

OPP Detachment Board Start-Up Checklist

Consideration	Details	Status
Recruiting and Appointing Members of the Board	<ul style="list-style-type: none"> Composition of the OPP Detachment Boards is covered in O. Reg. 135/24 Ensure compliance to eligibility criteria in CSPA Ensure diverse representation from the community, including marginalized groups. Consider a skills matrix that helps identify areas of expertise of board members and gaps when recruiting. Appointment of board members requires the Oath and acknowledgement of the Code of Conduct All board members require Criminal Record Check 	
Training and Orientation	<ul style="list-style-type: none"> Training is provided by Ontario Police College (OPC) Four modules of mandatory training are required for all board members Module 1 – Roles and Responsibilities training is required prior to sitting on the board. The remaining 3 modules (thematic training) completion is required within 6 months of appointment Board Administrative staff may want to consider a method to record individual login credentials and completion status matrix to aid in compliance Using approved application, all participants and contact details will be sent to OPC Registrars Office opc.registrar@ontario.ca All participants will be given individual login credentials 	
Operational Guidelines	<p>Develop and implement clear operational guidelines and policies:</p> <ol style="list-style-type: none"> 1. Term of Reference (multi community detachment boards) 2. Meeting notice, frequency & location 3. Internet (webpage) location for posting of board meeting schedule and minutes, complaints link, policies and bylaws and all other requirements within the CSPA 4. Review any need for a board name change, develop a by law for the name change difference from O. Reg. 135/24 5. Develop policies, protocols and bylaws 	

	6. Develop process for Detachment Commander feedback for recruitment and annual evaluation as part of your policies and bylaw development	
Funding and Budget	<p>Secure funding and establish a budget for the board operations.</p> <ul style="list-style-type: none"> • OPP operational estimates are sent directly to municipalities within the detachment • Consider as part of the term of reference is apportioning of the board budget between multi-municipality detachments is required. • Consider costs for ongoing board development, conferences, training, public engagement meetings, travel, accommodation and per diem • Internet costs, server, IT support etc. • Indemnification insurance costs • Incidentals for meeting requirements and office supplies • Cost of board equipment (computer, printer, etc) • Board requirements for administration support costs • Board advertising costs for community and provincial rep positions and public notices 	
Remuneration of Board Members	<ol style="list-style-type: none"> 1. Remuneration is not a part of the boards budget 2. Per the CSPA, remuneration for Provincial Appointees is required 3. Determine whether other board members will require remuneration and details and criteria for requirement 	
Collaboration with OPP	<p>Establish a strong working relationship with the Ontario Provincial Police Detachment Commander</p> <ul style="list-style-type: none"> • Clear understanding of OPP Commissioner Strategic Plan, diversity plan and any other relevant information for adequate & effective policing • Understand the Local Action Plan & Process • Determine whether public outreach is required • Understand the Performance Metrics to evaluate Local Action Plan and detachment's effectiveness 	

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	<ul style="list-style-type: none"> Review the annual report process and whether the board will also give an annual board update; determine the reporting process and expectations for reporting for all municipalities in the detachment area 	
Transparency and Accountability	Ensure all actions and decisions are transparent and Board members are held accountable.	
Ongoing Board Development	<p>Develop mechanisms for resolving conflicts within the Board and with the community.</p> <p>Determine other training and skill development required for board members and plans to increase board member competency</p>	
Documentation	<p>Maintain thorough documentation of meetings, decisions, and policies.</p> <p>Determine location and process to post on internet</p> <p>Consider developing a document retention plan and change management plan</p>	

Detachment Board Activation Roadmap

From Appointment to Action under the Community Safety and Policing Act, 2019

Stage 1: Formation and Readiness – Getting Seated

Goal: Make sure the board is legally recognized and ready to operate.

Approximate timing: Within the first month after appointments.

Key Actions:

- Confirm that all board members have been officially appointed and meet the eligibility criteria set out in Ontario Regulation 135/24.
- Each board member must take the **Oath of Office** and complete a **Criminal Record Check**.
- Register each member for the mandatory **training provided by the Ontario Police College**.
- Keep a record of who has registered and completed each training module.
- Designate an **administrative contact person** (such as a municipal clerk or board secretary) to handle correspondence and record-keeping.
- Elect chair, vice-chair and treasurer or any other relevant positions required by the CSPA or operating procedures.

Deliverables:

- Recorded Oaths and record check confirmations
- Training registration log
- Contact list of all board members (sent to OAPSB for database)

Milestone: The board is formally established and recognized as compliant.

Stage 2: Organization and Structure – Getting Organized

Goal: Build a functional structure and establish good habits for how the board operates.

Approximate timing: Month 2 to 3.

Key Actions:

- Approve a **Terms of Reference** that defines how the board will operate, how the participating municipalities will support the board, especially for boards that include more than one municipality.
- Set a regular **meeting schedule** and identify how meetings will be publicized.
- Secure **insurance coverage** for the board.

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- Develop policies for handling board **budgets, expenses, and reimbursements**.
- Create a **webpage** or online section where meeting notices, minutes, and board policies, local action plans, etc. will be posted for public transparency as required by the CSPA.

Deliverables:

- Approved Terms of Reference
- Annual meeting calendar
- Budget and cost-sharing plan
- Online posting framework

Milestone: The board has structure, visibility, and operational rhythm.

Stage 3: Strategic Focus – Getting Direction

Goal: Move from organizing to influencing priorities and understanding your role in policing oversight.

Approximate timing: Month 3 to 6.

Key Actions:

- Meet with the **Detachment Commander** to discuss local policing priorities.
- Review the **provincial policing strategy** and your local Community Safety and Well-Being Plan to make sure your work aligns with both.
- Agree on what kind of **reports** the board will receive from the Detachment Commander and how often.
- Review the **Local Action Plans** that outline community priorities; understand the local action planning process, cycle and obligations for review and feedback from the board.

Deliverables:

- Draft list of board and community priorities
- Documented expectations for Commander reports
- Local Action Plan notes

Milestone: The board starts shaping direction rather than reacting to it.

Stage 4: Governance in Action – Getting Accountable

Goal: Put your oversight responsibilities into practice.

Approximate timing: Month 6 to 9.

Key Actions:

- Develop a **process to evaluate the performance of the Detachment Commander** each year.
- Create clear policies for **records management, access to information, and complaints**.
- Review or develop minimum policies recommended under the CSPA and any local or best practice policies relevant for how your board operates.
- Hold your **first community update or public meeting** to demonstrate transparency.
- Participate in **regional board meetings (zone meetings) or training sessions** to learn from others.

Deliverables:

- Evaluation tools and templates
- Approved policies
- Community update summary

Milestone: The board is active, transparent, and credible.

Stage 5: Continuous Improvement – Getting Better

Goal: Strengthen performance and maintain good governance over time.

Approximate timing: Ongoing.

Key Actions:

- Conduct an **annual self-assessment** of board performance.
- Identify areas where more training or skill development is needed.
- Plan for orientation and **succession** to ensure ongoing knowledge among members.
- Maintain regular communication with the Detachment Commander and local municipal councils and community safety and well-being partners.
- Update policies and practices as laws or local needs change.

Deliverables:

- Annual self-assessment report
- Updated policies and training plan
- Annual report (due by June 30 each year)

Milestone: The board is effective, consistent, and continually improving.