

## Minutes of the Renfrew Police Services OPP Detachment Board

**May 3, 2024, 1:00 pm  
Council Chambers  
2nd Floor - Town Hall**

Members Present      Councillor Brum  
                                 Councillor Campbell  
                                 Councillor Field  
                                 Councillor Legris  
                                 Mayor McGee  
                                 Councillor Tabbert  
                                 Councillor Tripp

Staff Present            Clerk Errett  
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### **A. Inaugural Meeting of the Renfrew Police Services OPP Detachment Board**

Town Clerk Errett welcomed everyone to the Inaugural Meeting of the Renfrew Police Services OPP Detachment Board. Changes have been made in accordance with the new *Community Safety and Policing Act, 2019* which came into effective on April 1, 2024. The new Renfrew Police Services OPP Detachment Board combines seven municipalities: Town of Arnprior, Township of McNab Braeside, Township of Greater Madawaska, Township of Horton, Town of Renfrew, Township of Admaston Bromley, and Township of Whitewater Region.

### **B. Call to Order**

The inaugural meeting of the Renfrew Police Services OPP Detachment Board was called to order at 1:10 p.m.

#### **B.1 Land Acknowledgement**

#### **B.2 Roll Call**

##### **B.2.1 Declaration of Office and Confirmation of Eligibility**

Under O.Reg. 416/23 of the *Community Safety Policing Act, 2019*, members read their Oath before the Town Clerk, and provided confirmation of the completed mandatory training required under Section 35(3) of the *Act*. Of the seven members present, six noted confirmation. Training records have been provided and will be kept on file with the recording secretary. It was noted that Mayor Lisa McGee (Town of Arnprior) will complete the Oath and Confirmation at a subsequent meeting.

**C. Election of Chair and Vice-Chair**

Town Clerk Errett called for any interest in the Chair and Vice-Chair Position. Councillor Robert Tripp (Township of Greater Madawaska) stated interest in Chair. Councillor Scott Brum (Township of McNab Braeside) stated interest in Vice-Chair. Both were elected unopposed. As Chair, Councillor Tripp took over the proceedings of the meeting.

**Moved By** Councillor Brum  
**Seconded By** Councillor Legris

That the Renfrew Police Services OPP Detachment Board elect Councillor Tripp as the presiding Chair for the remainder of the year.

**Carried**

**Moved By** Councillor Campbell  
**Seconded By** Councillor Tabbert

That the Renfrew Police Services OPP Detachment Board elect Cllr Scott Brum as Vice-Chair for the remainder of the year.

**Carried**

**D. Declaration of Interest**

None was noted.

**E. Delegation/Presentation**

Detachment Commander Dawn Ferguson and Acting Detachment Commander Steve Bosa were recognized for their attendance at the meeting.

**F. Confirmation of Minutes**

It was noted that the transfer of past minutes from each of the local Police Services Boards would be provided to the new Detachment Board, and any unfinished business arising from those minutes would be brought forward for discussion.

**G. Items of Business**

**G.1 Draft Review of the Renfrew Police Services OPP Detachment Board Terms of Reference**

A draft Terms of Reference was presented to the Board, and highlighted mandate, composition, and general responsibilities. A final version will be brought forward to the next meeting for consideration.

**Moved By** Councillor Brum  
**Seconded By** Councillor Tabbert

That Renfrew Police Service OPP Detachment Board receive the Draft Terms of Reference for review.

**Carried**

**G.2 Draft Review of the Renfrew Police Services OPP Detachment Board Procedural By-Law**

A draft Procedural By-Law was presented and noted governing procedures. Confirmation of the seven (7) day notice period stated within the *Community Safety and Policing Act, 2019* was verified, and clarification was made regarding the definition of display and distribution of unsolicited signage and documents during a meeting.

Request was made that any changes be provided in writing to the Town Clerk Errett. A final draft will be brought forward to the next meeting for consideration.

**Moved By** Councillor Legris  
**Seconded By** Councillor Brum

That Renfrew Police Services OPP Detachment Board receive the Draft Procedural By-law for review.

**Carried**

**H. External Organization Updates**

None were noted.

**I. Communications and Announcements**

None were noted.

**J. Closed Session**

**Moved By** Councillor Field  
**Seconded By** Councillor Brum

That the Renfrew Police Services OPP Detachment Board convene in Closed Session with Town Clerk/Recording Secretary Errett remaining in the room, pursuant to the following section of the *Community Safety and Policy Act, 2019*:

Section 44(2)(b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;

More specifically how it relates to:

- Community Member Appointments

Time: 2:01 p.m.

**J.1 Rise and Report**

The Renfrew Police Services OPP Detachment Board rose from Closed Session at 3:19 p.m. with the following motion brought forward.

**Moved By** Councillor Legris

**Seconded By** Councillor Brum

That Renfrew Police Services OPP Detachment Board endorse two community members, and that Town Clerk Errett be directed to circulate the Detachment Board's recommendation to each of the seven municipalities for individual Council appointment.

**Carried**

**K. Motion in Which Notice Has Previously Been Given**

**L. Notice of Motion**

Councillor Legris (Town of Renfrew) provided Notice of Motion requesting that the Detachment Commander forward any updates and related documentation associated to grant funding linked to the Renfrew Police Service Board.

**M. By-Laws**

None noted at this time.

**O. Adjournment**

The Renfrew Police Services OPP Detachment Board adjourned at 3:26 p.m.

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Councillor Robert Tripp, Chair

Carolynn Errett, Town Clerk