

UPPER OTTAWA VALLEY



POLICE SERVICES BOARD

TERMS OF REFERENCE

1. PURPOSE

The purpose of this Terms of Reference is to establish the governance structure, mandate, and operating procedures of the Upper Ottawa Valley Police Detachment Board (the “Board”) under the Community Safety and Policing Act, 2019 (CSPA).

The Board provides civilian governance, oversight, and local input for OPP policing services delivered to the municipalities of:

- The Township of Laurentian Valley
- The Town of Laurentian Hills
- The United Townships of Head, Clara and Maria

2. MANDATE

The Detachment Board shall:

1. Advise the Detachment Commander on local policing priorities, objectives, and resource deployment.
2. Consult with the public regarding policing needs and safety concerns.
3. Participate in the development of the local action plan under the CSPA.
4. Collaborate with municipal councils on community safety and well-being initiatives.
5. Monitor performance of the detachment and detachment commander in meeting established objectives.

The Board does not have authority over operational decisions, investigations, or personnel management within the OPP.

3. COMPOSITION

3.1 Membership

The Board shall consist of 7 members as follows:

- 1 OPP Detachment Commander (non-voting)
- 1 Recording Secretary (non-voting)
- 3 Municipal Council Representatives (appointed jointly by participating councils)
- 1 Community Representative (appointed by councils)
- 1 Provincial Appointee (appointed by the Ministry of the Solicitor General)

Each municipality will participate in the selection process for municipal and community members in proportion to their population and policing engagement needs in accordance with the provisions of Section 33 of the Community Safety and Policing Act.

3.2 Term of Appointment

Members will serve for a term concurrent with the municipal council term (typically four years), or until successors are appointed.

4. ROLES AND RESPONSIBILITIES

4.1 The Board Shall:

- Set overall policing priorities in consultation with the Detachment Commander.
- Review reports and statistics from the OPP on local crime, calls for service, and community safety initiatives.
- Participate in annual public meetings regarding policing performance.
- Make recommendations to councils and the Ministry where appropriate.
- Uphold transparency, accountability, and community engagement principles.

4.2 Chair and Vice-Chair

The Board shall elect a Chair annually from among its voting members.

The Chair presides over meetings and represents the Board in official matters.

In the absence of the Chair at a meeting, a temporary designate will be appointed from among the members present with approval from the chair.

5. MEETINGS

- The Board shall meet at least quarterly (four times per year), or more frequently as required.
- Meetings shall be open to the public except for matters permitted under Section 35 of the CSPA (confidential or personnel matters).
- Quorum is a majority of voting members, at least 50%.
- The Board shall follow Robert's Rules of Order or a similar procedural framework.
- All meeting minutes and agenda shall be delivered no less than five (5) business days before a meeting, before a scheduled meeting.
- The Board will set the yearly meeting schedule at the last meeting of the calendar year.
- Meetings dates and locations will be advertised to the public no later than five (5) business days before scheduled meeting.

6. REPORTING

- The Board shall prepare an Annual Report summarizing policing priorities, actions, and outcomes, to be presented to each participating council and made public on or before June 30 in each year.
- The Board may issue advisory recommendations to municipal councils or to the Ministry of the Solicitor General as needed.

7. ADMINISTRATIVE SUPPORT

Administrative and clerical support (Recording Secretary) shall be provided on a rotational or shared basis by the participating municipalities, or by a designated administrative officer. Meeting records shall be publicly accessible as required by the *Municipal Freedom of Information and Protection of Privacy Act*.

8. FINANCIAL ADMINISTRATION

Each participating municipality shall contribute proportionally to the Board's operating costs, based on an agreed cost-sharing formula (e.g., population or assessment ratio). The Board shall prepare an annual budget for council approval.

9. CODE OF CONDUCT AND CONFIDENTIALITY

Board members shall:

- Comply with the Ontario Police Services Board Members Code of Conduct (O. Reg. 421/97).
- Comply with the Boards Procedural By-law, Code of Conduct and Terms of Reference.
- Maintain confidentiality of information discussed in closed sessions.
- Declare conflicts of interest under the *Municipal Conflict of Interest Act*.

10. REVIEW AND AMENDMENT

These Terms of Reference shall be reviewed every four (4) years or as required by legislative changes or agreement among the participating municipalities.

11. EFFECTIVE DATE

These Terms of Reference shall come into effect upon approval by the Councils of:

- The Township of Laurentian Valley
- The Town of Laurentian Hills
- The United Townships of Head, Clara and Maria

and endorsement by the Ministry of the Solicitor General.