



## Red Lake–Ear Falls OPP Detachment Board

### Terms of Reference

#### 1. Purpose

The purpose of the Red Lake–Ear Falls OPP Detachment Board is to fulfil the governance, advisory, and monitoring responsibilities assigned to it under the *Community Safety and Policing Act, 2019*, by working with the Detachment Commander to set local objectives and priorities, advising on community safety needs, monitoring performance, and supporting the provision of adequate and effective policing services that are responsive to the communities served.

#### 2. Authority

This Board operates under the authority of the *Community Safety and Policing Act, 2019* (the Act) and applicable municipal by-laws. All powers, duties, and responsibilities are exercised in accordance with the Act.

#### 3. Composition

The Board shall consist of **five (5) members** appointed as follows:

1. One (1) member of council appointed by The Corporation of the Municipality of Red Lake.
2. One (1) member of council appointed by the Township of Ear Falls.
3. Two (2) community representatives appointed jointly by the appointing municipalities, who are neither members of council nor employees of the municipalities; and
4. One (1) Provincial Member appointed by the Lieutenant Governor in Council.

Quorum: A majority of appointed members (3 of 5) is required to make decisions.

Appointments to the Board shall be made in accordance with the *Community Safety and Policing Act, 2019* and Ontario Regulation 135/24, as amended (O.P.P. Detachment Boards)

## **4. Roles and Responsibilities**

### **Board Members shall:**

- Participate in the selection and evaluation of the Detachment Commander.
- Set objectives and priorities for local policing services.
- Advise the Detachment Commander on community needs and public safety issues.
- Ensure public consultation and engagement to promote transparency and accountability.
- Monitor performance and compliance with service standards.
- Annually prepare estimates for the Board's operating expenses (in accordance with Ontario Regulation 135/24, as amended) and provide such estimates to participating municipalities for cost-sharing purposes.
- Comply with the Board's Code of Conduct, conflict of interest rules, and legislative obligations.
- Consider any Community Safety and Well-Being Plan adopted by a municipality or First Nation that receives policing services from the detachment when establishing objectives and priorities for local policing services.
- Review reports from the Detachment Commander regarding policing services provided by the detachment, including operational performance and progress towards achieving Board-approved objectives and priorities.

### **Chair:**

- Presides over meetings and ensures the orderly conduct of business.
- Provides leadership and direction to the Board.
- Represents the Board in public matters and in communications with municipalities and the OPP.

### **Vice-Chair:**

- Acts in the absence of the Chair.

### **Administrator:**

- Provides procedural, administrative, and logistical support.
- Prepares agendas and minutes.
- Maintains records, including Code of Conduct enforcement documentation.

## **5. Meetings**

- Frequency: at least four (4) regular meetings per year.
- Special meetings may be called by the Chair or upon a majority request.
- Emergency meetings: permitted under the definition in the Rules of Procedure.
- Hybrid/Electronic participation: allowed under policy and the Act.

- Notice: a minimum of seven (7) calendar days for regular meetings.

## **6. Decision-Making**

- Decisions require a majority vote of members present.
- The Chair shall vote on all matters when present.
- Voting is generally by a show of hands; recorded votes are taken if requested.

## **7. Code of Conduct and Ethics**

- All members shall comply with the Board's Code of Conduct.
- Alleged breaches are reported to the Chair or Administrator and investigated fairly, with potential consequences including censure or referral to the appointing authority.

## **8. Conflict of Interest**

- Members shall comply with the *Municipal Conflict of Interest Act*.
- Members must disclose conflicts and refrain from participating in related discussions or votes.

## **9. Training**

- All members shall complete any mandatory training required under the *Community Safety and Policing Act, 2019*, as a condition of serving as a voting member of the Board.

## **10. Reporting**

- Minutes of meetings shall be maintained by the Administrator and approved at subsequent meetings.
- The Board shall provide an Annual Report to the appointing municipalities (and to any band councils, where applicable) regarding policing services provided by the detachment, including a summary of objectives and priorities, performance monitoring activities, and outcomes for the reporting year. Reports on the Board's activities and performance monitoring shall be provided to the appointing municipalities as required. Such objectives and priorities shall not be inconsistent with the provincial strategic plan for the Ontario Provincial Police and shall be developed in consultation with the Detachment Commander.

## **11. Review**

- The Board shall review these Terms of Reference at the first meeting of each term of the Board, or sooner if required by legislative changes or operational needs.

