference, however, the PCODB is legislated to prepare annual estimates that will be presented to each of the OPP policed municipalities represented on the PCODB for consideration. Regulations provide for each municipality to pay an equal share of the approved budget unless otherwise unanimously agreed to allocate costs on a basis other than equal share.

## **Environmental Impact**

There is no environmental impact as a result of approving the Terms of Reference.

## **Strategic Plan Reference**

*Achieve excellence in governance and service delivery.*

## **Attachments**

- Attachment – Peterborough County OPP Detachment Board Terms of Reference

***Janice Lavalley***

**Prepared By:** Janice Lavalley, C.A.O.