

Regular Meeting Agenda



**KENORA OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE KENORA
DE LA POLICE PROVINCIALE**

**KENORA OPP DETACHMENT
DÉTACHEMENT DE KENORA DE LA POLICE PROVINCIALE**

Thursday, July 3, 2025

2:00 p.m.

Kenora OPP Detachment Office

1. Roll Call

- Board Chair K. Van Belleghem to call the meeting to order

2. Land Acknowledgement

- Member L. Koch

3. Declarations of Pecuniary Interest

- All Members to declare any pecuniary interest from a meeting in which they were not present, or on today's meeting agenda.

4. New Board Member – Swearing In

- Member Sara Dias (will arrive at 3 p.m.)

5. Presentations/Delegations

- Human Trafficking Data - OPP Presentation (tentative)

6. Minutes of the Previous Meeting(s)

- May 20, 2025 Regular Kenora OPP Detachment Board Meeting

7. Business Arising from Minutes (Outstanding Items)

- a) Outstanding Policies (listed)
- b) OAPSB training

8. Statistical Reporting

- May 2025 Kenora OPP Statistical Information

9. Policies

- Detachment Board Rules and Procedures

10. Strategic Plan

- Sub Committee Update – strategic plan tracker

11. New Business

- 2024 OPP Detachment Board Annual Report
- Report from OAPSB Conference – Councillor Koch
- Police Service Review – Municipal Direction

11. Next Meeting Date

- September 16 @ 2:00 p.m. – Kenora OPP Detachment Office



KENORA OPP DETACHMENT BOARD CONSEIL DU DÉTACHEMENT DE KENORA DE LA POLICE PROVINCIALE

**KENORA OPP DETACHMENT
DÉTACHEMENT DE KENORA DE LA POLICE PROVINCIALE**

Kenora Police Services Board Regular Meeting Minutes

**Tuesday, May 20, 2025
2:00 p.m.**

Kenora OPP Detachment

Present: K. Van Belleghem, Chair
L. Koch, Vice Chair
B. Manson, Member
J. McGrath, Member
S. Norlen, Member

J. Neild, Kenora OPP
H. Pihulak, Admin Support to the Board

K. Van Belleghem called the meeting to order at 2:00 p.m. and member Manson read a Land Acknowledgment. The Board then conducted a tour of the Detachment focusing on the camera access that the OPP use in investigations.

Declarations of Pecuniary Interest

There were none declared.

Community Partner Presentations/Delegations

- Human Trafficking Data - OPP Presentation (deferred)

Minutes of the Previous Meeting(s)

Resolution #1

Moved by S. Norlen, Seconded by B. Manson & Carried: -

That the minutes of the last regular meeting of the Kenora Police Services Board held April 15, 2025 be confirmed as written and circulated.

Business Arising from Minutes (Outstanding Items)

a) Next Module of Board Training

Chair Van Belleghem reached out to the Ontario Police Colleges to question when the next round of training will be made available. The second round of training is available and the modules are on another tab.

**b) OAPSB Resolution
Resolution #2**

Moved by L. Koch, Seconded by J. McGrath & Carried: -

WHEREAS Adverse Childhood Experiences (ACEs) are known to contribute to increased risk of chronic health conditions, mental health challenges, substance use, housing insecurity, and justice system involvement; and

WHEREAS statistical analysis and community data indicate that youth in the Kenora OPP Detachment Region represent the most underserved demographic, with a disproportionately high number of police interactions relative to population size; and

WHEREAS these trends reflect a systemic crisis affecting children, youth, and families in the City of Kenora and surrounding First Nation and rural communities; and

WHEREAS the data shows that in Kenora, every year since 2022, the total number of youth (aged 0-24), having interactions with police has risen. Since 2022 there has been a 60% increase in the number of interactions with youth in Kenora (2F00). 2024 had the highest youth interactions with police at 4152 involvements. Several youth have had multiple involvements with police throughout the year. Of the totals indicated there were 1396 unique youth involved with police in 2024. 1130 unique youth in 2023 , and 822 unique youth involved with police in 2022; and

WHEREAS in 2021 the Province of Ontario mandated Community Safety and Well-Being Planning, but has not created a framework to coordinate and/or hold communities and organizations accountable to the plans; and

WHEREAS the Community Safety and Policing Act prioritizes integrating Community Safety and Well-Being Plans into Local Action Plans showing that Community Safety is a Provincial Policing priority.

THEREFORE BE IT RESOLVED THAT:

1. The Kenora OPP Detachment Board **recognizes the youth crisis** in our region as a public health and social emergency directly linked to Adverse Childhood Experiences.
2. The Kenora OPP Detachment Board commits to **collaborating with** the Community Safety and Well-Being Committee focused on **prevention, early intervention, and culturally informed care** for youth and families.
3. The Kenora OPP Detachment Board will advocate for **provincial and federal investments** into trauma-informed and land-based youth supports, including but not limited to:
 - Youth mentorship and leadership programs
 - Land-based healing and cultural revitalization
 - Mental health and addictions services rooted in community
4. The Kenora OPP Detachment calls on the Province of Ontario to create a framework to assess effectiveness of Community Safety and Well-Being Plan implementation, with a commitment to create inter-ministerial and intra-organizational coordination and collaboration to prioritize proactive intervention in order to prevent, as much as possible, the youth of today becoming part of the unhoused population of the future.

5. A copy of this resolution will be passed to the OAPSB Zone 1, The Kenora Community Safety and Well-Being Committee, The Hon. Doug Ford; Leader, Minister of Intergovernmental Affairs, Premier, The Hon. Greg Rickford; Minister of Indigenous Affairs and First Nations Economic Reconciliation and Minister Responsible for Ring of Fire Economic and Community Partnerships, The Hon. Michael Parsa; Minister of Children, Community and Social Services, The Hon. Sylvia Jones; Deputy Premier and Minister of Health, The Right Honourable Mark Carney; Prime Minister of Canada, The Hon. Sean Fraser; Minister of Justice, Attorney General of Canada, Minister responsible for the Atlantic Canada Opportunities Agency

There is a table discussing how to encourage more kids to want to hang out at the Youth Hub.

c) Pavillion Washrooms

The Kenora OPP Detachment Board 1 will send a recommendation to Council on the operational hours of the washroom. The OPP is seeking the washrooms to only be open when there are special events for safety reasons.

There are businesses and schools that are moving towards keys for washrooms and public open washrooms are becoming less available. There are other public washrooms available such as Morningstar, Fellowship Centre, Emergency Shelter and the self-cleaning washroom.

Resolution #3

Moved by S. Norlen, Seconded by B. Manson & Carried: -

That Kenora OPP Detachment Board hereby recommends to Council for consideration that the Thistle Pavillion Washrooms be closed outside of any special events being held at the Jarnel Whitecap Pavillion.

7. Statistical Reporting (April 2025)

Acting Detachment Commander Jim Neild reviewed the April 2025 statistical information with the Board. There were 1975 calls for service which include tickets issued, community service events and downtown patrol. 85 rides were conducted which resulted in 14 impaired charges.

During the Easter weekend staff were present at the MCSC & Keewatin Arena at the NAFN tournament providing support and chatting with Chiefs the Grand Chief and parents and families. It was a very positive presence. D/C Neild had an operational plan and it had a large effect on safety in the community. The Treaty 3 Police were conducting a recruitment drive during the event and the calls for service were closely monitored. In speaking with the teams who were present throughout the weekend, the presence was positively received and Manitoba Premier Wab Kinew attended the event along with the Grand Chief and it was an Indigenous led tournament which was a positive event for everyone involved and the community.

During the month of April it is getting nicer outside which impacts the team on being downtown. Total patrol hours were 452 with foot patrol downtown 112 hours and school hours 49.

The OPP are asking all community partners / property owners regarding signage in their property area and indicating what the property is to be used for. This indicates the property intended use and other activity is not permitted.

8. Policies

The committee discussed the required outstanding policies and some will require assistance from the D/C.

9. Strategic Plan

Sub Committee Update

The subcommittee met and talked about ways to track the goals around the strategic plan. Members provided a framework to the D/C that could work. They had conversations about what all the titles meant. A lot of the items in the start plan are already completed and is a good idea to report those. Taking the time to break it down and see if need to adjust it and how high level the report will be. It will be a public document and need to see what we will use for the next board. They are keeping it as simple as possible and will include the progress.

It will take time to get done. The D/C is targeting this fall (September/October) to report back. Do see the benefit of this and it will set the next Board up for developing the next plan.

Annual Report - For the report to Council in June, Chair Van Belleghem can report it. The 28th of May is the deadline to have input in and the deadline for Jim. Finalized by detachment Boards by 30th of June, copy to Council. This will be ready to be presented to Council in July. The strategy division unit of the OPP will send out. Jim will action everything they can.

10. New Business

Impacts of Bill 6

This is unique legislation which has arrest authority, but we can't bring it here. Intoxicant persons has seven places that it can be enforced. There are some powers there that allow officers to dispose of alcohol and drugs on site. The government is trying to provide tools to deal with the issues officers are facing on the street.

The Board asked that this item come back as the legislation progresses.

Youth Engagement Action Plan

Along with the work on the draft resolution and advocacy, our communication towards Council will include the focus around youth engagement and tying it to the work of the CSWBP and the various agencies supporting youth engagement.

Area MAP

Detachment Commander Neild presented the Board with the Kenora OPP Detachment Board area map. He also reviewed the same with Board 2 in Sioux Narrows to demonstrate the boundaries of this Board. It is important for Board members to understand and the public the scope and size when you put the whole area into perspective.

11. 2026 Budget

Heather provided the last two years of budgets as well as the draft 2025, 2026, 2027. The Board reviewed the drafts and were supportive of the budget as presented.

Resolution #4

Moved by L. Koch, Seconded by J. McGrath & Carried: -

That the Kenora OPP Detachment Board 1 hereby supports the draft 2026 budget for submission to Council.

12. Next Meeting Date

- July 3, 2025 @ 2:00 p.m. – Kenora OPP Detachment Office

13. Adjourn to Closed Session

That in accordance with the Community Safety and Policing Act, 2019, as amended, Section 44(2) authorization is now given for the Board to move into closed session at 3:56 p.m. to discuss items pertaining to the following:

- Detachment Commander Performance Appraisal Process update

14. Adjourn Meeting

Meeting adjourned at 4:05 p.m.

Recommended Minimum Policies for OPP Detachment Boards

CSPA

- Terms of Reference
- Finance Policy- related to estimates and how estimates are created, expense policy
- Local action plan
- Community, Media relations- communication
- Accessibility
- Donations/ Sponsorship
- Equity and Inclusion
- Legal indemnification
- Hiring of Detachment Commander
- Detachment Commander performance monitoring
- Records management
- Complaints process (Complaints against Board members)- Inspectorate of Policing
- Freedom of Information
- Information sharing policy- Municipalities, First Nations, community partners
- Community Safety and well being- (Board's involvement in the process)
- Name Change Bylaw for O Reg 135/24 (if warranted)



Ministry of the Solicitor General

**ONTARIO PROVINCIAL POLICE
DETACHMENT BOARD MEMBER
ROLES AND RESPONSIBILITIES TRAINING AID**

2024 03 26

Public Safety Division

Ministry of the Solicitor General

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MODULE 1: COURSE INTRODUCTION

Welcome to the Ministry of the Solicitor General’s approved training for individuals serving on Ontario Provincial Police (OPP) detachment boards in the province of Ontario. This training is approved for the purpose of paragraph 2 of s. 67 (6) and s. 35 (2) of the [Community Safety and Policing Act, 2019](#) (CSPA or Act).

One of the main objectives of the CSPA is to standardize training across various elements of the policing community in Ontario. The Act also sets training standards for [police officers](#) and [special constables](#).

There are four types of boards under the CSPA and training specific to each type of board is required. The four types of boards are:

1. Municipal Police Service Board (PSB). The training requirement is found in [s. 35 \(2\)](#).
2. First Nation Police Service Board. The training requirement is found in [s. 35 \(2\)](#).
3. OPP Detachment Board. The training requirement is found in paragraph 2 of [s. 67 \(6\) and s. 35 \(2\)](#).
4. First Nation OPP Board. The training requirement is found in [s. 78 \(2\) and section 35 \(2\)](#).

Sections 67 to 71 of the Act deal with OPP detachment boards. Subsection 67 (6) states that many other sections of the Act that apply to police service boards also apply to OPP detachment boards. Where one of these other sections is discussed, the section with the detailed obligations is provided and hyperlinked.

As the training requirements for each type of board varies, this “Roles and Responsibilities” Training Aid has been customized for each of the four board types. The Act requires that a member of an OPP detachment board or of a committee of the board must successfully complete the following training before starting to perform their duties:

1. The training approved by the Minister with respect to the role of an OPP detachment board and the responsibilities of members of a board or committee [paragraph 1, s. 35 \(2\)](#).

Successful completion of this online course, which addresses the role of an OPP detachment board and your responsibilities as a board member, meets this first training requirement of the CSPA.

In the Act, and in this training, the term “prescribed” means set out in a regulation. In some cases, there are no regulations in place yet.

Additionally, board members must also complete:

2. The training approved by the Minister with respect to human rights and systemic racism.
3. The training approved by the Minister that promotes recognition and respect for,
 - i. the diverse, multiracial and multicultural character of Ontario society, and
 - ii. the rights and cultures of First Nation, Inuit and Métis Peoples.
4. Any other training prescribed by the Minister (there is no additional training prescribed at this time).

A member of an OPP detachment board or committee **must not exercise the powers or perform the duties** of their position until the member has successfully completed this roles and responsibilities training [s. 35 \(3\)](#).



Training Modules

To facilitate the learning, this training is divided into 5 modules.

Module 1:	Course Introduction
Module 2:	Police Governance
Module 3:	Policing in Ontario
Module 4:	Roles and Responsibilities of OPP Detachment Boards
Module 5:	Board Member Training Requirements and Code of Conduct

Each module begins with a set of learning objectives and ends with a module summary and accompanying knowledge check consisting of multiple-choice questions.

For ease of learner reference, relevant sections of the *CSPA* and its regulations are directly quoted and sourced back to the *Act* and hyperlinked at the end of each section or subsection. Text in italics is directly quoted from the *Act*.

If there is any discrepancy (perceived or otherwise) between this training and the *CSPA* or its regulations, the *Act* and regulations prevail.



Learner Assessment

Modules 2 through 5 conclude with a knowledge check consisting of multiple-choice questions. A passing score of 75 per cent or higher must be achieved for each knowledge check to successfully complete the course and to save/print a copy of the certificate of completion. If you have difficulty completing any of the tests, you can re-take them as needed.



Academic Integrity

Academic Integrity means acting in an honest manner. That is, doing your own work, giving credit to the work of others and encouraging others to do the same. It also includes the responsibility of members to contribute to an environment that encourages academic integrity and the fair assessment of the learner's work.

Toward this end, in this online course, you are expected to:

- read for understanding;
- reflect on provided examples in light of lived experience;
- review sample materials for context;
- follow test instructions; and
- maintain the integrity of the course content and test questions.



Further Training

This course provides a broad outline of the landscape of policing, police governance and the roles and responsibilities of OPP detachment boards and board members. Additional training, advice and guidance in each of the elements in this course will be available from:

- the Inspectorate of Policing
- the External Relations Branch of the Ministry of the Solicitor General
- the Ontario Association of Police Service Boards (OAPSB)



Technical assistance

Contact OPCDL@ontario.ca if you experience difficulties accessing course content. Please ensure your Internet is working before contacting IT support.



Copyright

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SUMMARY

In this module you were provided with an overview of the course that contains the specific training that is mandatory for OPP detachment board members, including committee board members. Your overall training, as required by the *CSPA*, is divided into four components. This course addresses the component on the role of an OPP detachment board and the responsibilities of a member of an OPP detachment board/committee.

MODULE 2: POLICE GOVERNANCE



LEARNING OBJECTIVES

At the conclusion of this module, the learner will be able to identify the role and purpose of the police governance and oversight agencies in Ontario, taking into account:

1. principles of civilian governance and oversight
2. the role of the Ministry of the Solicitor General
3. the role of the Inspectorate of Policing
4. the role of municipalities
5. the role of OPP Detachment boards
6. the role of other oversight agencies: Special Investigations Unit (SIU), the Law Enforcement Complaints Agency (LECA) and the Ontario Police Arbitration and Adjudication Commission (OPAAC)

PRINCIPLES OF CIVILIAN POLICE GOVERNANCE AND OVERSIGHT

Civilian governance and oversight of police are important as they help ensure transparency, accountability, trust and fairness between police services and the communities they serve. Effective policing is vital so we can all live in safety in our communities.

Reasons for Civilian Governance of Police Services

The principles of civilian governance of policing are intended to:

- safeguard the police service from undue influence or interference
- link community needs to the provision of policing services
- provide accountability for policing to:
 - the community for meeting local needs
 - the municipality by providing fiscal stewardship
 - the province for meeting legislated requirements
- monitor the delivery of police services to ensure the provision of adequate and effective policing

The *CSPA* replaces the current legislative framework for the delivery of police services in Ontario, the *Police Services Act*, which was largely unchanged since 1990. The nature of policing and community safety has significantly changed in the past 30 years, and there were calls to update and modernize Ontario's approach to policing and community safety. Through the *CSPA* and its regulations, the government establishes a modern and robust legislative framework that addresses the evolving nature of crime and community safety expectations of Ontario.

The *CSPA* and its regulations:

***14 (1)** If the regulations so provide, a police service board or the Commissioner may provide a policing function in an area for which the board or the Commissioner has policing responsibility by entering into an agreement with another police service board or the Commissioner to provide the policing function in the area with members of that other board's police service or members of the Ontario Provincial Police, as applicable, or persons assisting those members while acting under their direction.*

- allow a municipality to enter into an agreement with the Minister to have the Ontario Provincial Police (OPP) assume policing responsibility for the area [s. 22 \(2\) \(2\)](#)
- give the [Inspector General of Policing](#) responsibility for inspecting Ontario's police services and boards [Part VII](#)
- identify the requirements of adequate and effective policing [s. 11](#), and in Ontario [Regulation 392/23](#) and in certain other regulations
- describe [principles](#) for police services to follow in delivering policing
- provide a [Code of Conduct](#) for OPP detachment board members

In addition, the *Act*:

- gives First Nations communities the ability to opt-into the *CSPA*
- requires open board meetings and identifies certain circumstances permitting closed board meetings
- outlines new requirements for OPP governance
- continues the requirements for Community Safety and Well-Being planning

Each of these responsibilities will be explained in the following modules.

For your information, several inquests and inquiry reports have provided recommendations regarding the roles and responsibilities of police service board members, which may be relevant to members of OPP detachment boards. Relevant examples are referenced in Appendix 1.

In summary, civilian governance and oversight of police is essential for promoting accountability, transparency, trust and fairness within law enforcement agencies. It helps foster positive relationships between the police and the communities they serve, leading to safer and more secure environments for everyone.



Ministry of the
Solicitor General

THE ROLE OF THE SOLICITOR GENERAL

The Ministry of the Solicitor General (formerly the Ministry of Community Safety and Correctional Services) has a wide range of responsibilities for policing in Ontario. Under the Act, the Minister (Solicitor General) must:

- a. *assist in the co-ordination of policing;*
- b. *conduct activities, including research and analysis, to assist in the co-ordination of policing with the activities of prosecutors and other justice sector service providers;*
- c. *support operations for the purpose of delivering policing functions;*
- d. *consult with and advise police service boards, chiefs of police, special constable employers, prescribed policing providers, prescribed entities, municipalities, First Nations, entities that employ First Nation Officers, OPP detachment boards, First Nation OPP boards and police associations in respect of policing, the administration of police services and related matters, including,*
 - i. *the effectiveness, efficiency, sustainability and legitimacy of different methods of providing policing, and,*
 - ii. *compliance with the [Canadian Charter of Rights and Freedoms](#) and the [Human Rights Code](#);*
- e. *conduct research and analysis in respect of the matters described in clause (d);*
- f. *consult with and advise police service boards, chiefs of police, municipalities and First Nations regarding the preparation, adoption and implementation of community safety and well-being plans;*
- g. *conduct research and analysis to inform policy and program development, system planning and the evaluation of service delivery and outcomes in respect of policing, public complaints and related matters;*
- h. *develop, maintain and manage records related to the appointment, education, training, suspension and discipline of police officers and special constables;*
- i. *develop and promote programs for community-responsive policing;*
- j. *monitor and evaluate programs, including their outcomes, that are related to policing or community safety and well-being plans and that are funded in whole or in part by the Ministry;*
- k. *provide advice to ministries and Crown agencies concerning security risks and mitigation strategies;*
- l. *develop, promote and provide education and training to,*
 - i. *enhance the professional provision of policing; and*
 - ii. *assist members of police service boards, OPP detachment boards and First Nation OPP boards in performing their duties.*
- m. *develop and maintain education and training standards for use in the education and training of persons who provide policing functions and other persons governed by this Act;*
- n. *operate the Ontario Police College; and*
- o. *perform such other duties as are assigned to him or her by or under this Act [s. 3 \(1\)](#)*

In summary, the Ministry is committed to ensuring that communities are supported and protected by law enforcement that is safe, secure, effective, efficient and accountable.



INSPECTOR GENERAL OF POLICING

The mandate of the Inspector General of Policing is to:

- conduct inspections to ensure compliance with the *CSPA* and its regulations by policing entities;
- provide advice and support to policing entities in complying with the *CSPA* and its regulations;
- assess and monitor members of police service boards and other boards to ensure they do not commit misconduct;
- investigate complaints about the delivery of policing services and the conduct of board members; and
- publicly report on the activities of the Inspector General.

The Inspector General of Policing is the first of its kind in Canada and will stand as an example of how to improve performance and enhance the effective delivery of policing services, modernize police governance and improve confidence in the policing sector.

The Inspectorate of Policing (IoP) was established to help meet the legislative mandate of the Inspector General of Policing under the *CSPA*.

The Inspector General and the supporting IoP will improve performance in policing and make everyone in Ontario safer by:

- examining performance through inspections, investigations, research and data and analytics to drive evidence-based actions; and
- identifying effective compliance with the Act and regulations, and where improvements are needed.

Inspector General Authorities

The Inspector General may make an order requiring a police service board to provide policing in an area where the Inspector General finds that adequate and effective policing is not being provided. If there is evidence that a board member has committed misconduct, the Inspector General may reprimand, suspend or remove the member from the board. If there is evidence of other types of non-compliance with the *CSPA* or its regulations, the Inspector General may issue directions and impose measures (e.g., suspending a board member or a chief of police) to prevent or remedy non-compliance [s. 124 - 128](#).

The *CSPA* outlines the **process** the Inspector General must follow **before imposing** measures; such measures would only be imposed if the entity fails to comply with directions issued by the Inspector General.



THE RELATIONSHIP BETWEEN DETACHMENT BOARDS, POLICE SERVICE BOARDS AND COMMUNITIES

The OPP Commissioner is responsible for ensuring adequate and effective policing is provided in every part of Ontario including municipalities, First Nations or unorganized territories that are not under the jurisdiction of a police service board under the *CSPA* [s. 10 \(1\)](#).

Police service boards maintain their own police services to deliver policing in their communities while OPP detachment boards provide civilian input in relation to policing delivered by the OPP.

There are two kinds of police service boards under the *CSPA*: municipal boards, which are constituted by a municipality to maintain a municipal police service; and First Nation boards, which are constituted by regulation under the *CSPA* at the request of First Nations to maintain a First Nation police service.

The *Act* specifies *there shall be an OPP detachment board, or more than one OPP detachment board in accordance with the regulations, for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve* [s. 67 \(1\)](#). This rule is subject to exemptions that the Minister may make by regulation [s. 67 \(1.1\)](#). The composition of detachment boards is set out in regulation [s. 67 \(2\)](#). Detachment boards may include representatives appointed by municipal councils, First Nation band councils and the Minister.



THE ROLE OF THE COMMISSIONER OF THE ONTARIO PROVINCIAL POLICE

Since the OPP has responsibilities that are provincial in scope, it is useful for detachment board members to understand the duties of the OPP Commissioner. The OPP Commissioner is a “chief of police” as defined in the *CSPA*, so all the rules that apply to chiefs of police generally also apply to the Commissioner.

The Commissioner’s duties are to:

- (a) provide adequate and effective policing in the OPP’s area of responsibility;
- (b) perform duties related to the employment of members of the OPP in accordance with any diversity plan, policy or directive that is applicable to the public service of Ontario;
- (c) maintain a traffic patrol on the King’s Highway, except prescribed parts;
- (d) maintain a traffic patrol on a highway or part of a highway that is designated as a connecting link, except as prescribed by the Minister;
- (e) maintain investigative services to assist other police services, in accordance with the Minister’s policies; and
- (f) perform any other duties assigned, including prescribed duties [s. 57](#).

The Commissioner must also *administer the Ontario Provincial Police and oversee its operation in accordance with the Minister’s policies and strategic plan* [s. 79 \(2\)](#).

All chiefs of police, including the Commissioner, must also:

manage the members of the police service to ensure that they carry out their duties in accordance with this Act and the regulations and in a manner that reflects the needs of the community. [s. 79 \(1\)](#); and *establish written procedures regarding the administration of his or her police service and the provision of policing by the police service* [s. 79 \(4\)](#).



THE ROLE OF OPP DETACHMENT BOARDS

OPP detachment boards are not police service boards as defined in the *CSPA*. Police service boards maintain their own police services while OPP detachment boards oversee OPP policing.

As noted above, the Commissioner of the OPP has the responsibility to provide adequate and effective policing in the OPP's area of responsibility. OPP detachment boards provide civilian input about how policing is provided in their local communities by the OPP.

Although the functions of an OPP detachment board differ significantly from a police service board, which maintains its own police service, many of the provisions of the *CSPA* governing the members and operations of police service boards are made applicable to OPP detachment boards, such as restrictions on board member eligibility and requirements regarding holding meetings [s. 67 \(6\)](#).

There must be at least one OPP detachment board for each OPP detachment that provides policing in a municipality or First Nation reserve, except to the extent that the regulations provide exemptions.

Detachment boards must report to the municipal councils and band councils of the communities in their detachment area by June 30 every year regarding the policing provided by the detachment in their municipalities or First Nation reserves [s. 68 \(1\) \(f\)](#).

The role of OPP detachment Boards will be covered in more detail in Module 4.

OTHER CIVILIAN POLICE OVERSIGHT AGENCIES IN ONTARIO

While OPP detachment boards provide civilian input to their OPP detachment, there are other agencies that oversee different areas relating to police services.

Complaints Director and the Law Enforcement Complaints Agency (LECA)

The Complaints Director is a position created by the *CSPA* and has a mandate to

- deal with public complaints;
- implement programs and services to assist members of the public in making complaints;
- publish statistical reports for the purpose of informing the evaluation, management and improvement of policing in Ontario and the management of public complaints under Part X [s. 132 \(1\)](#); and
- examine and review issues of a systemic nature [s. 133](#).

The Complaints Director is the head of the Law Enforcement Complaints Agency (LECA), which is an arms-length agency of the Ontario Ministry of the Attorney General. The agency's goal is to support the Complaints Director to provide an independent, effective, transparent and accessible public complaints system that is fair to both the public and the police, and builds confidence in the public complaint process.

The focus of the Complaints Director is not on the conduct of police service boards members but rather the conduct of police officers under a board's governance [s. 152](#). The Complaints Director cannot investigate, recommend or lay criminal charges, but may notify the Inspector General if the complaint indicates the conduct may be criminal in nature [s. 133 \(8\)](#).

Normally, complaints about police officers will be referred to either the police service from which they originated or another police service, but the Complaints Director may retain the complaint and cause it to be investigated by an investigator if, in his or her opinion, it is in the public interest to do so [s. 159](#).

Police service boards and members of those boards must forward any complaint that they receive about police officer conduct that should have been made to the Complaints Director. The board or member must also tell the individual that their complaint has been forwarded and provide them information about the Complaints Director [s. 155](#).

The Complaints Director will conduct the investigations of public complaints about police chiefs and deputy chiefs, the OPP Commissioner, deputy commissioners and peace officers of the Legislative Protective Service, and any other complaints determined to be in the public interest.

Allegations of misconduct by board members are dealt with by the Inspector General; this will be discussed in Module 5.

In summary, if a member of the public is alleging misconduct of a police officer, the individual may make a complaint to the Complaints Director. Board members who receive conduct complaints must forward those to the Complaints Director.



Special Investigations Unit

The Special Investigations Unit (SIU) Director conducts investigations of incidents involving the police that have resulted in death, serious injury or allegations of sexual assault. The SIU is a civilian law enforcement agency independent of the police.

The SIU has been in existence since 1990. On December 1, 2020, the [Special Investigations Unit Act, 2019](#) (SIUA) came into force.

The mandate of the SIU is to investigate the actions of a police officer in incidents involving the following, if the incident may have resulted from criminal conduct by an official:

1. the death of a person
2. serious injury to a person
3. the discharge of a [firearm](#) at a person; and
4. the sexual assault of a person as reported by that person [SIUA s.15 \(1\)](#).

The SIU's mandate only applies if, at the time of the incident:

- (a) the official was on duty; or
- (b) the official was off-duty but,
 - i. engaged in the investigation, pursuit, detention or arrest of a person or otherwise exercised the powers of a police officer, special constable or peace officer, as the case may be, whether or not the official intended to exercise such powers or identified him or herself as a person who may exercise such powers, or
 - ii. the incident involved equipment or other property issued to the official in relation to his or her duties.

For clarification relating to the above mandate, the SIUA defines "[serious injury to a person](#)" as:

- a) sustains an injury as a result of which he or she is admitted to a hospital
- b) suffers a fracture to the skull, or to a limb, rib or vertebra
- c) suffers burns to a significant proportion of his or her body
- d) loses any portion of his or her body
- e) as a result of an injury, experiences a loss of vision or hearing
- f) sustains a prescribed injury [SIUA s. 1 \(2\)](#)

If an incident occurs that is one of the four types of incidents listed above, the chief of police, or designate, is responsible for notifying the SIU, who, in turn, decides whether they will commence an investigation into the matter.

If the SIU decides to invoke their mandate and commence an investigation, the police service must ensure that any related ongoing investigation ceases until the SIU authorizes the police service to resume their investigation. The SIU is deemed to be the lead investigator into the incident.

For more information about the SIU, please visit www.siu.on.ca.

Board members must understand that the Commissioner, police officers and special constables have a duty to comply with any reasonable direction or request received from the SIU Director or an investigator in relation to an investigation under the *SIUA* [s. 31 \(1\)](#).

Ontario Ontario Police Arbitration and Adjudication Commission (OPAAC)

[OPAAC](#) is an independent agency whose role is to foster and maintain harmonious labour relations in Ontario policing. To do this, the Commission maintains a list of conciliation officers and a register or registers of arbitrators who provide conciliation and mediation-arbitration services. OPAAC also maintains a roster of adjudicators for police disciplinary hearings.

The OPAAC is a neutral body and neither becomes involved in the issues between the parties nor influences the outcome of a conciliation or arbitration.

The Commission administers the appointment of available conciliation officers and arbitrators who are appointed by the Commission Chair.

Conciliation officers and arbitrators deal with:

- rights, interest and duty of fair representation (DFR) grievances for municipal and First Nation (Opted in) police services;
- First Nations Police Severance Pay Arbitration;
- municipal and First Nation (Opted In) Budget Dispute Conciliation and Arbitration;
- OPP Detachment Budget Disputes; and
- workplace reprisal arbitration affecting members of police services and special constables.

OPAAC will maintain a roster of adjudicators to hear matters relating to:

- the imposition of the following disciplinary measures on police officers (including chiefs and deputy chiefs of police): suspension, forfeiture of pay, reprimands, work performance, demotion and termination of police officers;
- adjudication regarding the expungement of a disciplinary record
- adjudication where suspension without pay is imposed; and
- transition appeals from Ontario Civilian Police Commission (OCPC) that continue under the *PSA*.

Further detail about the operation of OPAAC is provided in [O. Reg. 403/23: Ontario Police Arbitration and Adjudication Commission](#).

SUMMARY

Civilian governance and oversight are essential to maintaining public trust. They help to ensure transparency and accountability in the delivery of policing services.

If a member of the public is alleging misconduct of a police officer, the individual registers that complaint through **the Complaints Director**.

If an individual's interaction with a police officer results in death, serious bodily harm, sexual assault or the discharging of a firearm at a person, the matter is handled by the **SIU**.

If a member of the public provides a complaint about a failure to ensure adequate and effective policing is provided or comply with the *Act* or regulations, or, if they have concerns with a police service or board policies and procedures, these complaints are made to the **Inspectorate of Policing**. If the complaint is specific to a local policy or procedure of the board or its detachment but it is not about the adequacy or effectiveness of policing, then the Inspector General must forward the complaint to the board for review and action, if appropriate.



KNOWLEDGE CHECK to be completed online

MODULE 3: POLICING IN ONTARIO



LEARNING OBJECTIVES

At the conclusion of this module, the learner is expected to identify:

1. the eight principles of policing as defined by the *CSPA*
2. the six functions required for Adequate and Effective Policing
3. duties of a police officer
4. the role of special constables and auxiliaries
5. the differences between the roles of an auxiliary officer, a special constable and a police officer.
6. the role of the [*Interprovincial Policing Act, 2009*](#) in relation to policing in Ontario.

INTRODUCTION

OPP detachment board members must have a good understanding of the principles that apply to police services and their members. This module provides insight into the legislation and standards of modern-day policing, focusing on policing governance principles rather than the processes involved in the delivery of policing services.



POLICING PRINCIPLES

Policing in Ontario is provided in accordance with eight principles outlined in its [*Declaration of Principles*](#). These principles are foundational to the work of police services. Board members should have a full appreciation of these principles as they fulfil their responsibilities.

The declaration states:

Policing must be provided throughout Ontario in accordance with the following principles:

1. *The need to ensure the safety and security of all persons and property in Ontario, including on First Nation reserves.*
2. *The importance of safeguarding the fundamental rights and freedoms guaranteed by the [*Canadian Charter of Rights and Freedoms*](#) and the Ontario [*Human Rights Code*](#).*
3. *The need for co-operation between policing providers and the communities they serve.*
4. *The importance of respect for victims of crime and understanding of their needs.*
5. *The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.*
6. *The need to be responsive to the unique histories and cultures of First Nation, Inuit and Métis communities.*
7. *The need to ensure that police services and police service boards are representative of the communities they serve.*
8. *The need to ensure that all parts of Ontario, including First Nation reserves, receive equitable levels of policing.*

POLICING RESPONSIBILITY

The OPP Commissioner is required to ensure adequate and effective policing is provided in the area for which the OPP has jurisdictional responsibility for policing in accordance with the needs of, and regards for, the diversity of the communities they serve [s. 10 \(1\)](#).

Adequate and Effective Policing

The [CSPA s. 11](#) states that

Adequate and effective policing means all of the following functions provided in accordance with the standards set out in the regulations, including the standards with respect to the avoidance of conflicts of interest, and with the requirements of the [Canadian Charter of Rights and Freedoms](#) and the Ontario [Human Rights Code](#):

1. *crime prevention*
2. *law enforcement*
3. *maintaining the public peace*
4. *emergency response*
5. *assistance to victims of crime and*
6. *any other prescribed policing function*

Ontario Regulation 392/23 [Adequate and Effective Policing](#) sets out a generally acceptable standard that *a policing function shall be provided to an extent and in a manner that is reasonable, having regard to the following factors:*

1. The policing needs of the community.
2. The geographic and socio-demographic characteristics of the police service's area of policing responsibility.
3. The extent to and manner in which the policing function is effectively provided in similar communities in Ontario.
4. The extent to which past provision of the policing function by the police service has been effective in addressing the policing needs of the community.
5. Best practices respecting the policing function [O. Reg 392/23 s. 2 \(1\)](#).

In addition, O. Reg. 392/23 provides standards for the provision of each of the functions above, and it prescribes two additional policing functions: dispatching members of a police service [s. 15](#) and complying with legal duties under the [Children's Law Reform Act](#), the [Courts of Justice Act](#), the [Police Record Checks Reform Act](#), or any other Ontario statute [s. 16](#).

There are several additional *CSPA* regulations that prescribe standards for adequate and effective policing. Board members should familiarize themselves with these requirements as well. A summary of these regulations is provided here:

O. Reg. 401/23	Conflicts Of Interest
O. Reg. 400/23	Collection Of Identifying Information In Certain Circumstances - Prohibition And Duties
O. Reg. 397/23	Vehicle Pursuits
O. Reg. 395/23	Investigations
O. Reg. 394/23	Major Case Management And Approved Software Requirements
O. Reg. 393/23	Active Attacker Incidents
O. Reg. 391/23	Use Of Force and Weapons

Adequate and effective policing does not include the enforcement of municipal and First Nation by-laws, unless the by-laws are prescribed in regulation. Nor does it include the provision of court security, which is addressed as a distinct duty of boards and the Commissioner under the *CSPA*, separate from policing and not necessarily provided by members of a police service [s. 11 \(2\)](#). The standards for adequate and effective policing can be exceeded [s. 11 \(3\)](#).

NOTE: This does not mean that by-laws cannot be enforced. It means that these functions do not meet the definition of adequate and effective policing under the current legislation and regulations.

Duties of a Police Officer



Under Part I of the Act, “police officer” is defined to mean a member of a police service who is appointed as a police officer or a person who is appointed as a police officer under the *Interprovincial Policing Act, 2009* and, for greater certainty, does not include a special constable, a First Nation Officer, a municipal by-law enforcement officer, a police cadet or an auxiliary member of a police service.

It is important to note that police officers are required to do more than just enforce the law. In fact, the CSPA lists a total of **ten duties of a police officer** [s. 82](#):

1. *preserving the peace;*
2. *preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;*
3. *assisting victims of crime;*
4. *apprehending criminals and other offenders and others who may lawfully be taken into custody;*
5. *laying charges and participating in prosecutions;*
6. *executing warrants that are to be executed by police officers and performing related duties*
7. *performing the lawful duties that the police chief assigns;*
8. *completing training required by this Act or the regulations;*
9. *complying with the prescribed code of conduct; and*
10. *performing such other duties as are assigned to him or her by or under this or any other Act, including any prescribed duties.*

For a detachment board member to assist their board in providing civilian input on OPP policing, they must be aware of these ten duties.

Special Constables



In Ontario, special constables are peace officers who can be granted powers of a police officer through their appointments. [O. Reg. 396/23](#) provides requirements for appointments and functions for special constables (see also [s. 92](#)).

Police service employed special constables can fulfil specific roles within a police service (for example, court security, prisoner transport, etc.).

Special constables who work for the OPP are appointed by the Commissioner of OPP.

Special constables can be employed by a “special constable employer” and have a dedicated enforcement role in support of a special constable employer (for example, public transit, public housing, university campus, etc.).

Auxiliary Members



The OPP Commissioner has the authority to appoint auxiliary members to the OPP [s. 91](#).

The purpose of an auxiliary officer is to provide additional resources to police services.

They are usually unarmed and may be volunteer or paid members. Depending on their appointment, they may also be peace officers. Auxiliary officers are called upon to perform duties in support of community events (for example, fundraising, blocking a side street at a parade, demonstrating police equipment at a Police Week event) and limited frontline police functions (for example, crowd control, directing traffic at a vehicle collision scene, or providing first aid).

An auxiliary officer is not a police officer and does not automatically possess the powers of an appointed police officer. However, the *CSPA* does grant an auxiliary officer the authority of a police officer if the officer is:

- (a) accompanied or supervised by a police officer in accordance with the regulations made by the Minister and the procedures established by the chief of police; and
- (b) authorized to perform police duties by the chief of police [s. 91 \(5\)](#)

NOTE: The above condition usually occurs during an emergency situatio



Officers from other Canadian jurisdictions

The [Interprovincial Policing Act, 2009](#) (*IPA*) is a mechanism that allows a police officer from one province to be appointed as a police officer in another province. This allows officers from provinces across Canada to work collaboratively on major cases and joint force operations outside the province in which they work. Note that the *IPA* does not apply to the Royal Canadian Mounted Police.

SUMMARY

While community needs and priorities may vary among police services, the *CSPA* ensures that the duties and responsibilities of police services and their appointed police officers are consistent across the province. It is the responsibility of the OPP Commissioner to ensure that the delivery of policing services is both adequate and effective everywhere in the OPP's jurisdiction.

Out of province police officers can be appointed through the *Interprovincial Policing Act, 2009* for specific events and investigations.



KNOWLEDGE CHECK to be completed online

MODULE 4: ROLES AND RESPONSIBILITIES OF OPP DETACHMENT BOARDS



LEARNING OBJECTIVES

At the conclusion of this module, the learner is expected to identify:

1. the duties, roles and responsibilities of OPP detachment boards and members
2. liability of boards and board members
3. board meetings
4. adequate and effective policing
5. the responsibility for strategic and local plans
6. the types of policies to be established by OPP detachment boards
7. limitations on a board's policies
8. the role of the Detachment Commander
9. the responsibility to monitor the Detachment Commander
10. the role of municipal diversity plans
11. the role, purpose and importance of an annual report
12. the detachment board estimates process

INTRODUCTION

OPP detachment boards are not police service boards as defined in the *CSPA*. Police service boards maintain their own police services while OPP detachment boards oversee OPP policing at the detachment level.

The Commissioner of the OPP has the responsibility to ensure adequate and effective policing is provided in the OPP's area of responsibility. OPP detachment boards provide civilian input into how policing is provided in their local communities by the OPP.

There must be at least one OPP detachment board for each OPP detachment that provides policing in a municipality or First Nation reserve, except to the extent that the regulations provide exemptions.

OPP detachment boards are independent from municipal councils. The municipal council and the OPP detachment board are separate legal entities. The Minister, First Nation band councils and municipalities will appoint members to detachment boards.

Regulations will determine the composition of the OPP detachment board and the term of office, remuneration and expenses of its members [s. 67 \(1\) - \(3\)](#).



BOARD RESPONSIBILITIES

The CSPA sets out the duties of an OPP detachment board [s. 68 \(1\)](#). These are to:

- (a) *consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;*
- (b) *determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;*
- (c) *advise the detachment commander with respect to policing provided by the detachment;*
- (d) *monitor the performance of the detachment commander;*
- (e) *review the reports from the detachment commander regarding policing provided by the detachment; and*
- (f) *on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves.*

In addition, the OPP detachment board must:

- *consider any community safety and well-being plan adopted by a municipality or First Nation that receives policing from the detachment [s. 68 \(4\)](#).*
- *comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under this Act [s. 68 \(5\)](#).*

The CSPA does not make detachment boards liable for actions of OPP members [s. 67 \(5\)](#)



Board Meetings, Rules, Policies and Procedures

Rules for OPP detachment boards are set out in [s. 43](#) of the Act. OPP detachment boards must hold meetings at least four times per year [s. 43 \(1\)](#).

A majority of the members of a board is sufficient to constitute quorum.

Board meetings must be open to the public, except in specific circumstances. Regardless of whether the meeting is open or closed to the public, it must be recorded and the recording must contain all resolutions, decisions and other proceedings. The board must publish notice of any meetings that are open to the public. This notice must be posted on the Internet seven days in advance of the meeting and include:

- the proposed agenda for the meeting; and
- either the record of the most recent board meeting that was open to the public, **or** instructions to the public on how to access this record.

As specified above, the general principle is that board meetings shall be open to the public. At times, however, it may be necessary to close all or part of a meeting, by board resolution [s. 44](#).

Before holding a meeting, OPP detachment boards and their committees must consider whether their meeting or part of it should be closed to the public and, if applicable, they must close the meeting or the applicable part of the meeting [s. 44 \(1\) \(a\)](#). Note that the only time a meeting is required to be closed is if a Freedom of Information request under the [Municipal Freedom of Information and Protection of Privacy Act](#) is being discussed [s. 44 \(3\)](#).

The board or committee must also consider whether any of the circumstances allowing a meeting to be closed apply to the meeting, in which case they can decide whether they should close the meeting (or applicable part of the meeting) or not. A meeting or part of a meeting about the following matters can (but is not required to) be closed to the public:

- (a) the security of the property of the board;*
- (b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;*
- (c) a proposed or pending acquisition or disposition of land by the board;*
- (d) labour relations or employee negotiation;*
- (e) litigation or potential litigation affecting the board, including matters before administrative tribunals;*
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;*
- (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;*
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;*
- (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;*
- (k) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record; or*
- (l) an ongoing investigation respecting the (police service) board [s. 44 \(2\)](#).*

A meeting that is for the purpose of educating or training the board/committee members can also be closed to the public, so long as no other matters are considered or dealt with at the meeting in a way that would materially advance the business or decision-making of the board [s. 44 \(6\)](#).

If a meeting or part of it will be closed to the public—whether it was mandatory or optional—the board or committee must adopt a resolution:

- saying that the meeting or part of it will be closed; and
- describing the general nature of the matter to be considered (or the training/education session subject matter, if applicable).

Additionally, if the meeting is closed because it is an education or training session, the resolution must state that it is being closed under [s. 44 \(6\)](#) of the Act [s. 44 \(1\) \(b\)](#).

If a meeting or part of it is closed, for whatever reason, the board/committee members must keep everything considered at that meeting/part of the meeting confidential. The only exceptions—that is, when members are allowed to disclose information from the closed meeting/part of the meeting—are:

- to comply with an Inspectorate of Policing inspection
- if disclosure is required to comply with the *CSPA*, the *SIUA*, or their regulations
- if disclosure is required for a law enforcement purpose (for example, a police investigation)
- if disclosure is otherwise required by law (for example, under a court order)
- if the board adopts a resolution permitting the member to disclose information [s. 44 \(4\) - \(5\)](#).

The board can adopt a resolution to disclose information from a closed meeting or part of a meeting, or a resolution authorizing individual members of the board to disclose such information. This option is available even if the meeting was required to be closed. The resolution can include disclosing information that may not have been shared during the meeting but that was obtained for the purpose of the meeting [s. 44 \(5\)](#).



Strategic Plan

The Minister must prepare and adopt a strategic plan for the provision of adequate and effective policing by the Commissioner of the OPP in accordance with the needs of the population of the areas for which he or she has policing responsibility [s. 61 \(1\)](#).

The Commissioner must file an annual report with the Minister that addresses the implementation of the Minister's strategic plan and the achievement of the performance objectives identified in the strategic plan [s. 58 \(1\)](#). This annual report must be published on the Internet [s. 58 \(2\)](#).

In contrast to municipal police services boards, which generate a strategic plan for their police services, the OPP Commissioner implements the Minister's strategic plan for the OPP. OPP detachment boards may create local policies, but they must be consistent with the Minister's strategic plan and other requirements described below.

Local Action Plans

A detachment commander must prepare and adopt a local action plan for the provision of policing provided by that detachment. In doing so, the detachment commander must:

- consult with the OPP detachment board and other stakeholders such as:
 - (a) *his or her OPP detachment board;*
 - (b) *the municipal council of any municipalities that receive policing from the detachment;*
 - (c) *the band councils of any First Nations that receive policing from the detachment;*
 - (d) *groups representing diverse communities in the area that receives policing from the detachment;*
 - (e) *school boards, community organizations, businesses and members of the public in the area that receives policing from the detachment; and*
 - (f) *any other prescribed persons, organizations or groups* [s. 70 \(3\)](#).
- submit a draft of the new or amended local action plan to their OPP detachment board before it is finalized and allow the board to make comments on the draft within 60 days after the submission [s. 70 \(5\)](#).

The local action plan must be published on the Internet in accordance with the regulations made by the Minister, if any [s. 70 \(7\)](#).

Community Safety and Well-Being Plans

In exercising its functions, the OPP detachment board must consider any community safety and well-being plan adopted by a municipality or First Nation that receives policing from the detachment [s. 68 \(4\)](#).



Local Policies

The OPP detachment board may establish local policies with respect to policing after consultation with the detachment commander.

The OPP detachment board must publish any local policies on the Internet [s. 69 \(7\)](#).

Limitations to Local Policies

1. *The local policy must not be inconsistent with,*
 - i. *the strategic plan prepared by the Minister,*
 - ii. *any policies established by the Minister under section 60,*
 - iii. *any procedures established by the Commissioner, or*
 - iv. *the local action plan prepared by the detachment commander.*
2. *The local policy must not relate to specific investigations, the conduct of specific operations, the management or discipline of specific police officers or other prescribed matters.*
3. *The local policy must not require a member of the Ontario Provincial Police to do something or refrain from doing something where this would be inconsistent with his or her duties under this Act or the regulations.*
 - **For example:** A board cannot prohibit a police officer from apprehending individuals under the age of 18, as this would be contrary to [s. 82 \(1\) \(d\)](#) of the CSPA
4. *The local policy must not prohibit a member of the Ontario Provincial Police from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of an offence.*
 - a. **For example:** The board cannot make a policy prohibiting a police officer from requesting necessary identifying information about an individual in order to charge them with a criminal offence.
5. *The local policy must not require a member of the Ontario Provincial Police to provide any policing that is not required as a component of adequate and effective policing.*
6. *The local policy must comply with any prescribed requirements. [s. 69 \(2\)](#).*



Selecting and Monitoring the Detachment Commander

The Commissioner of the OPP appoints the detachment commander with input from the detachment board [s. 68 \(1\) \(a\)](#).

The OPP detachment board has a responsibility to monitor the performance of its detachment commander [s. 68 \(1\) \(d\)](#).

The duties of the OPP detachment commander include:

- ensuring that his or her detachment provides policing in accordance with the local policies of his or her OPP detachment board [s. 69 \(3\)](#).
- providing the OPP detachment board with reports regarding policing provided by the detachment at the board's request [s. 68 \(2\)](#).

Disputes between the Board and the Detachment Commander

If there is a discrepancy between the OPP detachment board's local policies and the requirements of the Act:

(4) If a detachment commander believes that a local policy of his or her O.P.P. detachment board does not comply with subsection (2),

(a) he or she shall inform the O.P.P. detachment board, in writing, of the reasons why he or she believes that the local policy does not comply with subsection (2); and

(b) despite subsection (3), he or she is not required to ensure that policing is provided in accordance with the policy unless directed to do so by the Commissioner under subsection (5). [s. 69 \(4\)](#).

(5) If the O.P.P. detachment board is not satisfied with the detachment commander's reasons for not complying with the local policy, it may apply to the Commissioner to review the decision and provide direction to the detachment commander, which may include requiring compliance with the local policy [s. 69 \(5\)](#).

(6) The Commissioner shall consider any submissions from the O.P.P. detachment board and shall provide it with written reasons for his or her decision to provide directions or not to provide directions to the detachment commander [s. 69 \(6\)](#).



Budget Estimates

The OPP detachment board must prepare estimates, in accordance with the regulations, of the total amount that will be required to pay the expenses of the board's operation other than the remuneration of board members [s. 71 \(1\)](#).

The municipalities must contribute their share of the costs to the OPP detachment board's budget in accordance with the estimates [s. 71 \(3\)](#).

If there is a dispute about the prepared estimates between the OPP detachment board and a municipality, they may jointly appoint an arbitrator within 60 days or they may apply to the OPAAC Commission Chair to appoint an arbitrator [s. 71 \(7\) - \(8\)](#).

Liability Of Boards, Board Members and Members of The Police Service

An OPP detachment board is not liable for the acts or omissions of members of the OPP committed in the course of their employment [s. 67 \(5\)](#).

OPP Detachment boards are legal entities that can contract, sue and be sued in their own name [s. 49 \(1\)](#). Board members are protected from personal liability when acting in good faith in accordance with their duties and responsibilities [s. 48 \(2\)](#).

SUMMARY

The roles and responsibilities of an OPP detachment board and its members are substantial in quantity and significant in their importance. A detachment commander must be monitored by their respective board.

OPP detachment boards play various roles in matters such as local action plans, local policies and annual reporting.



KNOWLEDGE CHECK to be completed online

MODULE 5: BOARD MEMBER APPOINTMENTS, TRAINING REQUIREMENTS, CODE OF CONDUCT AND CONFLICTS OF INTEREST



LEARNING OBJECTIVES

At the conclusion of this module, the learner is expected to identify:

1. board member appointment criteria
2. board member responsibilities including training
3. board member Code of Conduct
4. processes in relation to board member misconduct

OPP DETACHMENT BOARD MEMBER APPOINTMENTS

The CSPA outlines the criteria that qualifies or excludes an individual from being a member of an OPP detachment board [s. 33](#).

The person or entity responsible for appointing a board member must consider:

- (a) the need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;*
- (b) the need for the police service board to have members with the prescribed competencies, if any; and*
- (c) any applicable diversity plan [s. 33 \(1\)](#).*

Ineligible persons are:

1. A judge or justice of the peace.
2. A member of a police service, a special constable or a First Nation Officer.
3. Any person who practises criminal law as a defence counsel or as a prosecutor.
4. A director, officer or employee of a prescribed policing provider.
5. Any other prescribed persons [s 33 \(4\)](#).

A former member of a police service is not eligible to be a member of a police service board unless,

- (a) they were only a former member of a police service other than the OPP; and*
- (b) at least one year has passed since the person ceased to be a member of any police service [s. 33 \(5\)](#).*

Appointment to an OPP Detachment Board

The composition of the OPP detachment board shall be as provided in the regulations [s. 67 \(2\)](#).

When appointing or reappointing a member of board, the appointing person or body must consider:

- (a) the need to ensure that the detachment board is representative of the area the detachment serves, having regard for the diversity of the population in the area;
- (b) the need for the detachment board to have members with the prescribed competencies, if any; and
- (c) any applicable diversity plan; [s. 33 \(1\)](#)

and

The appointing person or body must consider the results of a potential appointee's police record check that was prepared within the past 12 months before appointing him or her as a member of a detachment board [s. 33 \(2\)](#).

The term of office and remuneration and expenses of the members of the OPP detachment board shall be as provided in the regulations [s. 67 \(3\)](#).

An oath or affirmation is required as part of the member's appointment [s. 35 \(1\)](#).

OPP DETACHMENT BOARD MEMBER RESPONSIBILITIES

Board members are expected to

- successfully complete training that is approved by the Minister [s. 35 \(2\)](#)
- participate in the election of a chair at the first meeting in each year, which may also include electing a vice-chair [s. 36 \(1\) – \(2\)](#)
- follow and adhere to the [Members of OPP Detachment Board Code of Conduct \(O. Reg 409/23\)](#).
- attend meetings as determined by the board, with no fewer than four meetings each year [s. 43 \(1\)](#)



Mandatory Training

Board and board committee members must successfully complete:

- a. Training approved by the Minister with respect to the role of a board and the responsibilities of members of a board or committee (this training).
- b. Training approved by the Minister with respect to human rights and systemic racism.
- c. Training approved by the Minister that promotes recognition of and respect for,
 - i. the diverse, multiracial and multicultural character of Ontario society, and
 - ii. the rights and cultures of First Nation, Inuit and Métis Peoples.
- d. Any other training prescribed by the Minister.

OPP detachment board members and committee members **must not** exercise the powers or perform the duties of a board or committee member until they have successfully completed the training with respect to the role of a board and the responsibilities of members of a board or committee [s. 35 \(2\)](#).

The member is also required to complete the other training outlined in [s. 35](#) within the prescribed period of time following their appointment.



CODE OF CONDUCT

Every board member must comply with the [Code of Conduct](#) prescribed in the regulations [s. 67 \(4\)](#).

The Code of Conduct [O. Reg. 409/23](#) demands that an OPP detachment board member (section numbers here refer to those in the Code of Conduct):

- **must** comply with the *Act* and the regulations made under it (s.4)
- **must** comply with any rules, procedures and by-laws of the OPP detachment board (s. 6)
- **must** conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties (s. 10 (1))
- **must** clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the OPP detachment board, the Ontario Provincial Police or a member of the police service (s. 13)
- **must** attend all OPP detachment board meetings unless able to provide a reasonable explanation for the absence (s. 16)
- **must** disclose any conduct of another member of the OPP detachment board that the member reasonably believes constitutes misconduct to the board chair or, if the misconduct involves the board chair, the disclosure shall be made to the Inspector General (s. 17)
- **must** disclose to the body appointing such member (municipality or Minister if they are a provincial appointee) any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges (s. 18)

- **must** promptly disclose any conflict of interest to the board chair (or to the Inspector General if the conflict involves the board chair) (s. 20)
 - **must** disclose the conflict at the next meeting of the board

And

- A member of an OPP detachment board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the OPP detachment board to the extent such charges or findings were made after the member's appointment to the board (s. 8)

A member of an OPP detachment board:

- **must not** conduct themselves in a manner that undermines or is likely to undermine the public's trust in the OPP detachment board or the Ontario Provincial Police (s. 3 (1))
 - **will not** be subject to discipline if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member (s. 3 (2))
- **must not**, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the *Act* or the regulations made under it (s. 5)
- **must not** substantially interfere with the conduct of OPP detachment board meetings (s. 7)
- **must not**, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code* (s. 9 (1))
 - **the board member will not** be subject to discipline if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties as a board member (s. 9 (2))
- **must not** knowingly make false statements pertaining to the duties of a member of an OPP detachment board (s. 11)
- **must not** purport to speak on behalf of the OPP detachment board unless authorized by the board to do so (s. 12)
- **must not** access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law (s. 14)
- **must not** disclose to the public information obtained or made available in the course of the member's duties except as authorized by the OPP detachment board or as required by law (s. 15)
- **must not** apply for employment with the Ontario Provincial Police unless they resign from the board before applying (s. 19)
- **must not** use their position as an OPP detachment board member to
 - (a) benefit themselves;
 - (b) benefit one or more persons with whom they have a personal relationship; or
 - (c) interfere with the administration of justice (s. 21)
- **must not** participate in discussion of or voting with respect to matters at OPP detachment board meetings if the member has a conflict of interest in the matter (s. 22)



BOARD MEMBER CONFLICT OF INTEREST

Conflict of interest means a situation in which a member of an O.P.P. detachment board's private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the O.P.P. detachment board [O. Reg. 409/23 s. 2](#).

"Personal relationship" includes, but is not limited to, a relationship with any of the following persons:

1. a current or former spouse or common-law partner of the board member;
2. a current or former intimate partner of the board member;
3. the board member's children, including biological and adoptive children and stepchildren;
4. the legal dependants of the board member;
5. a child in the board member's care; and
6. the board member's grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law [O. Reg. 409/23 s. 2](#).

MISCONDUCT COMPLAINTS

If a **board member** wishes to make a complaint of misconduct against another board member, that complaint is made to the board chair. If the board chair is the subject of the complaint, that complaint is made to the Inspector General [O. Reg. 409/23 s. 17 \(a\) - \(b\)](#)

If a **member of the public** wishes to make a complaint against a member or chair of the board, that complaint is made directly to the Inspector General [CSPA s. 106](#).

The Inspector General may refuse to accept complaints that are frivolous, vexatious or made in bad faith. The Inspector General may also refuse to accept a complaint that would not be in the public interest to deal with [CSPA s. 106 \(2\) - \(3\)](#).

For more information about misconduct procedures, refer to [Part VII](#) of the CSPA.

SUMMARY

All board members are required to conduct themselves in keeping with the CSPA and its regulations. Misconduct complaints from the public are made to the Inspector General who reviews, investigates and determines if the action(s) of the member constitutes professional misconduct. If the member is found to have committed misconduct, the Inspector General may reprimand, suspend or remove the member as appropriate.



KNOWLEDGE CHECK to be completed online



Congratulations!

You have now completed your review of the Ministry of the Solicitor General's approved training for policing boards members with respect to the role of a policing board and the responsibilities of members of a board or committee.

As a board member, you will continue to have access to this training program for future reference. Continue to access the *CSPA* in the conduct of your board responsibilities. It provides the legal framework and the specifics for carrying out your responsibilities as per your board type.

Thank you for your board service.

APPENDIX 1: REPORT OF INTEREST REGARDING ROLES AND RESPONSIBILITIES OF POLICE SERVICE BOARDS

Epstein, Gloria J. 2021. Report of the Independent Civilian Review into Missing Person Investigations. Toronto Police Services Board.

MacDonald, Michael MacDonald. 2023. Final Report to the Mass Casualty Commission, Joint Federal/Provincial Commission in the April 2020 Nova Scotia Mass Casualty.

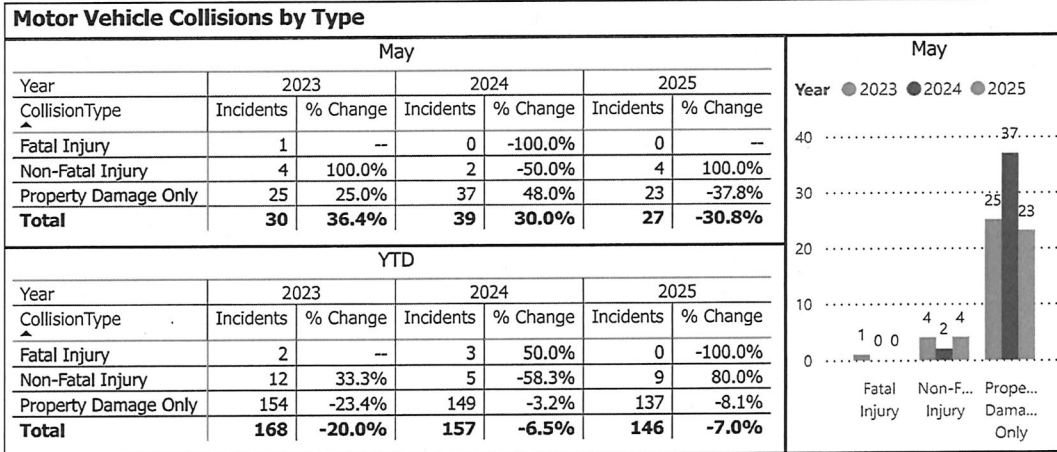
Mukherjee, Alok. 2023. Final Report of the Independent Expert Panel to the Thunder Bay Police Services Board.

Rouleau, Paul S. 2023. Report of the Public Inquiry into the 2022 Public Order Emergency. His Majesty the King in Right of Canada.

Sinclair, Murray. 2023. Building Trust through Bold Action: Roadmap for Real Change: Final Report - Independent Expert Panel to the Thunder Bay Police Services Board.

Tulloch, Michael H. 2018. Report of the Independent Street Checks Review, Toronto: Queen's Printer for Ontario.

**OPP Detachment Board Report
Collision Reporting System
May 2025**



Data source (Collision Reporting System) date:

23-Jun-2025

Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

Data source date:

23-Jun-2025

Report Generated on:

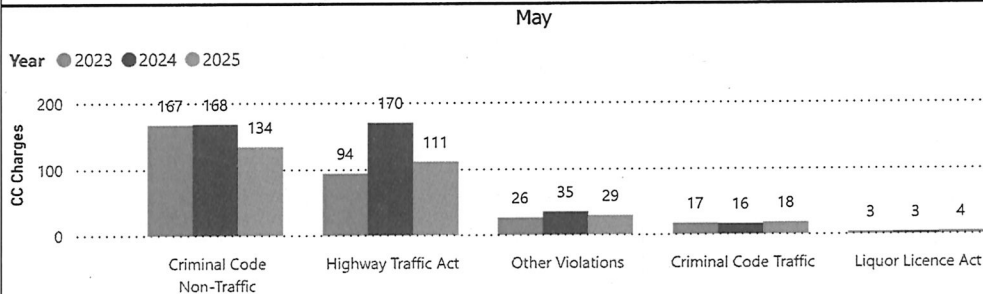
24-Jun-2025 7:52:44 AM

**OPP Detachment Board Report
Records Management System
May 2025**

Criminal Code and Provincial Statute Charges Laid

May						
Year	2023		2024		2025	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	167	34.7%	168	0.6%	134	-20.2%
Criminal Code Traffic	17	-39.3%	16	-5.9%	18	12.5%
Highway Traffic Act	94	-4.1%	170	80.9%	111	-34.7%
Liquor Licence Act	3	-50.0%	3	0.0%	4	33.3%
Other Violations	26	73.3%	35	34.6%	29	-17.1%
Total	307	13.3%	392	27.7%	296	-24.5%

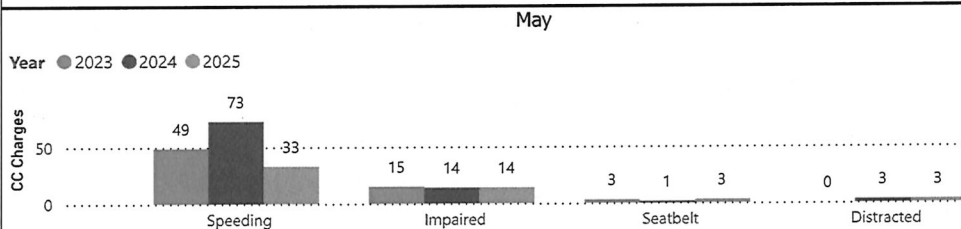
YTD						
Year	2023		2024		2025	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	675	20.5%	645	-4.4%	591	-8.4%
Criminal Code Traffic	80	-10.1%	74	-7.5%	76	2.7%
Highway Traffic Act	354	-9.0%	630	78.0%	568	-9.8%
Liquor Licence Act	10	-9.1%	11	10.0%	19	72.7%
Other Violations	80	-1.2%	121	51.3%	94	-22.3%
Total	1,199	6.1%	1,481	23.5%	1,348	-9.0%



Traffic Related Charges

May						
Year	2023		2024		2025	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	49	25.6%	73	49.0%	33	-54.8%
Seatbelt	3	-40.0%	1	-66.7%	3	200.0%
Impaired	15	-31.8%	14	-6.7%	14	0.0%
Distracted	0	-100.0%	3	--	3	0.0%

YTD						
Year	2023		2024		2025	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	163	-14.2%	208	27.6%	156	-25.0%
Seatbelt	8	-71.4%	9	12.5%	23	155.6%
Impaired	68	-8.1%	60	-11.8%	70	16.7%
Distracted	4	-50.0%	13	225.0%	9	-30.8%



Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

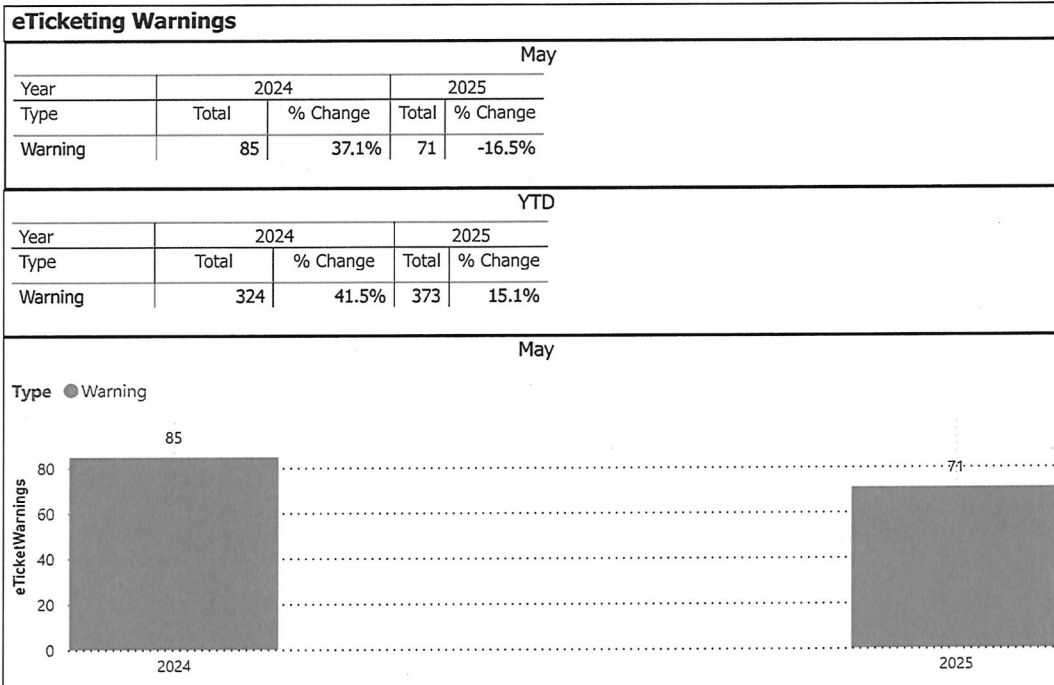
Data source date:

23-Jun-25

Report Generated on:

24-Jun-2025 7:52:44 AM

**OPP Detachment Board Report
Records Management System
May 2025**



Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

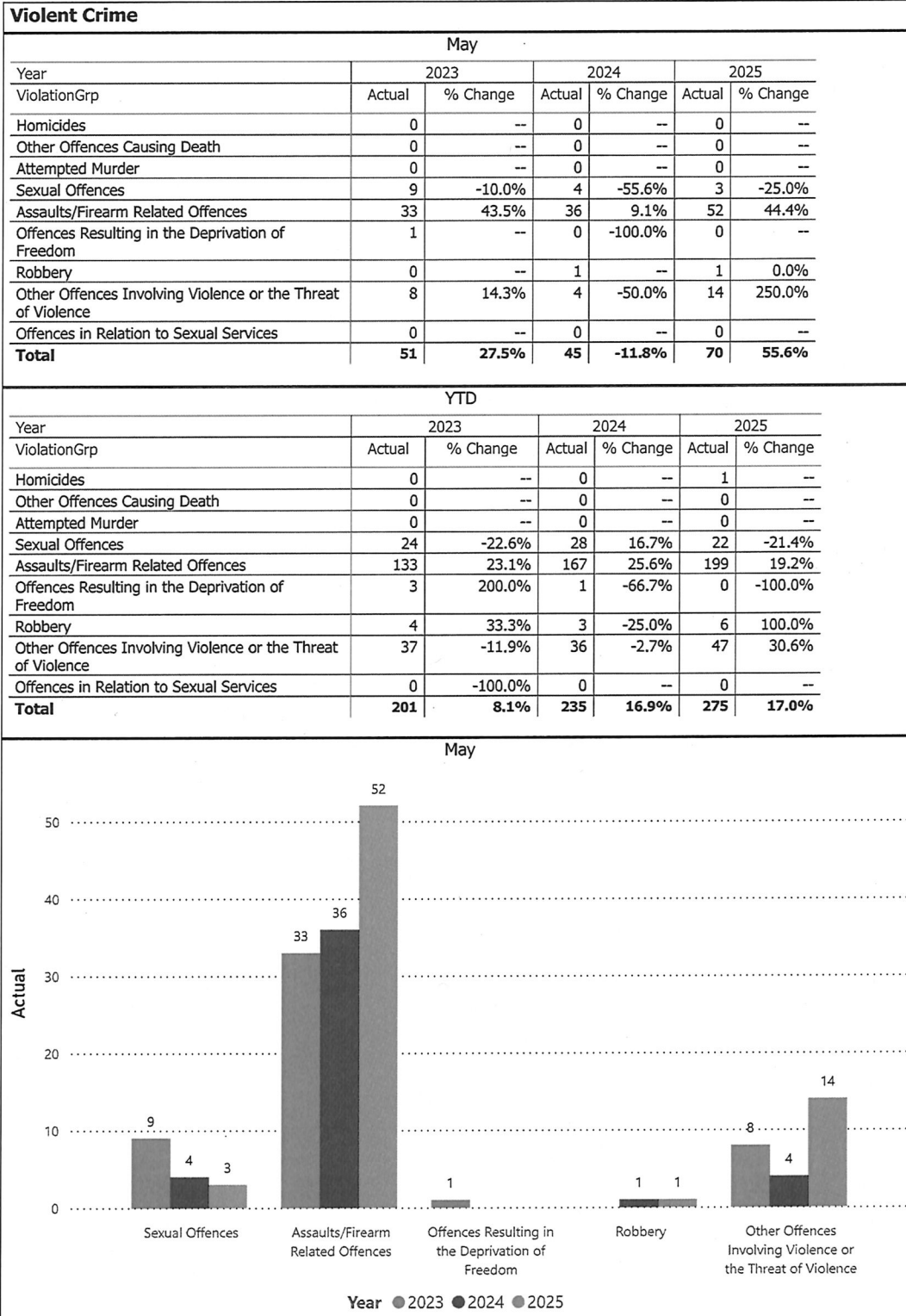
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Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

Data source date: 23-Jun-25

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**OPP Detachment Board Report
Records Management System
May 2025**



Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

Data source date:

23-Jun-2025

Report Generated on:

24-Jun-2025 7:52:44 AM

**OPP Detachment Board Report
Records Management System
May 2025**

Property Crime

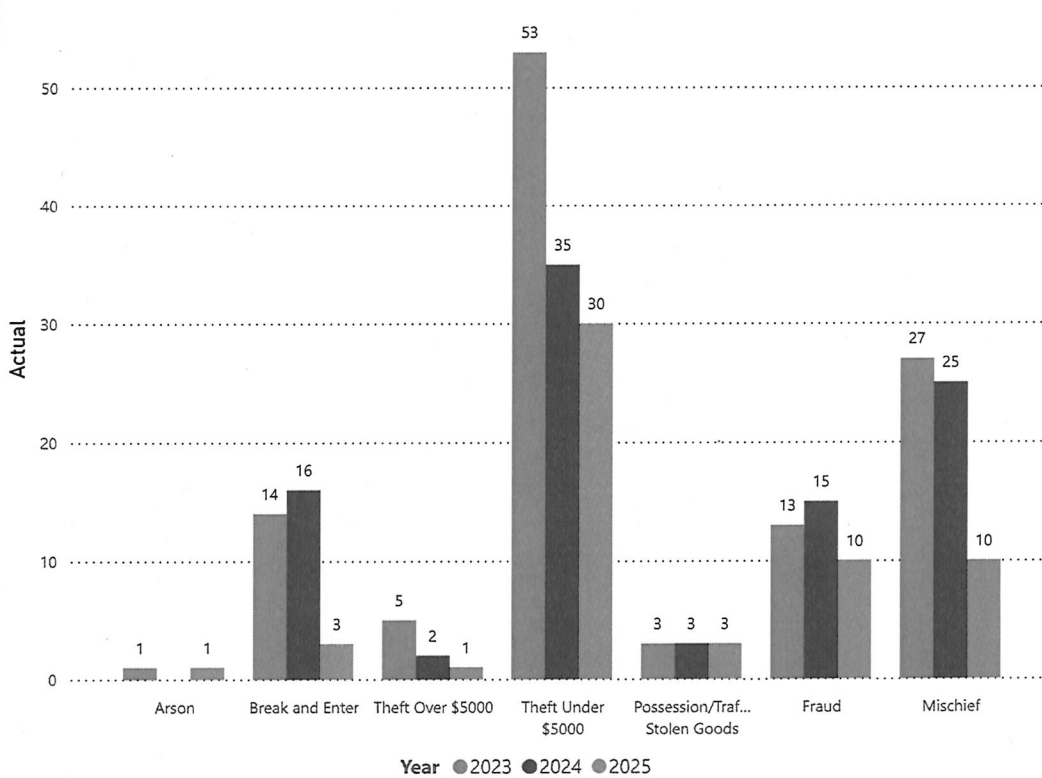
May

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	1	--	0	-100.0%	1	--
Break and Enter	14	55.6%	16	14.3%	3	-81.3%
Theft Over \$5000	5	66.7%	2	-60.0%	1	-50.0%
Theft Under \$5000	53	26.2%	35	-34.0%	30	-14.3%
Possession/Trafficking Stolen Goods	3	--	3	0.0%	3	0.0%
Fraud	13	44.4%	15	15.4%	10	-33.3%
Mischief	27	17.4%	25	-7.4%	10	-60.0%
Total	116	34.9%	96	-17.2%	58	-39.6%

YTD

Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	1	0.0%	0	-100.0%	1	--
Break and Enter	40	-7.0%	52	30.0%	14	-73.1%
Theft Over \$5000	15	-11.8%	9	-40.0%	8	-11.1%
Theft Under \$5000	230	1.8%	159	-30.9%	119	-25.2%
Possession/Trafficking Stolen Goods	8	700.0%	12	50.0%	5	-58.3%
Fraud	64	30.6%	60	-6.3%	46	-23.3%
Mischief	93	-9.7%	89	-4.3%	51	-42.7%
Total	451	2.5%	381	-15.5%	244	-36.0%

May



Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Areas(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

Data source date:

23-Jun-2025

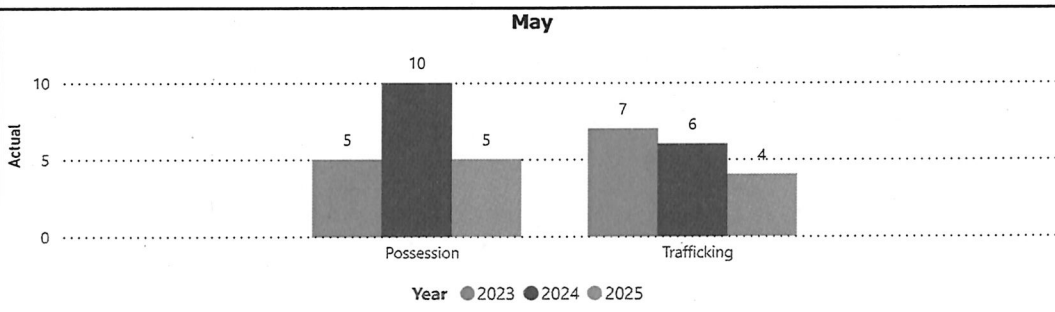
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**OPP Detachment Board Report
Records Management System
May 2025**

Drug Crime						
May						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	5	-16.7%	10	100.0%	5	-50.0%
Trafficking	7	75.0%	6	-14.3%	4	-33.3%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
Total	12	20.0%	16	33.3%	9	-43.8%

YTD						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	16	-30.4%	24	50.0%	18	-25.0%
Trafficking	18	80.0%	20	11.1%	11	-45.0%
Importation & Production	0	--	1	--	0	-100.0%
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	-100.0%	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
Total	34	0.0%	45	32.4%	29	-35.6%



Top 3 Violation Types		Top 5 Violation Groups					
May		May					
Actual		ViolationGrp	2022	2023	2024	2025	Total
131		Provincial Statutes	131	141	280	160	712
86		Theft Under \$5000	42	53	35	30	160
57		Assaults/Firearm Related Offences	23	33	36	52	144
		Failure to Comply	29	34	37	28	128
		Mischief	23	27	25	10	85

Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

**OPP Detachment Board Report
Records Management System
May 2025**

Other Crime Occurrences

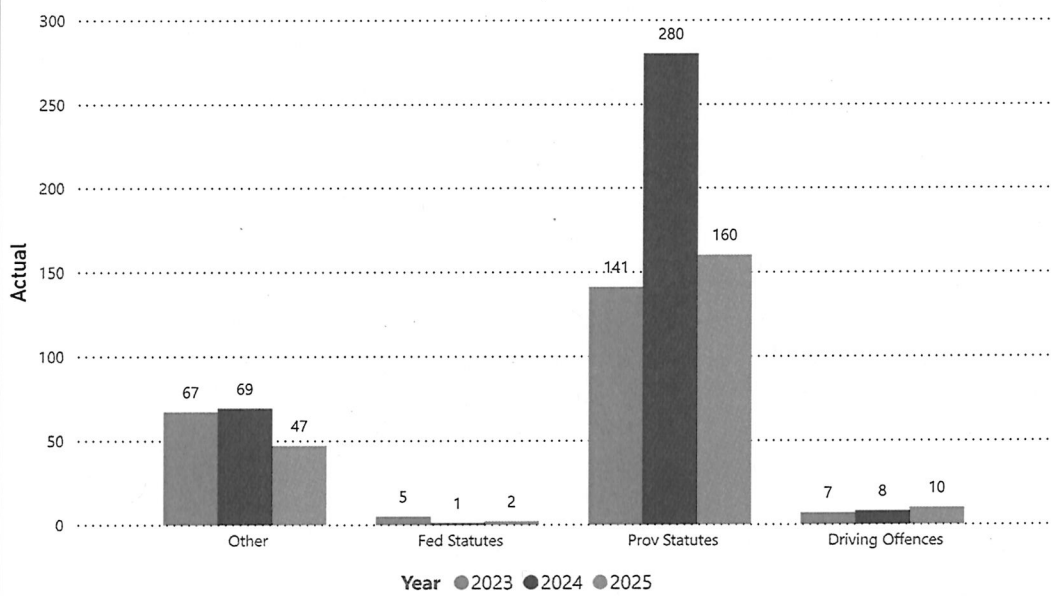
May

Year	2023		2024		2025	
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change
Other	67	17.5%	69	3.0%	47	-31.9%
Fed Statutes	5	--	1	-80.0%	2	100.0%
Prov Statutes	141	7.6%	280	98.6%	160	-42.9%
Driving Offences	7	-56.3%	8	14.3%	10	25.0%
Total	220	7.8%	358	62.7%	219	-38.8%

YTD

Year	2023		2024		2025	
Violation_rollup	Actual	% Change	Actual	% Change	Actual	% Change
Other	252	36.2%	246	-2.4%	275	11.8%
Fed Statutes	8	700.0%	3	-62.5%	2	-33.3%
Prov Statutes	525	19.0%	820	56.2%	560	-31.7%
Driving Offences	41	-18.0%	31	-24.4%	43	38.7%
Total	826	22.0%	1100	33.2%	880	-20.0%

May



Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

Data source date:

23-Jun-2025

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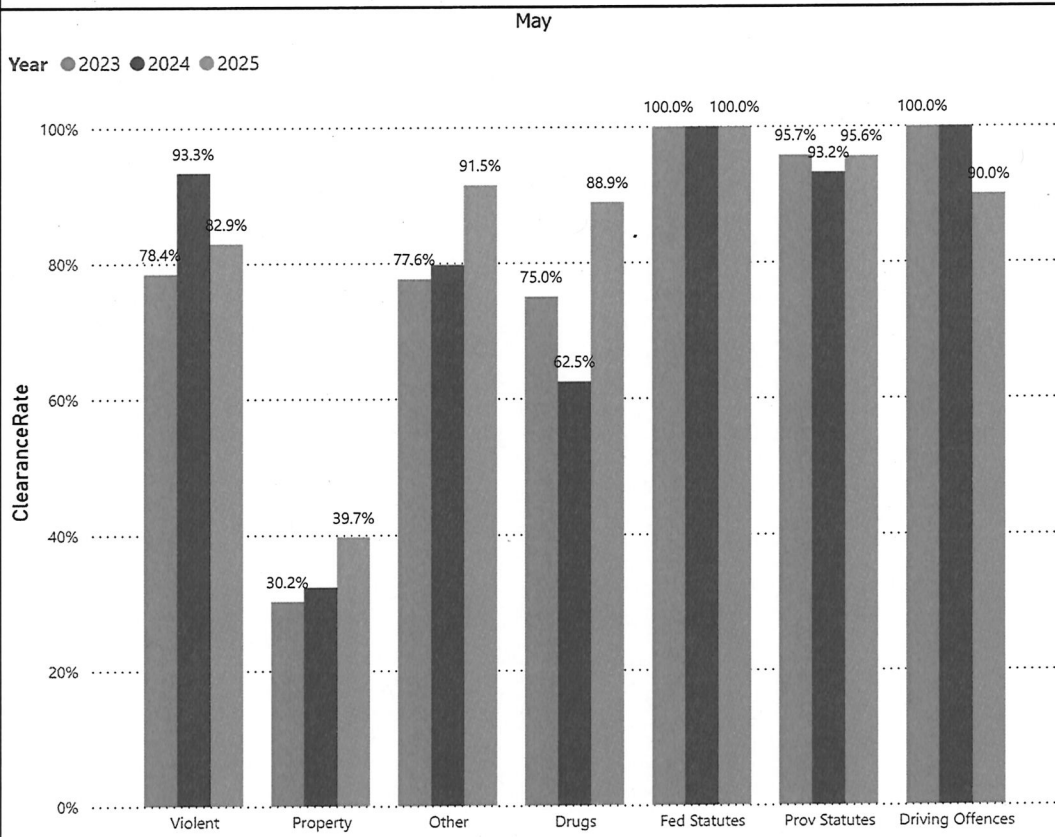
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**OPP Detachment Board Report
Records Management System
May 2025**

Clearance Rate

May						
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violent	78.4%	8.2%	93.3%	19.0%	82.9%	-11.2%
Property	30.2%	-7.3%	32.3%	7.0%	39.7%	22.8%
Other	77.6%	38.2%	79.7%	2.7%	91.5%	14.8%
Drugs	75.0%	7.1%	62.5%	-16.7%	88.9%	42.2%
Fed Statutes	100.0%	--	100.0%	0.0%	100.0%	0.0%
Prov Statutes	95.7%	6.3%	93.2%	-2.6%	95.6%	2.6%
Driving Offences	100.0%	6.7%	100.0%	0.0%	90.0%	-10.0%

YTD						
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	78.6%	9.1%	80.0%	1.8%	77.8%	-2.7%
Property	35.7%	1.3%	35.4%	-0.7%	31.6%	-10.9%
Other	80.6%	25.2%	80.5%	-0.1%	87.6%	8.9%
Drugs	61.8%	-19.2%	66.7%	7.9%	69.0%	3.4%
Fed Statutes	100.0%	--	100.0%	0.0%	100.0%	0.0%
Prov Statutes	93.3%	3.4%	93.7%	0.3%	93.6%	-0.1%
Driving Offences	95.1%	-2.9%	100.0%	5.1%	95.3%	-4.7%



Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

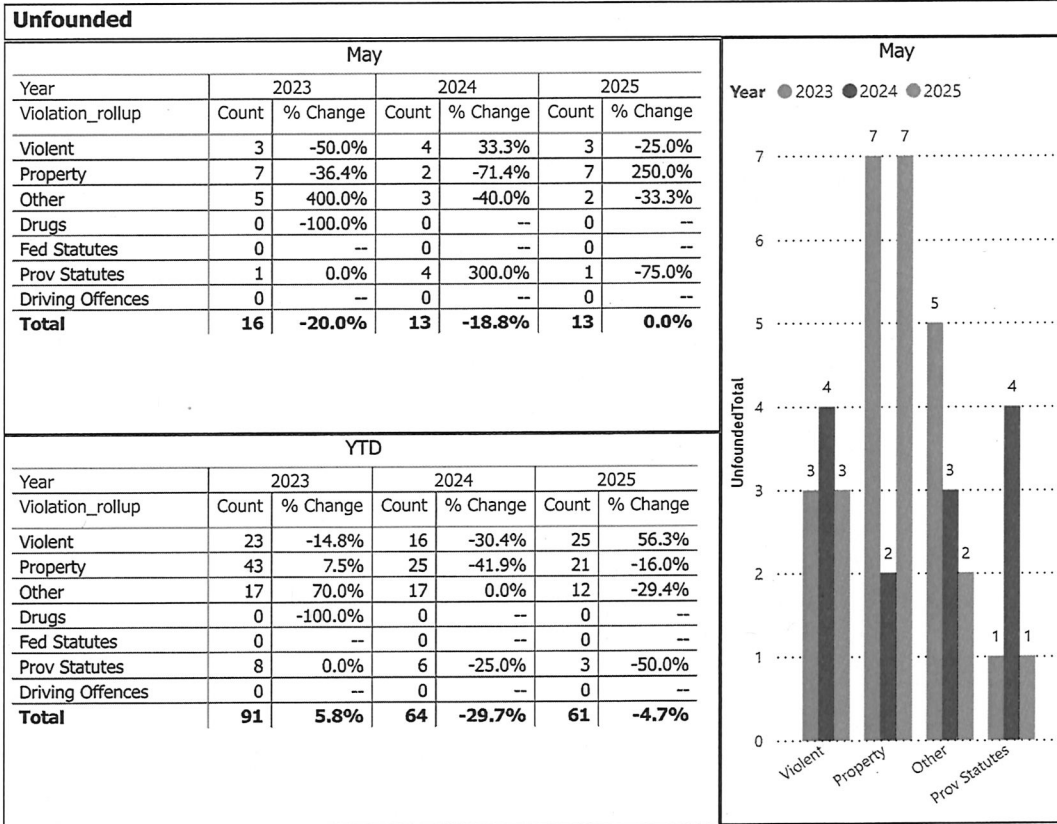
Data source date:

23-Jun-2025

Report Generated on:

24-Jun-2025 7:52:44 AM

**OPP Detachment Board Report
Records Management System
May 2025**



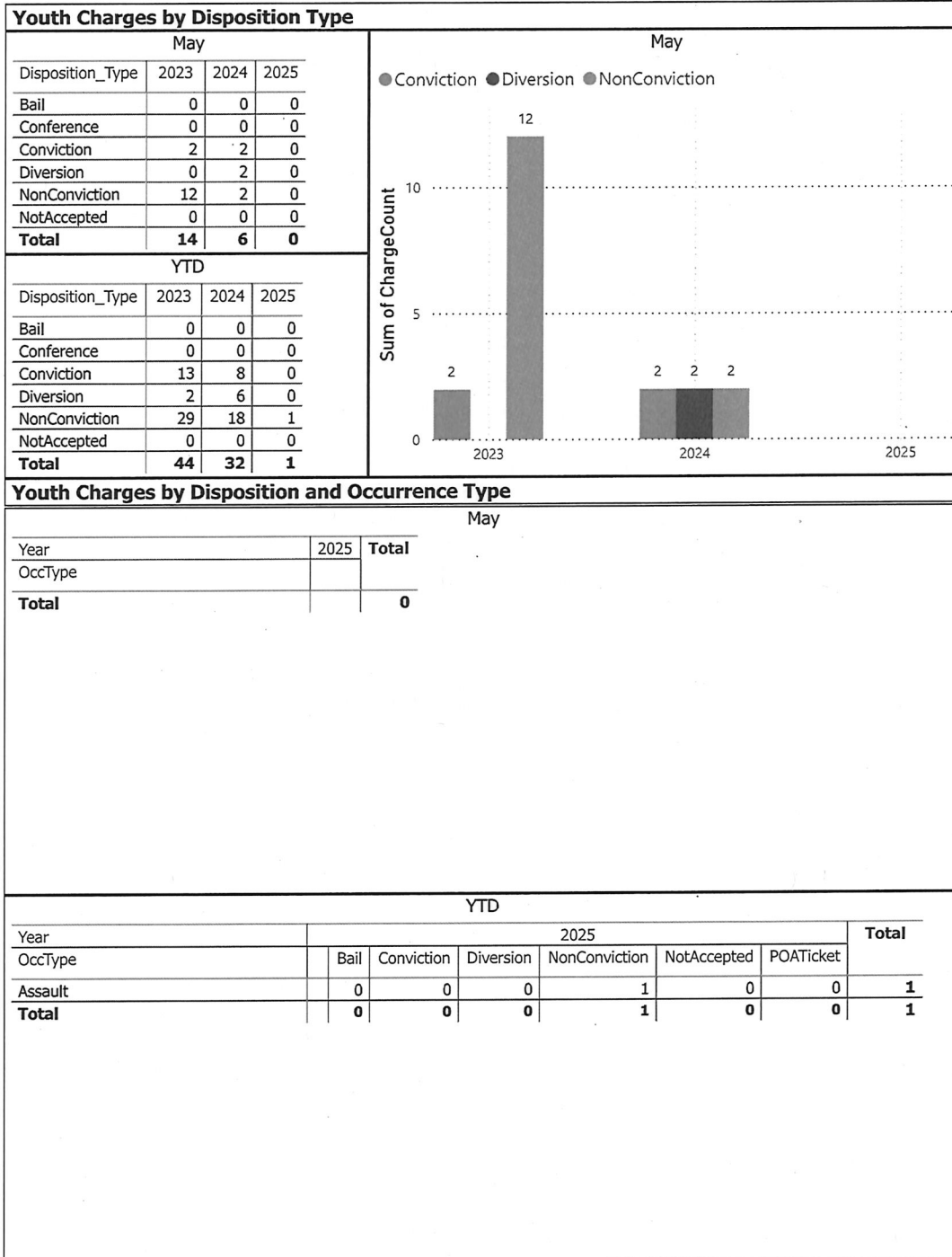
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Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

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**OPP Detachment Board Report
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May 2025**

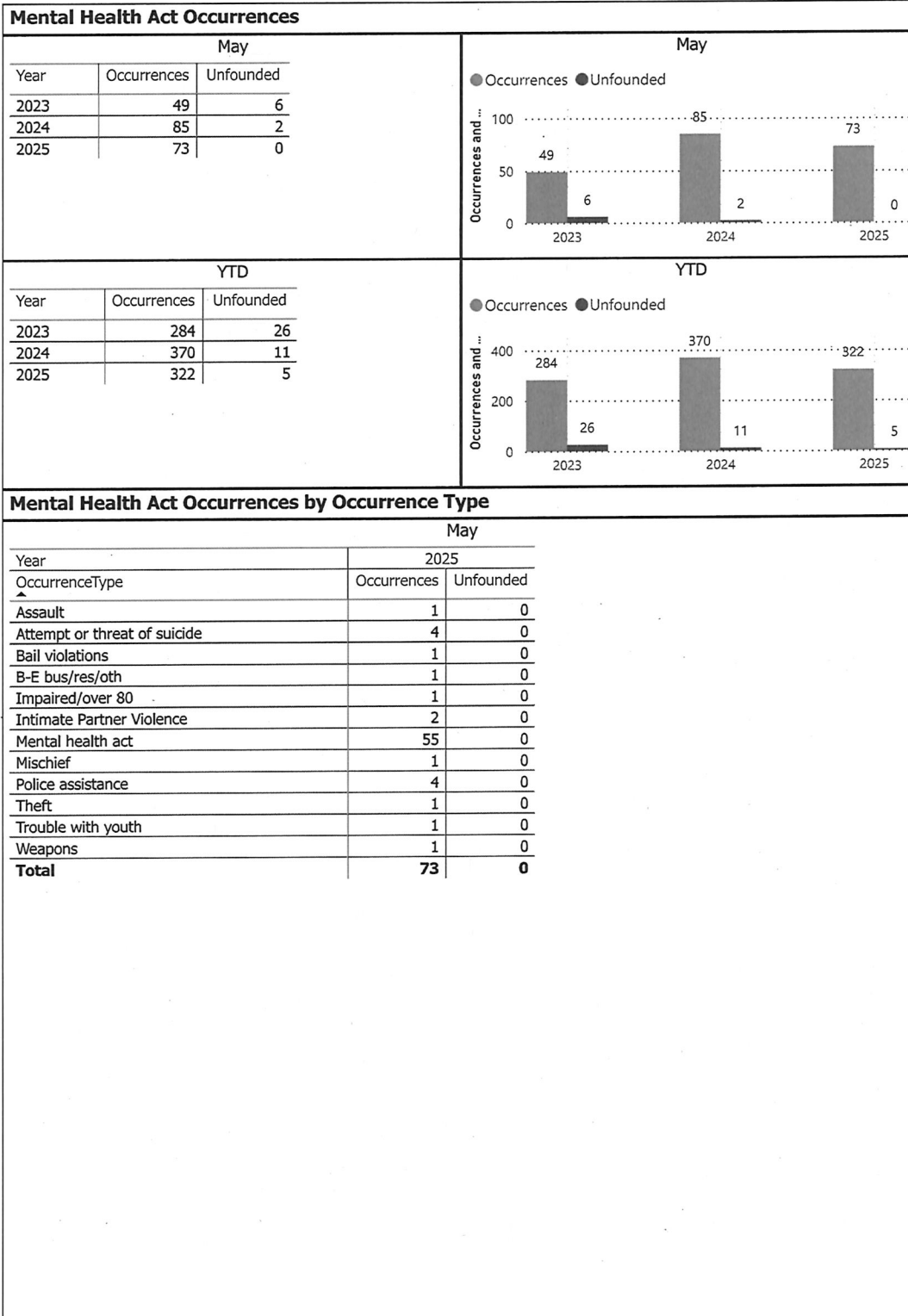


The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 2F - KENORA
Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...
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Report Generated on: 24-Jun-2025 7:56:59 AM

**OPP Detachment Board Report
Records Management System
May 2025**



Detachment: 2F - KENORA

Location code(s): 2F00 - KENORA

Area(s): 2 - Marine, 2008 - Kenora, 2117 - Rudd Twp (Unorg), 2119 - Unsurveyed W-Keewatin (Unorg), 2120 - Unsurveyed N Twps (Unorg), 2122 - Broderick Twp (Unorg), 2123 - Redditt Twp (Unorg), 2124 - Gidley Twp (Unorg), 2125 - Pellatt Twp (Unorg), 2126 - Pettypiece Twp (Unorg), 2127 - Haycock Twp (Unorg), 2128 - Jackman Twp (Unorg), 2129 - Macnicol Twp (Unorg), 2130 - Tustin Twp (Unorg), 2131 - Bridges Twp (Unorg), 2132 - Coyle Twp (Unorg), 2133 - Desmond Twp (Unorg), 2134 - ...

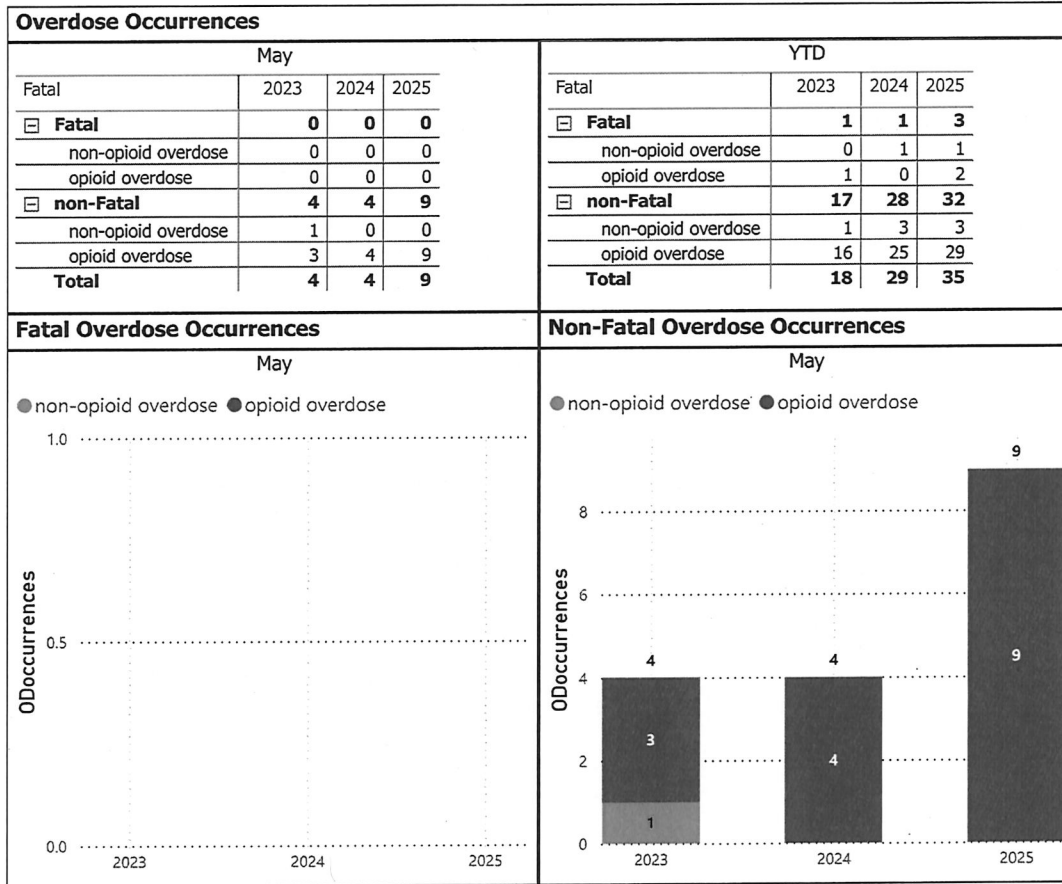
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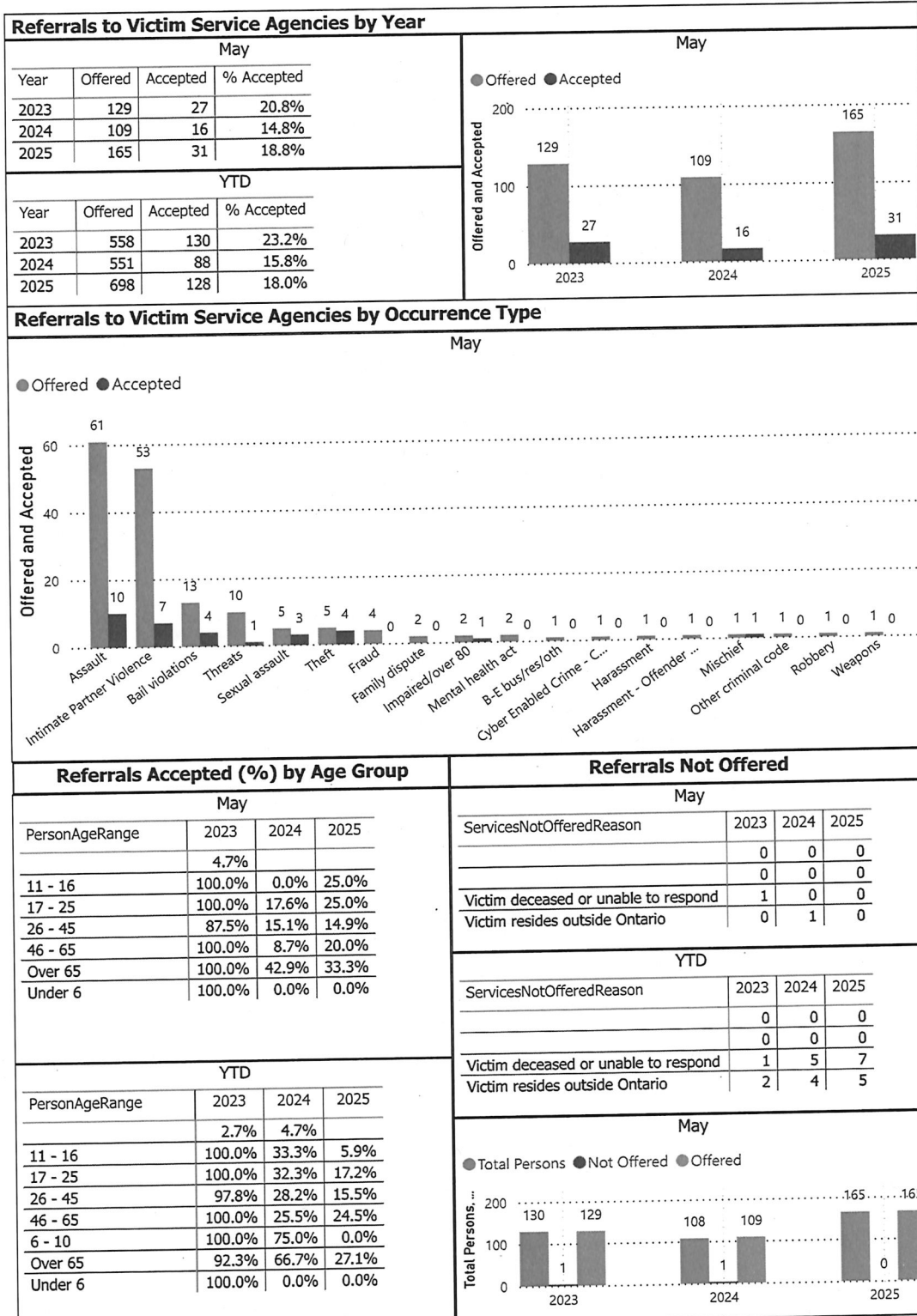
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Records Management System
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Data source date:

23-Jun-2025

Report Generated on:

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**KENORA OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE KENORA
DE LA POLICE PROVINCIALE**

**KENORA OPP DETACHMENT
DÉTACHEMENT DE KENORA DE LA POLICE PROVINCIALE**

**KENORA O.P.P. DETACHMENT BOARD - BOARD 1
DETACHMENT BOARD RULES AND PROCEDURES**

"The Board's Rules and Procedures"

Adopted on July 3, 2025

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PART 1 – DEFINITIONS

For purposes of the Rules and Procedures, the following definitions shall apply:

- 1.1. **"Act"** means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*;
- 1.2. **"Agenda"** means the order in which business is conducted at a meeting.
- 1.3. **"Board"** means the Kenora O.P.P. Detachment Board - Board 1
- 1.4. **"Board Administrator"** means the Board support staff;
- 1.5. **"Chair"** means the member identified in accordance with subsection 36(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*;
- 1.6. **"Closed Session"** means a meeting of the Board from which members of the public shall be excluded, and shall be held in accordance with the provisions of subsection 44 of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*;
- 1.7. **"Commissioner"** means the Commissioner of the Ontario Provincial Police;
- 1.8. **"Community Safety and Well-Being Plan"** means a community safety and well-being plan described in section 251 of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*. and discussed in Part XVI of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*.
- 1.9. **"Council"** means the Council of The Corporation of the City of Kenora
- 1.10. **"Detachment Commander"** means the member of the Ontario Provincial Police assigned as Detachment Commander for the Kenora O.P.P. Detachment reporting to the Kenora O.P.P. Detachment Board-Board 1;
- 1.11. **"Meeting"** means any regular, special or other meeting of the Board, where a quorum of members is present to discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Board.
- 1.12. **"Member(s)"** means the person appointed to the Board;
- 1.13. **"Member of a police force"** means a member of the Ontario Provincial Police (O.P.P.);
- 1.14. **"Minister"** means the Minister of the Solicitor General;
- 1.15. **"O.P.P. Detachment Board"** means a board referred to in section 67 of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*.
- 1.16. **"Policing Advisor"** means the person who is assigned by the Ontario Ministry of the Solicitor General.
- 1.17. **"Quorum"** means a majority of the Members of Board in accordance with subsection 43(2) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*;

- 1.18. **"Recorded Vote"** means the recording of the name and vote of every Member on any matter or question by the Board Administrator;
- 1.19. **"Rules and Procedures"** means this Rules and Procedures established in accordance with subsection 46 of the *Act*;
- 1.20. **"Vice-Chair"** means the member identified in accordance with subsection 36(2) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*;

PART 2 - GENERAL

Applicability

- 2.1. The rules in these Rules and Procedures apply to all proceedings of the Board and must be observed at all times. In the event of conflict between this Rules and Procedures and legislation, the provisions of the legislation prevail to the extent of the conflict.
- 2.2. The Chair, and in the absence of the Chair, the Vice-Chair shall decide all points of order or procedure for which rules have not been provided.

Board Composition

- 2.3. In accordance with subsection 31(4) of the *Act*, and as approved by resolution of the Council of the City of Kenora, the Board shall consist of:
- (a) Three (3) Members of the Municipal Council appointed by resolution of the municipality;
 - (b) Three (3) persons appointed by resolution of the municipality, who is neither a Member of the Municipal Council nor an employee of the municipality; and
 - (c) One (1) person appointed by the Lieutenant Governor in Council.
- 2.4. The Board shall appoint an Administrator in the manner that the Board deems appropriate, which may include City staff providing this service. The Board Administrator shall not be considered as a formal member to hold a position as outlined in Section 2.3.
- 2.5. Prior to serving on the Board, each member shall take an oath or affirmation of office in accordance with section 35, *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*.

Accessibility

- 2.6. The Board shall comply with the requirements of the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA in accordance with section 14 of the Integrated Accessibility Standards (O. Reg. 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005) on all agendas, minutes and information.

PART 3 - DUTY OF THE BOARD

Duties and Responsibilities of the Board and Members

- 3.1. The Board shall be responsible for those duties as set out in Section 68 of the Act, and any other applicable regulations.
- 3.2. In addition to paragraph 3.1, the Board shall also be responsible for those duties and responsibilities outlined in these rules and procedures, including the Code of Conduct in accordance with O. Reg. 409/23: Code of Conduct for O.P.P. Detachment Board Members under *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*. The Code of Conduct is attached hereto as Appendix A.
- 3.3. No Member shall divulge any information to any person that pertains to any aspect of any discussion or direction of Board that was given or provided at a Closed Session.

Attendance

- 3.4. Members shall attend and actively participate in all Board meetings in accordance with O. Reg 409/23 unless a leave of absence is granted by the Board.
- 3.5. Members cannot be absent for more than three (3) meetings in a year.

Remuneration

- 3.6. Council shall determine remuneration for the Board and shall be included in the Boards annual budget.
- 3.7. Members of the O.P.P. Detachment Board shall also be entitled to remuneration as approved by Council.

Duties and responsibilities of the Chair

- 3.8. It shall be the duty and responsibility of the Chair to:
 - (a) Report on the activities of the Board and of the OPP to Council annually;
 - (b) Act as the spokesperson if designated by the Board;
 - (c) Set the agenda for all Board meetings;
 - (d) Open meetings of the Board and calling the Members to order;
 - (e) Receive and submit all motions presented by the Members;
 - (f) Put to vote all resolutions presented by the Members and announce the results;
 - (g) Decline to put to vote all motions which infringe upon the rules and procedures or are beyond the jurisdiction of the Board;
 - (h) Enforce the observance of order and decorum at all meetings;
 - (i) Adjourn the meeting upon motion duly moved;
 - (j) If deemed necessary adjourn, suspend, or recess the meeting;
 - (k) Sign all documents for, on behalf of and approved by the Board including but not limited to policies, resolutions, agreements and protocols;
 - (l) Develop orientation packages for newly appointed members; and
 - (m) Perform any other additional duties when directed to do so by motion of the Board.

Duties and responsibilities of the Vice-Chair

- 3.9. The Vice-Chair shall act in the absence of the Chair in the following circumstances:
- when the Chair is absent due to illness, or scheduling conflict;
 - when the Chair is absent from the County;
 - when the Chair refuses to act; or
 - when the Chair declares a conflict of interest.
- 3.10. The Vice-Chair shall act in place of the Chair and shall have the same authority, rights, and powers as the Chair.

Selection of Chair and Vice-Chair

- 3.11. In accordance with Section 36(1) and (2) of the *Act*, the Members of the Board shall, at the first meeting in each year, select from amongst its Members, a Chair and Vice-Chair for a term of one year.
- 3.12. The election of the Chair and Vice-Chair shall be conducted by the Board Administrator.

Role of Board Administrator

- 3.13. The Board Administrator shall be present at all Meetings.
- 3.14. The Board Administrator shall be responsible for the management and coordination of meeting agendas and related resolutions, correspondence and records, and allow for public access to the same in accordance with the Community Safety and Policing Act, the Municipal Freedom of Information and Protection of Privacy Act, and other pertinent legislation.
- 3.15. The Board Administrator is authorized to make corrections for typographical or minor administrative errors to agendas and minutes.

Committees of the Board

- 3.16. The Board may at any time appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 3.17. The Committee shall report upon its work to the Board at the meeting of the Board immediately following the date of the Committee meeting or at a specified time agree to by the Board.

Disclosure of Pecuniary Interest

- 3.18. Prior to a particular matter being addressed, members shall declare any pecuniary interests they may have, and the general nature thereof, in connection with that matter pursuant to the Municipal Conflict of Interest Act, as amended.
- 3.19. A Member will provide to the Board Administrator a written statement of the Member's pecuniary interest(s). The statement must include a description of the general nature of the pecuniary interest(s) and a reference to the agenda item or items to which the statement relates.

- 3.20. A Member who declares a pecuniary interest shall not take part in any discussion of or vote on any question in respect of the matter and must not attempt in any way to influence the voting on any such matter either before, during or after the Meeting. The Member must leave the meeting for that part of the meeting during which that matter is under consideration.
- 3.21. Where the interest of a Member has not been disclosed by reason of the Member's absence from the Meeting(s) at which the matter was discussed, the Member shall disclose the interest and otherwise comply at the first Meeting attended by the Member after the Meeting(s) at which the item was discussed, pursuant to the Municipal Conflict of Interest Act.
- 3.22. The Board Administrator shall maintain a registry of statements filed and declarations recorded for public inspection to be posted on the County's website.

Operational Budget

- 3.23. Before the end of October each year, the Board shall submit operating expenses for the following year to Council that will show, separately, the amounts that will be required,
- (a) to pay the expenses of the Board's operation other than the remuneration of Board Members.
- 3.24. The Board recognizes Council is solely responsible for approving finances relating to policing in the City of Kenora, however in establishing an overall budget for the Board, Council does not have the authority to approve or disapprove specific items in the estimates.
- 3.25. If the Board is not satisfied that the budget established for it by the Council is sufficient to maintain an adequate operation for the Board, the Board may request that the Commission determine the question and the Commission, shall, after a hearing, do so.
- 3.26. The Board may also apply for additional funding outside of the budget in order to support their projects.
- 3.27. Each Board Member may submit to the Chair budget items for discussion with the prior to the Board's budget deliberation discussion.
- 3.28. At minimum, the budget will provide sufficient funds for:
- education, training, skills and professional development, association/organization memberships, and attendance at OAPSB Zone 1 meetings as approved by the Board.
 - travel for any member of the Board carrying out Board business as approved by the Board.
 - office supplies and resource material;
 - any additional activities taken on by the Board such as the monitoring and overseeing the Community Safety and Well-Being Plan.

PART 4 - MEETINGS

Regular Board Meetings

- 4.1. The Board shall hold at least four meetings each year at such place and time as may be determined by the Chair. The Board will not meet in July, August or December of each calendar year, unless a special meeting is required. Meetings may also be held electronically.
- 4.2. Dates of Board meetings for a new calendar year shall be selected prior to November 15 of every year. The Meeting schedule shall be available to the public on the City's website.
- 4.3. The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside.

Special Board Meetings

- 4.4. The Chair, or in the absence of the Chair, the Vice-Chair may, at any time, summon a special meeting of the Board and shall do so whenever requested by the majority of the Board.
- 4.5. A minimum of forty-eight (48) hours notice shall be provided to Members, and the public to the holding of a special Meeting, which shall be given by release of the meeting agenda.
- 4.6. No business may be transacted at a special Meeting other than that specified in the notice or Agenda.

Notice of Meetings

- 4.7. Notice of Board Meetings shall be provided through:
 - (a) release of a meeting agenda, with documentation accompanied by the Board Administrator, seven (7) working days prior to the date of the scheduled meeting; and
 - (b) posting of the time, place, and date of the meeting on the City's website.
- 4.8. Upon the release of the agenda of the meeting, the Board Administrator shall:
 - (a) maintain copies of the meeting agenda for review by members of the public; and
 - (b) post the meeting agenda on the City's website.
- 4.9. A minimum of forty-eight (48) hours' notice shall be provided to Members, and the public to the holding of a special Meeting, which shall be given by release of the meeting agenda.

PART 5 - GENERAL PROVISIONS

Open Meetings

- 5.1. Meetings and hearings conducted by the Board shall be open to the public except where expressly provided for by these Rules and Procedures and notice of them shall be published in the manner that is described in Section 4.

Closed Session

- 5.2. In accordance with Section 44 of the *Act*, the Board may exclude the public from all or part of a meeting or hearing if the subject matter being considered is,
- (a) the security of the property of the board;
 - (b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
 - (c) a proposed or pending acquisition or disposition of land by the board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
 - (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
 - (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
 - (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
 - (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
 - (k) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record; or
 - (l) an ongoing investigation respecting the board.
- 5.3. In accordance with section 44(6) of the *Act*, the Board may exclude the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members of the board or the committee, and
 2. At the meeting, no member of the board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision making of the board.
- 5.4. In accordance with subsection 44(3) of the Act, a meeting or part of a meeting of the board, or committee of the board, shall be closed to the public if the subject matter being considered is a request under the Municipal Freedom of Information and Protection of Privacy Act.
- 5.5. For any meeting at which there are items to be considered in a Closed Session, the public agenda for that meeting shall identify the subsection(s) of the *Act* or other applicable legislation, and nature of the topic which authorizes each item to be considered at the Closed meeting.
- 5.6. The motion to rise from “Closed” shall include the time that the Board arose.
- 5.7. The Board Administrator shall record without note or comment all resolutions, decisions and other proceedings at a Meeting when it is closed to the public.

The Calling of the Meeting to Order

- 5.8. The Chair shall call the meeting to order as soon as possible after the time announced for the commencement of the meeting and a Quorum is present.
- 5.9. If a Quorum for either a regular or special meeting of the Board is not present within 15 minutes of the time fixed for the commencement of the meeting, the Board Administrator shall indicate that Quorum was not achieved and the meeting shall stand adjourned until the next regular meeting or such time as determined by the Chair.
- 5.10. The Board Chair shall open the meeting with a traditional land acknowledgement statement.

Meeting Agendas

- 5.11. The Board Administrator shall cause an agenda to be prepared for the use of the Members at the regular meetings of the Board in the following order:
1. Call to Order
 2. Traditional Land Acknowledgement Statement
 3. Disclosure of Pecuniary Interest and the General Nature Thereof
 4. Confirmation of Agenda
 5. Presentations, if applicable
 6. Deputations
 7. Verbal updates from Board Members
 8. Items for Consideration
 - i. Review of Operational Budget
 - ii. Review of Sub-Committees
 - iii. Report from the Detachment Commander related to Part VIII

(Complaints) and Part VI Section 89 (Secondary Activities) of the Ontario Community Safety and Policing Act.

- iv. Report(s) from the Detachment Commander
 - 9. Closed Meeting, if applicable
 - 10. Report from Closed Meeting, if applicable
 - 11. Next meeting date
 - 12. Adjournment
- 5.12. Where deemed appropriate by the Board Administrator or Chair, agenda headings may be added, or the order of the headings altered, to provide accommodation as may be required, or to achieve additional efficiency in the governing of the meeting.
- 5.13. The Board Administrator shall consult with the Chair prior to the completion of the agenda. Additions to the agenda for a Meeting may only be for matters of a time sensitive and urgent nature and require a majority approval of the members present.
- 5.14. The Board Administrator shall receive every letter, petition and other communication addressed to the Board and shall:
- (a) If, in the opinion of the Board Administrator, the subject matter is properly within the jurisdiction of the Board, place it upon the Agenda to be dealt with; or
 - (b) If, in the opinion of the Board Administrator, and confirmed by the Chair, the subject matter is properly within the jurisdiction of the OPP Detachment Commander, shall refer the matter to him or her for necessary action and subsequent report to the Board.
- 5.15. If a Member wishes to have an item or motion placed on the Agenda for discussion at a Meeting, the Member shall notify the Board Administrator in advance and provide an outline of the issue, their concern and a draft recommended motion to be considered at the subsequent meeting of the body. Any item for inclusion on an agenda must be within the scope of Board.

Meeting Minutes

- 5.16. The Board Administrator shall prepare and maintain minutes of all Meetings and shall post the minutes to the City's website, with the exception of Closed Session minutes.
- 5.17. Where any Member identifies an error in the minutes of a previous Board Meeting, the Member shall so advise the Clerk to correct the minutes prior to approval, and the Board Administrator shall so note such change in the minutes.

Adjournment

- 5.18. All meetings shall adjourn after three (3) hours unless there is a motion to extend the time by a majority vote, unless a meeting has been expressly scheduled for an extended period.
- 5.19. Any further extensions of time shall be in one-hour increments and shall require a majority vote of the Members present at the meeting.

Waiving the Provisions of the Rules and Procedures

- 5.19. No provision of this By-law shall be waived except by an affirmative vote of the majority, for each incidence of suspension of the rules.
- 5.20. The suspension shall only apply to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.

PART 6 - DEPUTATIONS/PRESENTATIONS/COMMENTS FROM THE AUDIENCE

Hearing Deputations

- 6.1. Any person may, by notice to the Board Administrator, request an opportunity to address the Board on any matter within the jurisdiction of the Board. Deputations may participate in-person, or electronically.
- 6.2. Every request to be listed on an agenda as a deputation shall be received by the Board Administrator nine (9) working days prior to a meeting and shall include:
- the complete name of the person requesting the opportunity to be a deputation;
 - the reasons for the deputation; and
 - a brief summary of their comments or presentation to the Board Administrator prior to making a deputation eight (8) working days prior to the meeting for inclusion on the Agenda.
- 6.3. The Board Administrator, in consultation with the Board Chair, may decline to circulate the deputation request to members of the Board and refuse to list the matter for presentation to the Board where the application fails to comply with section 6.1 and/or section 6.2 of the Rules and Procedures.
- 6.4. Materials submitted from a deputation related to a public meeting of the O.P.P. Detachment Board shall form part of the public record and shall be added to the City's website.
- 6.5. Deputations shall be limited to ten (10) minutes. If a deputation has not completed the presentation within the time allotted, the Board may by motion determine if the extension shall be allowed by immediate vote in which case the time shall be extended for such reasonable time as the Board may so determine.
- 6.6. No person presenting a deputation shall:
- speak disrespectfully of any person;
 - use offensive words or unparliamentary language;
 - speak on any subject other than the subject for which he received approval to address; or
 - disobey the rules of order or a decision of the Chair.
- 6.7. After a deputation has completed the presentation, Members shall each have the opportunity to ask a question of the deputation without debate. When all members who have indicated a desire to ask questions have been given the opportunity to do so, the deputation shall withdraw from the place designated to make submission.

- 6.8. Members may pose questions to staff following a deputation, for clarification purposes.

Presentations

- 6.8. Presentations shall be permitted by staff, consultants, senior levels of government and other organizations with respect to ceremonial and any matter as determined by the Chair and Board Administrator.
- 6.9. There are no prescribed time limits to presentations.

PART 7 – RULES OF DEBATE

Rules of Decorum

- 7.1. No Member shall:
- use offensive words or language in or against any Member or to speak disrespectfully of any Member;
 - speak on any subject other than the subject in debate;
 - criticize any decision of the Council or the Board except for the purpose of moving that the question be reconsidered;
 - disobey the rules; or
 - disobey the rulings of the Chair on questions respecting the interpretation or application of the rules except for the purpose of appealing the decision in accordance with the rules.
- 7.2. No Member shall speak until recognized by the Chair.
- 7.3. When the Chair is putting a motion to a vote, no Member shall leave or make a disturbance.
- 7.4. If any Member desires to leave a meeting prior to the adjournment thereof and not return, the Member shall so advise the Chair and the Board Administrator, and the Member's departure shall be recorded in the minutes.
- 7.5. Should a quorum be lost due to the departure of one or more Members prior to the adjournment of a meeting, the Board Administrator shall declare the Meeting adjourned.
- 7.6. The Chair may declare a recess at any point during a meeting to enable any unusual circumstance or condition that has arisen to be addressed.
- 7.7. The Chair shall recess the meeting for a minimum of ten (10) minutes after two (2) hours have passed, unless there is unanimous consent to continue without such.

Rules of Procedure Respecting Motions

- 7.8. The Chair shall not permit debate on a motion or put a motion to vote until the motion is formally seconded.
- 7.9. When a motion is presented, it shall be read by the Mover of the Motion or the

Board Administrator when directed by the Chair, before debate.

- 7.10. A motion that has been duly seconded may be withdrawn subject to the following provisions:
- A motion can only be withdrawn by the mover with the consent of the seconder; and
 - Withdrawal of a motion shall be in order at any time during debate.
- 7.11. A motion containing two or more distinct proposals may be divided at the request of a Member, and each part considered separately.
- 7.12. A main motion shall receive disposition before any other motion can be considered, except in respect of matters listed below and according to the listed priorities, namely:
- to defer the motion under consideration to a definite date;
 - to defer the motion under consideration indefinitely;
 - to refer the motion under consideration to a committee or staff for a report;
 - to amend the motion under consideration;
 - to put the question (to end debate on the motion under consideration);
 - to recess; and
 - to adjourn.
- 7.13. A motion to recess:
- is permissible when there is business for consideration;
 - shall specify the length of time of the recess;
 - is not debatable except with regard to the length of the recess;
 - shall be amendable with respect to the length of the recess; and
 - is not in order when a Member is speaking or during a vote.
- 7.14. A motion to adjourn:
- is not amendable;
 - is not debatable;
 - is not in order when a Member is speaking or during a vote; and
 - when resolved in the negative, cannot be made again until the Chair has deemed sufficient business has been conducted in the intervening time.
- 7.15. A motion to defer:
- may or may not state a definite time or date as to when the matter shall be further considered;
 - shall state the reasons for the deferral;
 - shall apply to the main motion and to any motions to amend the main motion that are on the table;
 - is not debatable except with regard to the appropriateness and terms of the deferral motion; and
 - is not amendable except with regard to the terms of the deferral.
- 7.16. A motion to refer:
- shall include the reasons for the referral;
 - may or may not include the time or conditions under which the matter is to be

- returned for consideration;
- is not debatable except with regard to the appropriateness and terms of the referral motion; and
- is not amendable except with regard to the terms of the referral.

7.17. A motion to amend:

- shall be relevant to the main motion;
- shall not be directly contrary to or propose a direct negative to the main motion;
- shall be debatable;
- shall not itself be amended more than once; and motions to amend shall be put to a vote in reverse order from which motions to amend are put forward, and should the motion to amend be carried, the main motion shall then be considered as amended; and
- Friendly amendments: Notwithstanding the foregoing, a motion to amend shall not be required where the mover and seconder of the main motion agree to re-word the main motion to accommodate a proposed amendment.

7.18. A motion to call the vote:

- is not permissible until every Member present has had the opportunity to speak to the question at least once;
- is not amendable; and
- is not debatable; and upon adoption, the Chair shall forthwith put the main motion and all amendments thereto to a vote.

7.19. No dilatory motion shall be entertained by the Chair, including:

- any motion made subsequent to a motion that was lost that is substantially the same as the lost motion where, in the opinion of the Chair, the motion is made for the purpose of delay or to frustrate; or
- any motion made that is absurd or frivolous, or that can not be affected;

7.20. Any Member who wishes to introduce a motion that is contrary to a motion that has been adopted shall employ the reconsideration procedures.

Voting on Motions

7.21. No vote shall be taken in a meeting by ballot or by any other method of secret voting.

7.22. The Chair shall be entitled to vote on any question, but is not required to vote unless:

- a Member has requested a Recorded Vote; or
- the votes of all other Members present produces an equality of votes.

7.23. Immediately preceding the taking of the vote on a motion, the Chair may read the motion or request the Board Administrator to read the motion in the form introduced and shall do so if requested by a Member, and the motion shall be stated in the form in which it will be recorded in the minutes.

7.24. After a motion is put to a vote by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has

been declared.

- 7.25. A member can request that a motion containing separate proposals be dealt with separately, a separate vote shall be taken upon each proposal contained in a motion.
- 7.26. The manner of determining the decision of Board on a motion shall be by show of hands, and the Chair shall determine the adequacy of the show of hands, and upon being satisfied with the adequacy of the show of hands, the Chair shall declare the results of the vote by stating that the motion is carried or that the motion is lost, as appropriate.
- 7.27. Where a Member elects not to vote, and abstains, the action shall be considered to be a negative vote to the motion.
- 7.28. Any motion on which there is a tie vote shall be deemed to be lost.
- 7.29. During a meeting, if any Member disagrees with the declaration of the Chair that a motion has been carried or lost, the Member, immediately after the declaration by the Chair, may appeal the declaration and request that a Recorded Vote be taken, whereupon the Board Administrator shall poll the Board.
- 7.30. During a meeting, when a Member present requests a Recorded Vote on a motion, all Members present shall vote when polled by the Board Administrator, commencing with the Member who requested the recorded vote, by verbally indicating in favour of or opposed to, and the Board Administrator shall record the results of the vote in the minutes.
- 7.31. A Member may request a Recorded Vote immediately prior to, or immediately subsequent to the taking of a vote on a motion.

Rules of Procedure Respecting Reconsideration of a Matter

- 7.32. A motion to reconsider may be made by any Member, and shall require a majority vote of the Members present and voting on the Motion, and:
 - is not debatable; however, the mover and seconder of a Motion to Reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration;
 - is not amendable;
 - shall not be in order if the action approved in the Motion to Reconsider cannot be reversed or if the original Motion has been implemented, resulting in a legally binding commitment that is in place on the date that a Motion to Reconsider is being debated;
 - shall be submitted in writing to the Board Administrator and form part of the agenda, when possible; and
 - may be brought forward only twice in the twelve (12) month period from the date the Motion or matter was first decided.
- 7.33. If a Motion to Reconsider carries, reconsideration of the decided matter shall be the next order of business. Debate on the matter being reconsidered shall proceed as though it had never previously been considered.

- 7.34. When a matter previously decided is brought before a succeeding Council, it shall be deemed new business and not a matter of reconsideration.

Rules of Debate

- 7.35. Every Member, prior to speaking to any question or motion, shall so indicate to the Chair through the raising of a hand of their desire to speak, and no Member shall speak until recognized by the Chair as having the floor.
- 7.36. When two or more Members raise their hands to indicate their desire to speak, the Chair shall determine who was the first to so indicate, and shall designate such Member as having the floor, and the subsequent Members who shall have the floor and the order of same, and the determination of the Chair in such respect shall not be subject to appeal.
- 7.37. All Members or staff who are called upon to speak during a debate shall direct their comments and questions to the Chair.
- 7.38. When a Member is speaking, no other Member shall interrupt except to rise on a point of order or a point of personal privilege.
- 7.39. Any Member may request the Chair to read the motion under discussion at any time during debate, but such request shall not be made so as to interrupt another Member while speaking.
- 7.40. A member may initially speak on an item of business or motion for a maximum of three (3) minutes.
- 7.41. No member shall speak more than once on an item of business except to give an explanation, until every member who desires to speak on that item has spoken.
- 7.42. Any member, including the mover of the motion, wishing to speak on an item of business a second time may do so for a further maximum three (3) minutes.
- 7.43. Any member desiring to speak more than twice on the motion shall do so only at the discretion of the Chair.
- 7.44. A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and said question must be stated concisely and asked only of the Chair, or through the Chair.
- 7.45. The mover may request the right to be the last member to speak on the motion.
- 7.46. In all proceedings of a meeting the Chair shall decide and rule upon all matters pertaining to the rules.

Point of Order

- 7.47. A Member may raise a point of order at any time, including interrupting another Member who has the floor, to bring the Board's attention to:
- any breach of the Rules and Procedures;
 - a deviation from the matter under consideration noting that the current discussion is not within the scope of the motion on the table; and

- any other informality or irregularity in the proceedings of Board Meetings.

- 7.48. When a Member rises on a point of order, the Member shall ask leave of the Chair to raise the point of order and the Chair shall grant such leave, following which the Member shall state the point of order, and the Chair shall decide on the point of order and state their ruling on the matter.
- 7.49. Upon the raising of a point of order, no further discussion on the main issue shall be conducted until the Chair has decided and stated their ruling on the point of order.
- 7.50. Upon hearing the point of order, a Member shall only address the Chair for the purpose of appealing the Chair's ruling to the Board.
- 7.51. If no Member appeals, the ruling of the Board shall be final.
- 7.52. If a Member appeals the Board's ruling on the point of order to the Board, the Member shall have the right to give reasons for the appeal, following which the Chair shall have the right to reply with reasons, and the Board shall decide without further debate and the decision of the Board shall be final.

Point of Personal Privilege

- 7.53. A Member may rise at any time on a point of personal privilege where such Member feels that their integrity, or the integrity of the Board, or the integrity of a Board, or the integrity of anyone present at the meeting has been called into question by another Member or by anyone present at the meeting.
- 7.54. When a Member rises on a point of personal privilege, the Member shall ask leave of the Chair to raise the point of personal privilege and the Chair shall grant such leave, following which the Member shall state the point of personal privilege, and the Chair shall decide on the point of personal privilege and state their ruling on the matter.
- 7.55. Upon the raising of a point of personal privilege, no further discussion on the main issue shall be conducted until the Chair has decided and stated their ruling on the point of personal privilege.
- 7.56. Where the Chair rules that a breach of personal privilege has taken place, they shall demand that the offending Member or individual apologize and failing such apology shall require the Member or individual to vacate the meeting for the duration of the meeting.
- 7.57. With the exception of providing an apology, the Member shall only address the Chair's for the purpose of appealing the Chair's ruling of a breach of privilege.
- 7.58. If no Member appeals, the ruling of the Chair shall be final.
- 7.59. If a Member appeals the Chair's ruling on the point of personal privilege, the Member shall have the right to give reasons for the appeal, following which the Chair shall have the right to reply with reasons, and the Board shall decide if the ruling of the Chair is sustained without further debate and the decision of the Board shall be final.

Expulsion for Improper Conduct

- 7.60. The Chair, where a warning or ruling has not been heeded, may expel any Member or person from the meeting place for improper conduct at the meeting, which for purposes of this Section shall include:
- (i) violation of the rules;
 - (ii) interruption of the proceedings of the Board;
 - (iii) making of disruptive noise or visible gestures;
 - (iv) campaigning for any political cause or outcome; or
 - (v) any other activity that impedes the conduct of the meeting.
- 7.61. Where the Chair expels any Member or person from the meeting, such Member or person shall vacate the meeting place forthwith.

PART 8 - BOARD EDUCATION AND PROFESSIONAL DEVELOPMENT

Education, Training, Skills and Professional Development Plan

- 8.1. The Board shall develop a Board Education, Training, Skills and Professional Development Plan. The Board may consider developing training with neighbouring Police Services Boards or O.P.P. Detachment Boards or recognized community organizations, association or post-secondary institutions to provide any of the above training programs. The areas of focus of the training may include police governance, the role of the detachment board and responsibilities of members of the board, Canadian Charter and human rights, and systemic racism, the diverse, multiracial and multicultural character of Ontario society, the rights and cultures of First Nation, Inuit and Métis Peoples, training as prescribed in regulation by the Solicitor General, etc. Members who have completed their training will provide proof of completion of the training.
- 8.2. The Plan shall address Board Orientation education and training.
- 8.3. The Board shall consider sending one or more of its members to one or more of the following:
- The Ontario Association of Police Services Board's (OAPSB) Annual Conference.
 - The Canadian Association of Police Governance (CAPG) when the conference is hosted in Ontario.
 - OAPSB Zone 1 meetings.
 - The Board shall consider any education, training, skills and professional development offered through any recognized organization, association or post-secondary institution when offered virtually, through e-learning, video webinars, or by other distance learning technologies where in the opinion of the Board it would be beneficial to the Board
 - Members of the Board shall review any training, education, skills or professional development offered free on the OAPSB member's only website.
- 8.4. The Board shall participate in any education, training, skills and professional development as recommended by the Ministry of the Solicitor General.

- 8.5. The Board shall ensure any education, training, skills or professional development costs are prepared in advance of Board budget submissions.
- 8.6. The Board shall participate in any mandated training by the Minister or any prescribed training under the Community Safety and Policing Act.

Board Professional Association and Membership

- 8.7. The Board shall participate in the following memberships:
- The Ontario Association of Police Services Board (OAPSB)
 - OAPSB Zone 1 – members
 - The Board may consider membership in the Canadian Association of Police Governance (CAPG).

Kenora O.P.P. Detachment Board - Board 1 Webpage

- 8.8. The O.P.P. Detachment Board shall maintain a webpage on the Ctiy's website.
- 8.9. In determining what at minimum should be posted on the webpage, the Board shall consult with the Detachment Commander.
- 8.10. At minimum, the following shall be posted on the Board's webpage:
- The names of the members of the Board including whether they are members of council, a council appointee or if they are provincial appointees.
 - The Board's Rules and Procedures.
 - The Board's current Strategic Plan
 - The Community Safety and Well-Being Plan.
 - The dates and times of all Board meetings for the calendar year.
 - The link to access Board's agendas and minutes.

PART 9 – INTERPRETATION

Severability

- 9.1. If a court or tribunal of competent jurisdiction declares any portion of these Rules and Procedure to be illegal or unenforceable, that portion of the Rules and Procedures will be considered severed from the remainder of this Rules and Procedures, which shall continue to be in full force and effect.

Community Safety and Policing Act, 2019

ONTARIO REGULATION 409/23 CODE OF CONDUCT FOR O.P.P. DETACHMENT BOARD MEMBERS

Consolidation Period: From April 1, 2024 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

APPLICATION AND INTERPRETATION

1. (1) This Regulation sets out the code of conduct with which every member of an O.P.P. detachment board must comply.

(2) For greater certainty, the existence of a good faith exception in this code of conduct does not limit the grounds on which it may be determined that a member of an O.P.P. detachment board has not contravened this code of conduct.

2. In this Regulation,

“conflict of interest” means a situation in which a member of an O.P.P. detachment board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the O.P.P. detachment board; (“conflit d’intérêts”)

“personal relationship” includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse or common-law partner of the board member.
2. A current or former intimate partner of the board member.
3. The board member’s children, including biological and adoptive children and stepchildren.
4. The legal dependants of the board member.
5. A child in the board member’s care.
6. The board member’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law. (“rapports personnels”)

CONDUCT BECOMING OF A BOARD MEMBER

3. (1) A member of an O.P.P. detachment board shall not conduct themselves in a manner that undermines or is likely to undermine the public’s trust in the O.P.P. detachment board or the Ontario Provincial Police.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

4. A member of an O.P.P. detachment board shall comply with the Act and the regulations made under it.

5. A member of an O.P.P. detachment board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

6. A member of an O.P.P. detachment board shall comply with any rules, procedures and by-laws of the O.P.P. detachment board.

7. A member of an O.P.P. detachment board shall not substantially interfere with the conduct of O.P.P. detachment board meetings.

8. A member of an O.P.P. detachment board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the O.P.P. detachment board.

9. (1) A member of an O.P.P. detachment board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

10. (1) A member of an O.P.P. detachment board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

STATEMENTS AND ATTENDANCE

11. A member of an O.P.P. detachment board shall not knowingly make false statements pertaining to the duties of a member of an O.P.P. detachment board.

12. A member of an O.P.P. detachment board shall not purport to speak on behalf of the O.P.P. detachment board unless authorized by the board to do so.

13. A member of an O.P.P. detachment board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the O.P.P. detachment board, the Ontario Provincial Police or a member of the Ontario Provincial Police.

14. A member of an O.P.P. detachment board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of an O.P.P. detachment board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the O.P.P. detachment board or as required by law.

(2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

16. A member of an O.P.P. detachment board shall attend all O.P.P. detachment board meetings unless able to provide a reasonable explanation for the absence.

MISCONDUCT AND CONFLICTS OF INTEREST

17. A member of an O.P.P. detachment board shall disclose any conduct of another member of the O.P.P. detachment board that the member reasonably believes constitutes misconduct,

(a) to the chair of the board; or

(b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of an O.P.P. detachment board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the O.P.P. detachment board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the O.P.P. detachment board.

19. A member of an O.P.P. detachment board shall not apply for employment with the Ontario Provincial Police unless they resign from the board before applying.

20. (1) A member of an O.P.P. detachment board shall promptly disclose any conflict of interest,

(a) to the chair of the board; or

(b) if the conflict of interest involves the chair, to the Inspector General.

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the O.P.P. detachment board.

21. A member of an O.P.P. detachment board shall not use their position as an O.P.P. detachment board member to,

(a) benefit themselves;

(b) benefit one or more persons with whom they have a personal relationship; or

(c) interfere with the administration of justice.

22. A member of an O.P.P. detachment board shall not participate in discussion of or voting with respect to matters at O.P.P. detachment board meetings if the member has a conflict of interest in the matter.

23. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

Strategic Plan Tracker

2023–2027 Kenora OPP Detachment 1 Board (PSB) Strategic Plan



**KENORA OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE KENORA
DE LA POLICE PROVINCIALE**

**KENORA OPP DETACHMENT
DÉTACHEMENT DE KENORA DE LA POLICE PROVINCIALE**

Focus Area 1: Protection and Crime Prevention

Objective 1.1: Enhance Community Safety

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Improve road safety through education and enforcement (2024)					
Enhance emergency preparedness planning (2023–ongoing)					
Implement crime prevention and crime reduction techniques					

Objective 1.2: Increase Police Presence

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Allocate additional resources to high-risk areas based on data (2023–ongoing)					
Enhance sense of safety in Harbourtown and Harbourfront (2023–ongoing)					
Increase physical presence of officers in plain clothes and uniforms via foot and bike patrols					

Objective 1.3: Modernize Police Service

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Improve crime reporting options for the community					
Increase use of analytics to determine areas of concern and deploy resources					
Develop an IT innovation strategy and identify funding opportunities					

Focus Area 2: Engagement and Communication

Objective 2.1: Promote Safety and Crime Prevention

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Develop creative content for safety tips (videos, virtual sessions, call-outs) (2023)					
Continue regular community engagement activities (2023–ongoing)					
Clarify the difference in who to call for different public safety concerns (2023)					

Objective 2.2: Improve Awareness of Policing

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Hire media officer for communications support					
Expand use of social media to share positive stories, updates and successes (2023)					
Develop communications strategy to improve transparency around police discipline and PSB role (2023)					
Produce 'Discover Policing' content for website and social media (2023)					

Focus Area 3: Community Partnerships

Objective 3.1: Indigenous Communities

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Continue growing relationships with Indigenous communities (2023–ongoing)					
Participate in Indigenous community events (2023–ongoing)					
Increase cultural competency and Indigenous history training (ongoing)					
Provide Equity, Diversity, Inclusion and Decolonization (EDID) training					
Include Indigenous representation on the PSB					

Objective 3.2: Municipal Partners

<i>Action</i>	<i>Purpose</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Outcome</i>	<i>Action Plan</i>
Collaborate with City of Kenora and Township on safety programs such as downtown ambassadors (2024–ongoing)					
Build partnerships with other regional communities to share best practices					

Objective 3.3: Community Organizations and Schools

<i>Action</i>	<i>Purpose</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Outcome</i>	<i>Action Plan</i>
Expand partnerships with organizations to develop coordinated solutions (2023–ongoing)					
Showcase existing partnerships and their positive impacts (2023–ongoing)					
Develop partnerships with schools for youth preventive programs (2023–ongoing)					

Objective 3.4: Public Health

Action	Purpose	Responsibility	Timeline	Outcome	Action Plan
Work with public health professionals to address mental health and addictions (2023–ongoing)					
Support programs such as Detox First (2023–ongoing)					
Explore safe injection site development (2023–ongoing)					
Review opportunities to share information for improved safety/well-being outcomes (2023–ongoing)					

Rules of Engagement for Board Member Success

Diane Smithson

CAO, Town of Carleton Place

Board Administrator,

Lanark County O.P.P. Detachment Board



Anitra Basant Sisavang

Executive Director,

York Regional Police Service Board



Overview

1. Before the Meeting

- a) Onboarding and Orientation
- b) Code of Conduct
- c) Preparing for the meeting
- d) Agenda Review
- e) How to ask questions of your police leader

2. During the Meeting

- a) Procedure By-law
- b) Rules of Engagement
- c) Managing Conflicts
- d) Suspension of the Rules
- e) Public vs. In Camera
- f) Items not on the Agenda (New Business)

3. After the Meeting

- a) Follow up
- b) Misconduct

4. Board Policy

5. Remuneration

6. Key Takeaways

COMMON TERMS

- Board Administrator = individual(s) supporting the Board and its activities
- Police Leader = Detachment Commander, Chief of Police Service
- Chair = Head of the Board
- Member = person appointed to and serving on the Board
- CSPA = Community Safety and Policing Act

1. Before the Meeting

There is power in planning and preparation

1. a) Onboarding and Orientation

Considerations:

- Who provides support to Board members?
 - Do you have a dedicated or multiple contacts?
 - What information and learning resources do you have for Board members?
 - How is this information provided or accessed?
- Onboarding
 - Board member information and payroll forms
 - Provincial training – Roles and Responsibilities + Thematic Training
 - Perform swearing in and sign oaths
 - Immediate scheduling for attendance at meetings, workshops and required events

1. a) Onboarding and Orientation

- Orientation sessions cover the Board's work and accountabilities and provide a foundational understanding of the police service
- Board Administrator:
 - Information resources, agenda materials and prior meeting information
 - Review meeting schedule, process and procedures, conflicts of interest
 - Performance expectations, including events with required and optional attendance
 - Review of legislative accountabilities
- Police Leader:
 - Understanding the organization
 - What policing looks like in your community

1. a) Exercise: Onboarding and Orientation:

- If you were to design a Board member orientation, what elements of the onboarding and orientation process do you believe would better prepare a new Board member for their roles and responsibilities?
- Reflecting on your experience (member or Board administrator)
 - If applicable, how was your onboarding and orientation experience?
 - If you didn't have onboarding and orientation, do you feel it would have been helpful to you?
 - Did you feel prepared for your first meeting as a Board member?
 - At 3 months, how would you describe your comfort level as a Board member?

1. b) Code of Conduct

- CSPA regulations include codes of conduct for members
 - O. Reg. 409/23 Code of Conduct for OPP Detachment Board Members
 - O. Reg. 408/23 Code of Conduct for Police Service Board Members
- Sets out the conditions and accountabilities for members in the performance of their duties including:
 - Attendance at and conduct becoming of a Board member
 - Compliance with the CSPA, Human Rights Code and other applicable legislation, regulation, by-laws, policies and procedures of the Board
 - Misconduct and Conflict of Interest

1. c) Preparing for the Meeting

- Ideally, pre-schedule all meetings and workshops of the Board and book the entire day, if necessary to dispense with Board business
- Reporting structure and cycle:
 - Schedule for review and submission of agenda materials
 - Annual reports are pre-scheduled
 - Members and Police Leader to receive agenda materials not less than 5 days before a meeting
 - Revised agenda items should be significantly urgent in nature and the amended agenda published not less than 2 days before a meeting
- Members are to read the agenda in advance of the meeting

Exercise: Before the Meeting

There is a Board member who consistently comes to meetings unprepared.
How would you address this situation?

1. d) Agenda Review

- Reviewing reports and the agenda:
 - Agenda items review between the Board Administrator and Police Leader
 - Pre-review prior to Board meeting with the Chair, Police Leader and Board Administrator in case there are emerging matters
- Members should have sufficient time to prepare for the meeting by reviewing all agenda materials at least 5 days in advance
- Members have the authority to raise questions about matters on the agenda and related to matters under discussion

1. e) How to ask questions of your Police Leader

Questions may be phrased to seek clarity, understand impact, return on investment or decision-making process, validate compliance with Board policies and by-laws.

- **Considerations:**

- Do you understand the information being communicated by your Police Leader?
- Do you have sufficient information to make and defend your decision?
- Would the average person in your community understand the matter and the reason for the decision?
- Are you seeking a general understanding or details of operations?
- Will the question require moving into a closed meeting?

1. e) How to ask questions of your Police Leader

- Is there a Protocol for asking questions, determined by the Board in consultation with your Police Leader
- Limit the points of contact by having advance questions sent through the Chair or Board Administrator; there may be others able to provide a response
- Do not make inquiries at an open meeting that are better addressed in a closed session i.e. personnel matters, legal matters, etc.
- If the answer to your question requires research, try to provide advance notice so the Police Leader can come prepared to address the inquiry
- A Police Leader may follow up after the meeting if they require time to conduct research before providing a response

1. e) How to ask questions of your Police Leader

- Examples:
 - Can you help me understand what is meant by X?
 - What long-term benefits will this investment have?
 - Were alternative approaches/vendors considered prior to making this selection?
 - How will this activity/ program improve community safety or impact the community?
 - Have partners been engaged to support outreach and education activities?
 - My question would be better addressed in the closed session, I wish to raise it then
 - Can the Police Leader look into the matter and follow-up / bring a report to the next meeting?

Exercise: How to ask questions of your Police Leader

The Police Leader has provided the Board with an update on an emerging planned protest situation in your area. The Police Leader has stated that public order units will be deployed, and assistance has been arranged with other police services.

Using your local context, develop three (3) questions you would ask the Police Leader on receipt of this update?

2. During the Meeting

Attendees should conduct themselves professionally, respectfully, and ethically, adhering to rules of order and respecting the rights and opinions of others

2. a) Procedure By-law

- Do you have a strong Procedure By-law to establish the rules governing the order and proceedings of the Board and any of its Committees? This is your Rule Book for Meetings.
- It ensures that the meeting is a safe space for everyone to participate and provides equal opportunity for all to have their say in an organized and efficient manner.
- Includes general principles such as a right to efficient meetings and to be treated with respect and courtesy
- Where something is not covered by the Procedure By-law, refer to Robert's Rules of Order or other authority as noted in the Procedure By-law

2. b) Rules of Engagement

General rules:

- Unless permitted no food in the meeting room
- Avoid engaging in any activity, conduct or behaviour or make any audible noise that could disturb deliberations.
- Do not use profane or offensive words or insulting expressions.
- Devices are to be muted or on vibration mode for the duration of all meetings, except while the member is speaking.
- No displaying of signs or distributing information.

2. b) Rules of Engagement

Members, staff and attendees:

- Remarks shall pertain to the motion in question
- Chair names the order of speakers if more than one member wishes to speak to a matter
- Do not to interrupt another member who is speaking except to raise a Point of Order or Privilege
- Do not make detrimental comments, speak ill, or malign the integrity of the Administrator, the public, Chair or other Members or its Committees.
- Do shall not enter into debate or discussion with delegates. Members may ask, through the Chair, for points of clarification from delegates

2. b) Rules of Engagement

Presenters, Delegates/Deputants and Attendees:

- Shall not participate in a meeting unless they have received confirmation from the Administrator that they have been registered as a delegate or presenter.
- Unconfirmed delegates need a 2/3 vote of the members to be authorized to speak
- Shall not question the personal or professional integrity of the Board or the Administrator.
- Only a member or the Administrator is permitted to come within or behind the Board Members' seating during a meeting without the permission of the Board.

2. b) Rules of Engagement

What if there is a breach of conduct at a meeting? Does the Procedure By-law have provisions for this?

Examples that may be included in a Procedure By-law:

- If a person(s) is in breach of conduct, after having been called to order by the Chair, the Chair, without debate, shall ask the members: “Shall the Member (or attendee) be ordered to leave the meeting?”.
- If the majority of Members present vote in favour, the Chair shall order the Member or attendee to leave the room, or have the person removed from the virtual meeting, for the duration of the meeting.
- If the person(s) refuses to leave, the Chair shall direct the Board Administrator to seek appropriate assistance to have the person(s) removed and the Members shall leave the meeting room until the Police arrives.

2. c) Managing Conflicts

- The Chair manages the meeting and member conduct
- Conflicts of interest can be pecuniary and/or personal
- Declarations of interest
 - Do you have a process for managing declarations of interest?
 - Do you maintain a record of declared conflicts?
 - How and where are these records stored?
- Is the Chair comfortable enforcing the Code of Conduct when necessary?

2. d) Suspension of the Rules

Suspending the rules

- Requires 2/3 and should be the exception, not the practice.
- If you find that you are suspending the rules on a regular basis to facilitate the conduct of business, you should review and appropriately amend your By-law as necessary

2. e) Public vs. Closed Meeting

- CSPA s. 44, based on s. 239 of Municipal Act, sets the conditions for what may be discussed in a closed meeting of the Board
- ALL items are to be discussed in public unless they fall under s. 44 (2)
- Criteria narrows the scope of what is a closed meeting item
 - When in doubt speak to your Municipal Clerk, legal counsel or Administrator
- Even though legislation provides the option to go into closed session, this is not a requirement. S.(2) notes that “a meeting or part of a meeting may be closed to the public...” The Board needs to determine if it is appropriate in the circumstances to do so.
- Examples of closed meeting items: labour relation and personnel matters, land acquisition, items subject to contractual terms of secrecy and confidentiality, investigation updates

2. e) Public vs. Closed Meeting

- Questions to ask when considering if an item should stay public:
 - Who is harmed if the matter is public?
 - What will be the risk/liability to the Board if the information is made public?
 - Is the matter truly private? Can you Google it?
- Board has the discretion to take an item into the public session, provided doing so will not be prejudicial to the Board's interest or negatively impact community safety
- Examples can be found on Ontario Ombudsman – Open Meeting Guide

Exercise: Public vs. Closed Meeting

You have received a report, for the closed meeting agenda, requesting approval for the purchase of technology that would be used by frontline officers in their day-to-day duties. The business case for the purchase is sound and the procurement was in compliance with the Board's by-law.

Should this report stay on the closed meeting or be placed on the public agenda?
What are the considerations for your decision?

2. f) Items not on the Agenda

New Business

- Refer to your Procedural By-law to see if adding items to that agenda at the meeting is permitted
- It is a best practice to not allow items to be added at the meeting as there is no public accountability/transparency if you do so i.e. the item has not formed part of the agenda that has been publicly posted in advance
- If the Procedural By-law does not permit adding an item to the agenda, a vote to suspend the rules is required needing 2/3 support of the Members

Exercise: During the Board Meeting

A member of the public shows up wishing to speak.

They are not on the agenda.

What do you do as a Board?

3. After the Board Meeting

a) Meeting Follow Up

- Publishing decisions and directions of the Board
- Announcements
- Follow up on questions pending answers
- Addressing any Member misconduct
- Addressing any complaints against the Board

3. After the Meeting

b. Misconduct means a failure of a Board Member to comply with the

Code of Conduct

- Per Section 106(1) of the CSPA, any person can make a complaint to the Inspector General (IG) about member misconduct. If the IG believes there are grounds to the complaint, the IG will investigate
- Code of Conduct Regulations contain provisions relating to how and to whom members shall disclose any conduct of another member that they reasonably believes constitutes misconduct

3. b) Misconduct

Inspector General's Powers

Per **Section 124** (1) of the CSPA, if the Inspector General deems there has been misconduct on the part of a member, they may,

- (a) reprimand the member of the board;
- (b) suspend the member of the board for a specified period or until the member has complied with specified conditions; or
- (c) remove the member from the board.

4. Board Policy- Municipal

- The CSPA sets out a Board's policy making authority, this includes by-laws
- These are broad boundaries for building public accountability into the delivery of adequate and effective policing
- Board may have specific policies governing its own activities, staff, budget, (e.g. strategic planning, training and expenses, media relations)
- Policies that direct a Police Leader to ensure: they have a process, implement a program, or require reporting to the Board at certain times, or specific information that is in the public interest (e.g. annually)
- There should be alignment between a Board's policies and directives of the Police Leader

4. Board Policy – Detachment Boards

- CSPA S. 69 - **Detachment Boards** are able to establish their own local policies, after consultation with the Detachment Commander and subject to various rules as set out in this section
- Provided that any policy:
 - is not inconsistent with the Minister's Strategic Plan, any Ministerial policies, any procedures established by the Commissioner or the Detachment Commander's local action plan
 - Cannot relate to prescribed matters such as the conduct of specific operations, discipline, investigations, etc.
 - Does not require the OPP to do something inconsistent with their duties or adequate and effective policing
- Once approved, Detachment Commander's are to abide with the local policies

5. Remuneration

- Municipal matter that cannot be determined by the Board
- The CSPA sets a minimum of \$150 per meeting
- Develop policies such as:
 - How members will be compensated for attending Board and other meetings
 - Attending conferences, community events, related incidental expenses
- Will the Chair and Vice-Chair receive extra compensation for taking on the additional responsibilities they undertake?

5. Remuneration

- Remuneration may be determined by understanding the job of a Board member
 - Job description setting out the skills, attributes and duties of the job
 - Assess the time required for all the work that a Board member will be called upon to perform
 - What resources do Board members have to support their success and discharge of their duties?
 - Are there incidental expenses that may be incurred in the course of a member's duties?

6. Key Takeaways

- Orientation familiarizes new members with the Board's policies and procedures
- Familiarize yourself with the Code of Conduct
- Come to meetings prepared and ready to discuss the issues
- Have a strong Procedural By-law. Review annually and amend as necessary
- Be respectful of others. The best decisions are made when varying points of view are considered in the final decision
- Boards may establish policies and procedures to support their governance role as long as they do not contravene legislation. The Board should regularly review and amend their policies as necessary.
- Remember: how you conduct yourself at meetings, is how others may perceive police service delivery in your community. To build public trust in the police service, the Board must act with integrity and decorum

QUESTIONS?