



Agenda

Renfrew and Area O.P.P. Detachment Board

Chair: Rob Tripp
Thursday, November 21, 2024
10:00 a.m.
Renfrew Town Hall - Council Chambers
127 Raglan Street South, Renfrew

1. Call to Order
2. Land Acknowledgement
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Approval of the Minutes
That the Renfrew and Area O.P.P. Detachment Board Meeting Minutes of October 2, 2024, and October 16, 2024, as distributed.
5. Delegations/Presentations
 - 5.1 Mayor Michael Donohue, Township of Admaston Bromley
Re. Proposed 2025 Budget Cost Sharing
6. Items of Business
 - 6.1 Upcoming OAPSB Zone 2 Meeting: November 29, 2024, Meeting Attendance
 - 6.2 Draft Policy Review
 - 6.2.1 Abuse, Discrimination, Harassment and Violence Policy
 - 6.2.2 O.P.P. Detachment Board Code of Conduct (reformatted)
 - 6.2.3 Signing and Delegated Authority Policy
 - 6.3 Administrative Service Agreement with the Town of Renfrew
 - 6.4 Secretarial Administration
 - 6.5 Website Set Up
 - 6.6 Proposed ROMA Delegation

7. Reports

7.1 Chairs Report

7.1.1 Bank and Corporate Structure Update

7.1.2 2025 Budget Update

8. Closed Session

9. Correspondence

9.1 OASPB Detachment Board Remuneration Survey

9.2 Ministry of the Solicitor General - Provincial Appointee Update

10. Notice of Upcoming Business

10.1 2025 Meeting Schedule

11. Date of Next Meeting

Next Regular Meeting of the Board – TBD

12. Adjournment



Minutes of the Renfrew and Area OPP Detachment Board

October 2, 2024, 10:00 am
Renfrew Town Hall – 127 Raglan Street South, Renfrew
Council Chambers (2nd Floor)

Members Present	Scott Brum, Municipal Representative (Vice Chair) Glen Campbell, Municipal Representative – virtual Lisa McGee, Municipal Representative – virtual John Proctor, Community Representative Robert Tripp, Municipal Representative (Chair)
Members Absent	Angela Field, Municipal Representative Jason Legris, Municipal Representative Steven Parker, Community Representative Connie Tabbert, Municipal Representative
Non Members Present	Carolynn Errett – Recording Secretary

1. Land Acknowledgement

2. Call to Order

The Regular Meeting of the Renfrew and Area O.P.P. Detachment Board was called to order at 10:02 a.m. by Chair Tripp.

Members in attendance were asked if they had completed the most recent mandatory training.

Of the members present, three provided confirmation of completion. It was noted that members who had not completed the training were ineligible to vote until such time as the training is complete.

Attendance determined quorum was not met and the meeting was adjourned immediately following the selection of a new meeting date.

The next regular schedule meeting of the Renfrew and Area O.P.P. Detachment Board will be held on October 16, 2024 at 1:30 p.m. All items listed on the agenda of October 2, 2024 will be postponed until the upcoming meeting.

Adjournment:

The Renfrew and Area OPP Detachment Board adjourned at 10:15 a.m.



Minutes of the Renfrew and Area OPP Detachment Board

**October 16, 2024, 1:30 p.m.
Renfrew Town Hall – 127 Raglan Street South, Renfrew
Council Chambers (2nd Floor)**

Members Present: Scott Brum, Municipal Representative (Vice Chair)
Angela Field, Municipal Representative – Non-Voting Member
Jason Legris, Municipal Representative
Lisa McGee, Municipal Representative
Steve Parker, Community Representative
John Proctor, Community Representative
Connie Tabbert, Municipal Representative
Robert Tripp, Municipal Representative (Chair)

Members Absent: Glen Campbell, Municipal Representative

Non Members Present: Staff Sergeant Bosa,Carolynn Errett (Recording Secretary)

1. Land Acknowledgement

2. Call to Order

The Regular Meeting of the Renfrew and Area O.P.P. Detachment Board was called to order at 1:37 p.m. by Chair Tripp.

3. Disclosure of Pecuniary Interest and General Nature Thereof

None were noted.

4. Approval of the Minutes

**Moved by Scott Brum
Seconded by Lisa McGee**

That the Renfrew and Area O.P.P. Detachment Board approve the minutes of August 21, 2024 and September 4, 2024 as distributed.

Carried

5. Delegations/Presentations

None were scheduled.

6. Items of Business

6.1 2024 and 2025 Budget and Municipal Billing

The board discussed the proposed 2025 budget. The following was noted:

- The member honorarium was reduced from 11 to 10 members as the Chair's honorarium was considered as a separate line item.
- The additional milage allocated for Chair travel was noted as being due to additional travel requirements outside of scheduled board meetings.
- The costs of designing and hosting a new website is estimate only. Further discussion may be required.
- The administrative job description needs to be redefined with greater emphasis on executive secretarial responsibilities.
- There are no legislative requirements to compensate the different board member roles.

Independent motions were put forward to approve each of the budget categories.

**Moved by Lisa McGee
Seconded by Connie Tabbert**

That the Renfrew and Area OPP Detachment Board approve honorariums with a reduction to ten members, estimated at eight meeting per year with a member honorarium of \$150.00 allocation per meeting.

Carried

**Moved by Scott Brum
Seconded by Jason Legris**

That the Renfrew and Area OPP Detachment Board approve a total amount of \$19,040.00 for Travel expenses including member milage, chair milage, and conferences.

Carried

**Moved by Connie Tabbert
Seconded by John Proctor**

That the Renfrew and Area OPP Detachment Board approve a total amount of \$22,500.00 for Governance and Operational expenses including insurance, reporting, strategic development, website design, website hosting, professional services, OASPB Membership.

Carried

**Moved by Scott Brum
Seconded by John Proctor**

That the Renfrew and Area OPP Detachment Board approve a total amount of \$45,560.00 for Program expenses including IT, phone, supplies, administrator and mandatory employment costs.

Carried

**Moved by Jason Legris
Seconded by Steve Parker**

That the Renfrew and Area OPP Detachment Board approve the 10% Miscellaneous contingently of \$8,806.00.

Carried

**Moved by Jason Legris
Seconded by John Proctor**

That the Renfrew and Area OPP Detachment Board approve the 2025 Budget as presented at a total amount of \$115,226.00.

Carried

6.2 Municipal Billing Model

Discussion occurred regarding the municipal billing model. Members expressed their opinion regarding equal shared billing in comparison to the O.P.P. proportionate household billing model. Opposition was made towards proportionate billing, and it was noted that shared equal billing is the default billing model identified in the CSPA unless otherwise agreed to by the joint municipalities.

After some discussion, the board selected not to provide a recommendation on a billing model and will instead put forward the budget to the joint municipalities with a covering report noting the legislative billing requirements. Municipal Councils can decide for themselves how they wish to proceed.

**Moved by Scott Brum
Seconded by Connie Tabbert**

That the Renfrew and Area OPP Detachment Board recommend that the joint municipal councils approve the proposed 2025 Budget of \$115,226.00.

Carried

6.3 2024 Draft Budget

The board discussed the proposed 2024 budget, and the following was noted:

- Recommendation was made to request a shared service agreement to establish five hours a week for dedicated administrative support.
- A suggestion was made to designate one member of the board as a direct point of contact for governance-related discussions.
- The approved 2024 budget will be provided to the joint municipalities for reference, and all 2024 expenses will be compiled for shared reimbursement and payable to the Town of Renfrew.

**Moved by Jason Legris
Seconded by Scott Brum**

That the Renfrew and Area OPP Detachment Board establish a service agreement with the Town of Renfrew for 5 hours a week of dedicated administrative support.

Carried

**Moved by Connie Tabbert
Seconded by John Proctor**

That the Renfrew and Area OPP Detachment Board approve 2024 budget as presented.

Carried

7. Report

7.1 Chairs Report

7.1.1 Insurance Update

7.1.1.1 Medallion Group Insurance

7.1.1.2 Intact Required Policy and Procedures

It was noted that the insurance policy was initiated and is now in effect.

7.2.1 Banking Update – verbal update

It was noted that banking options are under review and further details will be brought forward for board discussion.

8. Closed Session

The board declined to move into closed session. Preference was stated to postpone discussion related to the existing provincial grants until a future date.

9. Correspondence

- 9.1 OAPSB Zone 2 Meeting: September 19-20, 2024 in Pembroke
- 9.2 OAPSB Update, Lisa Darlin, Executive Director, OAPSB
- 9.3 Inspector General Memorandum and Advisory Bulletins
 - 9.3.1 How Policing is Delivered, August 1, 2024
 - 9.3.2 Right to Disclose Misconduct, August 1, 2024
 - 9.3.3 Conflicts of Interest Regulation, August 1, 2024
 - 9.3.4 Police Service Board Member Code of Conduct, August 1, 2024
 - 9.3.5 Forwarding Complaints to the Inspector General, August 1, 2024

The above noted correspondence was noted for information.

10. Notice of Upcoming Business

It was noted that a Renfrew and Area O.P.P. YouTube channel has been established, and that future board meetings will be livestreamed.

11. Date of Next Meeting

Upon discussion it was noted that the next scheduled meeting of the Renfrew and Area O.P.P. Detachment Board will be held on Thursday, November 21st at 10:00 a.m.

With the following meeting scheduled for Thursday, December 19th at 10:00 a.m.

Staff will make the necessary arrangements with the O.P.P. Detachment to host the meeting in their boardroom.

11. Adjournment

The Renfrew and Area OPP Detachment Board adjourned at 3:35 p.m.

Robert Tripp, Chair

Carolynn Errett, Recording Secretary

OAPSB ZONE 2

c/o Diane Smithson, Secretary-Treasurer
Town of Carleton Place
175 Bridge Street
Carleton Place, Ontario K7C 2V8
Tel: (613) 257-6255
dsmithson@carletonplace.ca

*Promoting Civilian Governance Excellence in the Delivery
of Police Services in Eastern Ontario*

NOTICE OF 2024 MEETING **OAPSB ZONE 2**

TO: All OAPSB Zone 2 Membership
Graham Wight, Police Services Advisor, Inspectorate of Policing

DATE: Friday, November 29, 2024

TIME: 9:30 a.m. – 1:00 p.m.

HOST: Ottawa Police Services Board

LOCATION: Holiday Inn and Suites
101 Kanata Avenue
Kanata, ON K2T 1E6

“Algonquin Salon A&B”

Note: enter the lobby follow signage to second floor meeting room

9:00 a.m. Light refreshments available

9:30 a.m. Call to Order

12:30 p.m. Lunch will be provided

1. Meeting call to order
2. Chair’s welcome and opening remarks (Ottawa Mayor Sutcliffe to attend and deliver a welcome)
3. Approval of Agenda
3. Approval of the minutes of the Zone 2 Meeting held in Pembroke on Thursday, September 19th, 2024 and Friday, September 20th, 2024 hosted by the Pembroke Police Services Board
5. Business arising from the minutes
6. Secretary-Treasurer’s Financial Report

7. Updates:
 - a. Graham Wight, Inspectorate of Policing, Police Services Advisor
 - b. Lisa Darling, OAPSB Executive Director
8. Delegations
 - a. Ottawa Police Chief Eric Stubbs
Re: Challenges faced by a large police service
 - b. Professor Michael Kempa
Re: A perspective on police governance
9. New Business
 - a. Establish 2025 OAPSB Zone 2 Fee
10. Membership Input
11. Upcoming Meeting Dates and Locations
 - a. April 25, 2025 – Kingston
 - b. June 20, 2025 – Casselman
 - c. September 19, 2025 - Hawkesbury
12. Adjournment

Your Zone 2 Chair Dena Comley
& Secretary-Treasurer, Diane Smithson

PLEASE RSVP TO DIANE SMITHSON (613) 257-6255 OR BY EMAIL AT DSMITHSON@CARLETONPLACE.CA BY FRIDAY, NOVEMBER 22ND, 2024 AT 4:00 P.M. SO THAT NUMBER OF ATTENDEES CAN BE PROVIDED FOR LUNCHEON PURPOSES

Please note: Guests are welcome to attend

Renfrew and Area O.P.P. Detachment Board

Policy: Abuse, Discrimination, Harassment and Violence Policy

Date: November 21, 2024

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1. Purpose

The Renfrew and Area O.P.P. Detachment Board is committed to providing and maintaining a professional working environment that is based on respect for the dignity and rights of everyone. It is the Board's goal to provide and maintain a healthy and safe work environment that is free of any form of abuse, discrimination, harassment or violence. The Board will not tolerate or condone types of abuse, discrimination, harassment or violence in the workplace.

This policy is intended to identify behaviours that are unacceptable and establish a procedure to receive, investigate and manage complaints.

It is everyone's responsibility to ensure that a workplace free from abuse,

discrimination, harassment and violence is created and maintained, and to address violence or the threat of violence from all possible sources (including individuals who are not employees of the Board, such as suppliers and all members of the public).

2. Scope

The Renfrew and Area O.P.P. Detachment Board recognizes the potential for abuse, discrimination, harassment and violence in the workplace. The Board is committed to providing a safe, healthy and supportive work environment by treating others with respect, fairness and sensitivity. The Board will make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through a workplace abuse, discrimination, harassment and prevention program. The Board will not tolerate any form of abuse, violence or harassment within the workplace or during work-related activities. The Board is committed to allotting whatever time, attention and authority and resources necessary to ensure a safe and healthy working environment for all.

3. Definitions

'Abuse' means any action, act omissions or incident in which an employee, Board Member, contractor or volunteer are abused, threatened, harmed, injured, or assaulted in circumstances arising from their employment or volunteering, as a direct or indirect action or omission of another employee, volunteer or third party. This includes but is not limited to physical, psychological, emotional, verbal or sexual abuse. Examples include:

- swearing, put-downs/name calling over a period of time
- labeling the victim in a derogatory way such as stupid, crazy or irrational
- acts of humiliation, extreme jealous behaviour, or attacking the victim's self-esteem in other ways

'Board' means the Renfrew and Area O.P.P. Detachment Board

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Board Vice-Chair' means the Renfrew and Area O.P.P. Detachment Board Vice-Chair who is elected annually by the Board and having the same role and responsibilities of the Board Chair in the absence thereof.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'Discrimination' means workplace discrimination which includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human

Rights Code (“the Code”) which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- Race, colour, ancestry, citizenship, ethnic origin or place of origin
- Creed, religion
- Age
- Sex (including pregnancy and breastfeeding)
- Gender identity and gender expression
- Sexual orientation
- Family, marital (including same-sex partnership_ status
- Disability or perceived disability
- A record of offences for which a pardon has been granted under the federal Criminal Records Act and has not been revoked, or an offense in respect of any provincial enactment.

‘Discriminatory Harassment’ means comments or conduct based on the protected grounds in the Code which the recipient does not welcome or that offends them. Some examples of discriminatory harassment include:

- Offensive comments, jokes, or behaviors that disparage or ridicule a person’s membership in one of the protected grounds, such as race, religion or sexual orientation
- Imitating a person’s accent, speech or mannerisms
- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children
- Inappropriate comments or jokes about an individual’s age, sexual orientation, person appearance or weight

‘O.P.P.’ is to mean the Ontario Provincial Police

‘Poisoned Work Environment’ means harassing comments or conduct can poison someone’s working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment. Some examples of actions that can create a poisoned work environment if they are sufficiently serious or occur repeatedly include:

- deliberately excluding or socially isolating another individual from the team; for example,
- extending lunch invitations and deliberately omitting to ask the individual
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers
- distributing offensive e-mail messages or attachments, such as pictures or video files
- practical jokes that embarrass or insult someone

- jokes or insults that are offensive, racist or discriminatory in nature

‘Workplace Bullying’ is repeated and persistent negative acts towards one or more individuals, which involved a perceived power imbalance and create a hostile work environment.

‘Sexual Harassment’ means “Workplace sexual harassment” as defined in the Ontario Occupational Health and Safety Act (“the OHSA”) as:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is able to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

‘Workplace Harassment’ means, in accordance with the OHSA,

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b. workplace sexual harassment.

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient’s psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person’s dignity or psychological integrity
- it results in a poisoned work environment
- it intimidates, isolates or discriminates against the recipient

‘Workplace Violence’ means, in accordance with the OHSA,

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

4. Policy Statement

- 4.1 The Renfrew and Area O.P.P. Detachment Board will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment.

5. Roles and Responsibilities

5.1 Board

Board members are expected to assist in creating a harassment-free workplace and ensure that measures and procedures in the abuse, discrimination, harassment, violence policy are carried out. Board members will also ensure that this policy is made readily available and be accountable for responding to and resolving complaints of violence.

- Ensure compliance by all who have a relationship with the board;
- Hold staff accountable to responding to and resolving complaints;
- Conduct regular risk assessment;
- Establish control measures;
- Establish and delivery training and education to employees/volunteers;
- Integrate safe behaviour into day-to-day operations;
- Maintain and follow this policy including any procedures related to the investigation, reporting, and follow-up incidents, as necessary;
- Take corrective action, debrief those involved in the incident either directly or indirectly and provide response measures, as required;
- Identify and alert staff to violent person and hazardous situation;
- Facilitate medication attention and support for those involved directly or indirectly;
- Immediately report a death or critical injury to a Ministry of Labour (MOL) inspection, WSIB, and the police, as required and follow all timelines and reporting requirements;
- Track and analyze incidents for trending and prevention initiatives;

5.2 Employee/Volunteers/Board members

Employees/volunteers/board members must do their part by ensuring that their behavior does not violate this policy and by fostering a work environment that is based on respect and is free of harassment. Employees shall:

- Participate in education and training programs so you can respond suitably to any incident of workplace abuse, discrimination, harassment, violence;
- Report to the Board the existence of any workplace abuse, discrimination, harassment or violence or threat of workplace abuse, discrimination, harassment or violence;
- Understand and comply with the violence and harassment prevention policies and related procedures;

- Contribute to risk assessments;
- Seek support when confronted with violence/harassment or threats of violence, and get medical attention when required; and

6. Reporting and Investigating

- 6.1 Employees/volunteers/board members are to report all abuse, discrimination, harassment or violent-related incidents, hazards or threats to the Board Chair or supervisor. In instance where the supervisor or the Board Chair is the person engaging in abuse, discrimination, harassment, or violence the complaint should be brought to the Vice-Chair and the Vice Chair is responsible for these procedures.

The report can be made confidentially at the employee's request. However, the sharing of information to ensure the safety of others and prevent recurrence may be necessary (e.g. contents of a police report).

- 6.2 A formal complaint should be submitted in writing as soon as possible, and should include the complainant's name, the name of the alleged harasser, the place, date, frequency and time of the incident(s), and the names of any possible witnesses and their contact information (if known) and should be completed on the Harassment and/or Discrimination Complaint Form or the Violent Incident Report Form, as applicable
- 6.3 The Board Chair upon receiving the report is to arrange for an investigation and ensure that measures are taken to safeguard employees/volunteers/board member and curtail the violence or harassment. No report of workplace violence or harassment or risks of violence may be the basis of reprisal against the reporting employee. However, the Board will not tolerate a false and malicious complaint.
- 6.4 The Board is to report all injuries to the MOL and WSIB as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.
- 6.5 The Board is to make all reasonable efforts to address the issue and prevent further problems from arising.

7. Investigation and Response Procedures

- 7.1 The Board Chair will ensure that an investigation is commenced as quickly as possible. If the resolution of the complaint is beyond the authority of the Board Chair, they shall make the Board aware of the report.
- 7.2 The Board may use an internal or external investigator, depending on the nature of the complaint, and the Board will ensure that the investigator is not the

respondent, or under the direct control of the respondent, and is able to conduct an objective investigation.

7.3 The Board Chair, or the Board as applicable, will review all incident reports, monitor trends and review recommendations for prevention and enhancements to the Abuse, Discrimination, Harassment and Violence Policy and Procedures, as necessary.

7.4 The investigation shall include the following measures:

- Interviewing the complainant and respondent to ascertain all the facts and circumstances relevant to the complaint, including dates and locations
- Interview witnesses, if any
- Review all related documentation
- Make detailed notes of the investigation and maintain records in a confidential file.

7.5 Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings and provide the Board. The report shall include the following:

- A summary of the steps taken in the investigation
- A summary of the complaint, allegations and response
- A summary of the evidence of witnesses (if any) and documentary evidence gathered
- The investigator's findings of fact
- The investigator's conclusion as to whether or not workplace harassment has occurred

7.6 A summary of the findings will be provided to the complainant and respondent in writing, within 10 calendar days of the investigation being concluded.

8. Corrective Action

8.1 The Board will determine what action should be taken as a result of the investigation.

8.2 The complainant and respondent will be informed of the results of the investigation and whether corrective measures were taken, if any were necessary. If a finding of workplace violence is made, the Board will take appropriate corrective measures, regardless of the respondent's seniority or position.

8.3 Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning or suspension of duties without pay;
- Termination with or without cause;

- Referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- Financial penalties, such as the denial of a bonus or performance-related salary increase; and/or
- Any other disciplinary action deemed appropriate under the circumstances.

8.4 If upon investigation there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

9. Confidentiality of Complaints and Investigations

- 9.1 The Board recognizes the sensitive nature of complaints of harassment and violence and will keep all complaints confidential, including identifying information about any individuals involved in the complaints, to the extent that the Board is able to do so.
- 9.2 The Board will only release as much information as is necessary to investigate and respond to the complaint or situation to take corrective action, to protect employees/volunteers/board members, or if required to do so by law.
- 9.3 Complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint will maintain confidentiality throughout the investigation and afterwards.

10. Record Keeping

- 10.1 Records related to all complaints or incidents of workplace harassment, investigations, and reports will be subject to the confidentiality requirements of this policy.
- 10.2 Records will be kept for a minimum of three years from the resolution of the complaint, or in accordance with any other Act or external investigation as required.

11. Education

- 11.1 All employees/volunteers/board members shall review this policy and sign Schedule A – Attestation.
- 11.2 New employees/volunteers/board members will receive orientation to the workplace abuse, discrimination, harassment and violence policy.
- 11.3 Notice of all changes shall be provided to all employees/volunteers/board members should changes to the abuse, discrimination, harassment and violence

policy be made.

12. Protection from Retaliation

- 12.1 That Board will not tolerate retaliation, taunts, or threats against anyone who complains about harassment or workplace violence or takes part in an investigation.
- 12.2 Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined, up to and including termination with or without cause.

13. Accountability

- 13.1 The Board is accountable for establishing and implementing the policy and procedures related to workplace violence and harassment.
- 13.2 Complying with the policy is part of an employee's/volunteer's and board member's responsibility.
- 13.3 The Board's responsibility is to ensure enforcement of the policy and procedures, and to investigate and respond to workplace violence and harassment.

14. Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act, 2019* and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations.

[O.P.P. Detachment Board - application of other provisions, section 67(6)8]

15. Monitoring

This policy is to be reviewed each Term of Council and updated by the Board as required.

16. Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

17. Change History

Policy Name	Effective Date	Significant Changes	Policy No.
Abuse, Discrimination, Violence and Harassment Policy	XX	New	X

Schedule 'A' – Attestation

With my signature, as a member of the Board, employee or volunteer of the Board, I confirm that I have read, understand, and accept the requirements of this 'abuse, discrimination, harassment and violence policy and agree to abide by its terms.

Date:

Name:

Position:

Signature:

Renfrew and Area O.P.P. Detachment Board

Harassment and/or Discrimination Complaint Form

Related to Policy X.X – Abuse, Discrimination, Harassment and Violence Policy

This complaint form is for employees to report an incident or a complaint of harassment and/or discrimination.

Name of the Complainant: _____

Contact Information:

Cell Phone: _____

Email: _____

Address: _____

Name of the Respondent and contact information, if available:

Details of the complaint of harassment/discrimination

Please describe in as much detail as possible the bullying, harassment and/or discrimination incident(s), including:

- (a) the names of the parties involved;
- (b) any witnesses to the incident(s);
- (c) the location, date and time of the incident(s);
- (d) details about the incident(s) (behaviour and/or words used);
- (e) any additional details. (Attach additional pages if required)

Renfrew and Area O.P.P. Detachment Board

Violent Incident Report Form

Related to Policy X.X – Abuse, Discrimination, Harassment and Violence Policy

DRAFT

Renfrew and Area O.P.P. Detachment Board

Policy: O.P.P. Detachment Board Code of Conduct

Date: November 21, 2024

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1. Purpose

The code of conduct aims to ensure public trust and confidence in the detachment board's decision making and operations. The public should expect the highest standards of conduct from the members that are elected as well as members serving on the board. In turn, adherence to these standards will protect and maintain the board's reputation and the integrity of its decision-making process.

2. Scope

2.1 The O.P.P. Detachment Board Code of Conduct applies to all members of the Renfrew and Area O.P.P. Detachment Board. In addition to the policy, members are required to comply with Ontario Regulation 409/23: code of conduct for O.P.P. detachment boards, and applicable provincial and federal legislation, including but not limited to:

1. Community Safety and Policing Act, 2019
2. Municipal Freedom of Information and Protection of Privacy Act
3. Provincial Offenses Act
4. Ontario Human Rights Code
5. Ontario Occupational Health and Safety Act
6. Criminal Code of Canada
7. Controlled Drugs and Substances Act (Canada)
8. Cannabis Act (Canada)

2.2 The existence of a good faith exception in the O.Reg 409/23 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.

3. Definitions

'Board' means the Renfrew and Area O.P.P. Detachment Board

'Board Administrator' is identified as the employee or subcontractor hired by the board to perform all administrative tasks required by the board.

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'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.P.P.' is to mean the Ontario Provincial Police

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

- A current or former spouse or common-law partner of the board member.

- A current or former intimate partner of the board member.
- The board member's children, including biological and adoptive children and stepchildren.
- The legal dependents of the board member.
- A child in the board member's care.
- The board member's grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law.

4. Policy Statement

The Renfrew and Area O.P.P Detachment Board is committed to achieving the highest quality of administration and governance by encouraging high standards of conduct from all members of the board.

5. Confidentiality

5.1 Every member must hold strict confidence all confidential information acquired as a direct or indirect result of the Member's role with the Municipality. Confidential information shall not be disclosed except when required by law, or when authorized by the Board.

5.2 Every Member shall keep confidential any information:

(a) Disclosed or discussed at a meeting of the Board or part thereof, that was closed to the public; and

(b) That is circulated to members of the Board that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at the time be destroyed by the member of the board or returned to the recording secretary for destruction.

5.3 The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

6. Conduct Becoming of a Board Member [O.Reg 409/23, s.3-16]

6.1 (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.

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

- 6.3 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.
- 6.4 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.
- 6.5 A member of an O.P.P. detachment board shall not substantially interfere with the conduct of O.P.P. detachment board meetings.
- 6.6 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.
- 6.7 (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.
- 6.8 (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.

7 Statements and Attendance [O.Reg 409/23, s.11-16]

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.

- 7.5 (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.
- 7.6 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.

8 Misconduct and Conflicts of Interest [O.Reg 409/23, s.17-22]

- 8.1 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.
- 8.2 (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.
- 8.3 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.
- 8.4 (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.

- 8.5 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.
- 8.6 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.
- 8.7 Omitted (provides for coming into force of provisions of this Regulation).

9 Communications and Media Relations

- 9.1 A Board Member, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Board or Committee, even if a member disagrees with a majority decision, so that there is respect for and integrity in the decision-making process.
- 9.2 Information related to decisions and resolutions of the Board or Committee will normally be communicated to the community by the Chair and/or authorized delegate of the Board.
- 9.3 It is not the intent of this Code of Conduct to restrict the ability of a board member to express a personal opinion on matters of general interest. In such cases, the board member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Board. In no event should a member express a position that is disrespectful of the decision of the majority of the Board or Committee.
- 9.4 Any use of social media in any form by a board member constitutes communication with the public that is governed by this section. The board member shall identify in any social media communication that the views expressed by the member are the views of that member personally, and do not represent the views of the Board.

10 Interaction with Staff

- 10.1 A Board Member shall not:
- (a) Maliciously or falsely injure the professional or ethical reputation of staff;
 - (b) Compel Staff to engage in partisan political activities or be subject to

- threats of discrimination for refusing to engage in such activities; or
- (c) Use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.

10.2 A Board Members shall recognize and respect that staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interest of the Board, Detachment and Community.

10.3 The Board, acting as a body, can direct staff to perform such duties as are necessary for the efficient administration of the Board, and/or research such matters as the Board deems necessary. Individual board members do not have the authority to direct Staff. The Board shall direct staff by resolution.

10.4 Questions or issues surrounding administration and operations of the Board should be directed to the Chair.

11 Use of Board or Detachment Property

11.1 No board member shall for personal purposes or profit, use or permit the use of a board (or detachment) property, equipment, services, or supplies other than for purposes connected with the discharge of Board/Detachment duties or associated community activities of which the Board has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, etc., where the Board incurs no additional costs relating to such use, and the use is of limited duration and frequency.

11.2 No board member shall obtain financial gain from the use of Board/Detachment developed intellectual property, computer programs, technological innovations or other patentable items, which a member or thereafter. All such property remains the exclusive property of the Board/Detachment.

12 Expenses

12.1 Board Members are required to adhere to any related policies, procedures and guidelines with respect to any expenses including the budget (such as, but not limited to: mileage reimbursement, conferences and seminar attendance, and corporate promotional products).

12.2 Falsifying of receipts or signatures by a board member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

13 Gifts and Hospitality and Other Benefits

- 13.1 The objective of these policies is to ensure that board members make Board decisions based on impartial and objective assessments of each situation, free from the influence of Gifts.
- 13.2 Any stipend paid to a board member is intended to fully remunerate the board member for services to the board.
- 13.3 Board members are prohibited from soliciting, accepting, offering or agreeing to accept any Gifts, personally or through a family member or associated (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the board member.
- 13.4 The above policy does not preclude board member from accepting:
- (a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service a board, for speaking at an event or for representing the Board at an event;
 - (b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law.
 - (c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events.
 - (d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - (e) Reimbursement of reasonable expenses incurred in the performance of office;
 - (f) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office.

14 Advice and Opinions

- 14.1 The Board shall adhere to the advice and recommendations prescribed by the Ministry through the Inspector General.
- 14.2 The Board shall participate fully in any investigation or request made by the Inspector General.
- 14.3 Board members may reach out directly to the Inspector General for advice or opinions from the Inspector General with respect to:
- (a) the operation and administration of the detachment board;
 - (b) the detachment commander

(c) complaints and investigations

15 Complaints and Investigation

15.1 Any person can make a complaint to the Inspector General in accordance with the regulations, if any, regarding,

- (a) A failure of a O.P.P. Detachment Board to comply with the CSPA or the regulations, other than misconduct, including a systemic failure; or
- (b) The policies of an O.P.P. Detachment Board

15.2 The Inspector General has the direct authority to inspect and determine if the O.P.P. detachment board has:

- (a) committed or is committing misconduct;
- (b) complied with or complying with the CSPA and regulations.

15.3 Any breach of this Code or regulation may be investigated to determine whether to impose any penalty or sanction on a Board Member found to have breached any provision of this Code.

15.4 Every board member has an obligation to cooperate with any investigation.

15.5 As a result of an investigation, the Inspector General may impose orders or sanctions, these may include, but are not limited to:

- (a) The suspension of powers or duties of the board member for a subscribed period of time;
- (b) The removal of a board member's appointment to the O.P.P. Detachment Board.

16 Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act, 2019* and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations.

[O.P.P. Detachment Board - application of other provisions, section 67(6)8]

17 Monitoring

Any person who has reasonable grounds to believe that a board member has breached this Code of Conduct or regulation may proceed with a complaint and request an investigation. Complaints must be submitted in writing to the Chair of the O.P.P. Detachment Board, or directly to the Inspector General.

Updates to this policy will comply with all necessary updates made to O.Reg 409/23, and be reviewed at each new Term of Council and reappointment of the

Renfrew and Area O.P.P. Detachment Board.

18 Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

19 Change History

Policy Name	Effective Date	Significant Changes	Policy No.
O.P.P. Detachment Board Code of Conduct	XX	New	X

Renfrew and Area O.P.P. Detachment Board

Policy: Signing and Delegated Authority

Date: November 21, 2024

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1. Purpose

This policy ensures that payment of Renfrew and Area O.P.P. Detachment Board funds to settle obligations are properly reviewed and approved in a manner that protects the assets of the Renfrew and Area O.P.P. Detachment Board and is operationally efficient.

2. Scope

2.1 This policy applies to all financial transactions of the Renfrew and Area O.P.P. Detachment Board with the following exceptions:

- a) The policy does not apply to the transfer of funds between Renfrew and Area O.P.P. Detachment Board bank accounts, should more than one exist.
- b) The policy does not apply to petty cash accounts which are setup to process small expense reimbursements of up to \$100.00. Signing authorities for these accounts are determined by Board Approval.

2.2 This policy applies to all, grant applications.

3. Definitions

'Board' means the Renfrew and Area O.P.P. Detachment Board

'Board Administrator' is identified as the employee or subcontractor hired by the board to perform all administrative tasks required by the board.

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'Delegated Authority' means authority appointed by the Renfrew and Area O.P.P. Detachment Board to carry out certain actions on behalf of the Board, as previously approved and/or agreed to by the Board or as identified direction within the Community Safety Policing Act, 2019.

'Finance Committee Chair' means the Chair of the Finance Sub-committee, appointed annually by the Renfrew and Area O.P.P. Detachment Board.

'O.P.P.' is to mean the Ontario Provincial Police

4. Policy Statement

4.1 The Board shall determine the signing officers of the Renfrew and Area O.P.P. Detachment Board. All cheques, electronic transfers, drafts or other orders for the payment of money or grant applications will be signed by two authorized signatories, unless otherwise specified.

5. The Board has delegated signing authority to:

- a) The Board Administrator and the Board Chair
- b) The Board Administrator and the Finance Committee Chair, in the absence of the Chair.
- c) The Board Chair and the Finance Committee Chair in the absence of the Board Administrator.

6. Execution of Documents:

6.1 The Board Chair's signature and the signature of any other member with delegated signing power may be written, engraved, printed, lithographed, or reproduced in electronic means or measures to execute a document as approved by the Board and/or mandated through the CSPA.

7. Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act, 2019* and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations.

[*O.P.P. Detachment Board - application of other provisions, section 67(6)8*]

8. Monitoring

The Board Administrator, in coordination with the Board will cause this policy to be periodically reviewed and updated as required.

9. Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

10. Change History

Policy Name	Effective Date	Significant Changes	Policy No.
Signing and Delegated Authority Policy	XX	New	X

FORM OF CONTRACT

Provision of Administrative Services for the Renfrew and Area O.P.P.
Detachment Board

AGREEMENT

BETWEEN: Renfrew and Area O.P.P. Detachment Board
(Hereinafter referred to as the "Board")
OF THE FIRST PART

AND: The Corporation of the Town of Renfrew (Hereinafter
referred to as the "Service Provider") **OF THE
SECOND PART**

WHEREAS, authority stated under section 46(1) of the *Community Safety and Policing Act, 2019* establishes that the Board may establish its own rules and procedures in performing its duties under this Act and the regulations; and

WHEREAS, the Renfrew and Area O.P.P. Detachment Board wishes to engage the Corporation of the Town of Renfrew for the provision of administrative support, hereinafter referred to as "Services", on a contract basis to facilitate its functions and duties; and

WHEREAS, the Town has agreed to provide services for the Board in accordance with the terms and conditions outlined in this Agreement.

NOW THEREFORE in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Scope of Services

The Town shall provide administrative services to the Board for up to five (5) hours per week. Services may include, but are not limited to, preparing meeting agendas, recording minutes, handling correspondence, policy/procedural guidance and other administrative tasks as requested by the Board. These hours are above and beyond the Clerk's standard thirty-five (35) hour work week for the Town and shall not affect the Clerk's entitlement to overtime, vacation, or other benefits associated with their position as a Town employee.

2. Term of Agreement

This Agreement shall commence on October 16, 2024 and will continue until the Board provides a written end date, with a minimum of thirty (30) days' advance notice to the Town. The Board shall submit this notice in writing to formally establish the end date for services under this Agreement.

3. Compensation

The Town shall invoice the Board for administrative services provided under this Agreement. The hourly rate shall be the current hourly rate of the employee plus 30% to cover the mandatory employment related costs. For 2024, the rate will be forty-nine dollars and forty-eight cents (\$49.48) plus 30% (\$14.84) for a total of \$64.32 per hour. The Town shall invoice the Board monthly. The employee will track hours worked and Board Chair or Treasurer Should the employee's hourly rate change, the Town will notify the Board of the updated rate.

4. Payment Terms

The Board agrees to remit payment to the Town of Renfrew within thirty (30) days of receipt of each invoice.

Carolynn Errett

From: Jennifer Williams <membership@oapsb.ca>
Sent: October 22, 2024 3:18 PM
To: Carolynn Errett
Subject: OPP Detachment Board Remuneration Survey Now Available



OPP Detachment Board Remuneration Survey Now Available



The Ontario Association of Police Service Boards (OAPSB) conducted a survey among its members who are forming the new OPP Detachment Boards under the new Community Safety and Policing Act. The objective was to gather insights and details regarding the past and current practices of board member remuneration. This survey aimed to assist the new boards in determining appropriate remuneration practices by reflecting on historical data and current perspectives from various communities.

For details and a summary of the survey visit our website and ensure you are signed in to the Member's Portal.

[View the Report](#)

Connect With Us!



This email was sent on behalf of Ontario Association of Police Services Boards located at PO Box 43058, London RPO Highland, ON N6J 0A7. [To unsubscribe click here.](#) If you have questions or comments concerning this email contact Ontario Association of Police Services Boards at oapsb@oapsb.ca.

OAPSB OPP Detachment Board Remuneration Survey Report

The Ontario Association of Police Service Boards (OAPSB) conducted a survey among its members who are forming the new OPP Detachment Boards under the new Community Safety and Policing Act. The objective was to gather insights and details regarding the past and current practices of board member remuneration. This survey aimed to assist the new boards in determining appropriate remuneration practices by reflecting on historical data and current perspectives from various communities.

Findings Summary

The survey results showed the following trends. For the detailed information, please scroll down to the Survey Results section.

Remuneration for board members in the overall survey revealed that most communities in the past did remunerate all board members regardless of their position. Some boards chose to pay more for a board secretary and chair because of their expanded responsibilities.

The survey also shows that a majority of boards had paid more than \$1000 per board member per year. The majority of respondents showed that remuneration was a combination of a rate and expense reimbursement and the criteria for remuneration was a flat rate per board meeting regardless of the amount of time required for preparation or duration of the meeting and that committee work was not always covered as a “meeting”.

Survey Results

The below information is a summary of the raw data and feedback directly from the survey.

Participation

There were 37 participants all from different communities who responded. Those 37 participating communities represented 29 new OPP Detachment Boards.

Current Size of Board

The responses ranged indicating that all of the participants did not understand the question the same way. Some of the responses may have indicated the number of seats their current community has sitting on a new OPP Detachment Board, while others may have indicated how many seats on the OPP Detachment Board were already filled and still others may have just counted the number of seats required on the OPP Detachment Board per O. Reg. 135/24.

The responses included the following:

Current Size Number of Responses

1	2
3	1
4	2
5	12
6	3
7	6
9	5
10	3
15	3

Remuneration

The OAPSB did want to gather as much detail as possible when it came to previous and current activities with respect to remuneration. There was a lot of thought put into the questions in this section to produce some detail with respect to the topic of *total remuneration*.

In the following parts of this section of the survey, we will summarize not only the total number of responses but the detail inside of those responses to provide some clarity.

The first section had to do with any past practices that allowed different levels of remuneration depending on the responsibilities of elected, committee work or administrative functions for board members.

1. Did your board have different remuneration amounts depending on your position on the board (chair, vice chair, secretary/treasurer, etc.)?

The total responses split into three areas:

Yes = 14 No = 22 Unanswered = 1

Of the Yes responses, participants were asked what the difference in amounts for different positions on the board was. The interpretation in the summary included a lot of variation that the OAPSB may decide to further explore at another time. In some cases, the feedback was a per meeting /per position amount and at others it was the total budget amount.

The answers varied in their responses and are summarized below.

Remuneration per position on the Board
Secretary 300\$ per meeting
Board members are paid a monthly honorarium plus authorized per diem plus expenses for approved special projects in accordance with the Board's remuneration and expense policy. Board Exec. Asst. is paid a salary, plus per diem and expenses per the policy and an hourly rate for approved special projects.
Chair -\$100/year
Chair \$112.50 per meeting and vice chair \$93.75 Secretary hourly rate
Chair - \$2,000
Chair's salary higher than two other members
Annual wage plus expense reimbursement plus per diem for professional development events
Community & provincial members receive an annual stipend of \$4000; Chair receives an additional \$1200
Chair was \$2000
Chair \$5300/year Secretary \$4200 Vice same as members
150/per meeting for members and 300/ per meeting for secretary
Remuneration for Chair (\$150/mtg) and Provincial Appointee (\$100/mtg)
chair \$1060. Member \$765. Sec-Treas \$1060.

2. Similarly, the summary of those who answered that in the past their board members did receive remuneration, were asked to split it into a financial category for the ease of understanding the total board member remuneration. Of those boards who participated in the survey (37) only 32 boards answered the question. The table below shows the results.

\$0 per year	\$100 or less per year	\$101 - \$300 per year	\$301 - \$500 per year	\$501 - \$1000 per year	\$1000 + per year
5	2	3	3	7	13

Provincial Appointees

3. Knowing that the CSPA has been somewhat prescriptive by legislation, stating the Provincial Appointees will be remunerated, the OAPSB thought it important to ask about specific remuneration for Provincial Appointees in the past, and whether there was any difference based on the remuneration for existing Board members. The following table shows the results, and it is important to note that of the 37 boards participating, 6 boards did not answer this question

\$0 per year	\$100 or less per year	\$101 - \$300 per year	\$301 - \$500 per year	\$501 - \$1000 per year	\$1000 + per year
8	4	1	1	7	11

Type of Remuneration

Again, with the aim to understand the nuances in how board members may be remunerated, the OAPSB felt it important to understand the complexity in situations that may determine how Board Members are remunerated. The following number of questions identifies the different situations that may determine the remuneration for board members.

4. Types of Remuneration:

Remuneration plus expenses	24
Remuneration only	9
Expenses only	1

5. Criteria for Remuneration

Flat rate per hour regardless of task (prep time, meetings, committee work, training, conferences) no cap	Flat rate per hour for specific tasks only	Flat rate per meeting only	Flat rate per hour per meeting only	Flat rate per month regardless of task or time committed	Different rates for meeting prep, meeting attendance, training and conferences	Expense reimbursement only	No payment or reimbursement	Assumed as part of compensation for municipal council work
3	0	15	0	8	3	5	2	1

6. How much do they receive?

\$0
\$3,000 per year paid quarterly less deductions
300\$ per annum
Members - \$1,500
In 2024, Chair - \$3,560/year, Members & Secretary - \$2,946/year. Expenses reimbursed, and \$200/day per diem for conference/seminar attendance.



1850
Community & provincial members receive an annual stipend of \$4000; Chair receives an additional \$1200. No additional remuneration for Council appointments.
Chair salary - \$3,144 + reimbursement of expenses. Other members salary - \$2,350 + reimbursement of expenses.
Council appointee & community appointee meeting under 3 hours 88.09, meeting over 3 hours 146.85, meeting over 5 hours 278.36
2060
\$150 per meeting
765
\$50 per meeting
Board members receive an honorarium of approximately \$5,220.00 per annum plus \$100.00 per diem plus expenses for approved work and the Board Exec. Asst. is paid an annual salary of \$15,000, plus per diem of \$100.00 and expenses per the policy and an hourly rate of \$70.00 for approved special projects.
member \$150/mtg, chair \$175/mtg
\$4000.00 annually
0
\$75.40 per meeting to a maximum of \$754.00 per year.
Payment was based on a per diem (\$83.23 in 2023).
\$100.00 per year was paid to the provincial appointee only
All PSB members could claim mileage for meetings. Only the provincial rep received \$100.00 per year as per the PSA. Council rep was assumed as part of duties and community rep was volunteer.
\$3,333/ yr
\$1800 Annually
\$100 per year remuneration for all members, plus travel expenses plus an out of town meeting per diem for travel outside of our municipality
Travel expenses + \$150/day for per diem.
\$4200 per year
2000.00
150\$ per meeting + expenses when going to a conference
meeting remuneration and any travel expense for conferences or out of town meeting

New OPP Detachment Boards

The OAPSB suspected that some boards may already have moved ahead with determining remuneration so felt it was important to include any remuneration decisions that have already been made by new boards in the survey.

7. Will your board have different remuneration amounts depending on your position on the board (chair, vice chair, secretary/treasurer, etc.)?

Yes	12
No	14
No resp	11

8. If so, what will new Detachment Board position amounts be?

Not sure if there will be different amounts since we have not been reconstituted as a board. This needs to be discussed because the Chair does WAY more than anyone else on the board.
has not been determined
Chair - \$2,000
Wage plus expense reimbursement plus daily per diem for professional development attendance (conference, etc.)
The Chair receives an additional \$1200.
Chair's salary higher than two other members
\$50/mtg and \$75/mtg for Chair
Chair \$1060. Member \$765. Sec-Treas \$1060.=
See question 10 above for specific remuneration amounts
TBD
Paid by municipality
We are only paying the Provincial rep. as it is mandated by the Province that we do so. We will not be paying remuneration to the Council and community member for meetings attended, however, we will pay them a meeting per diem along with travel expenses for any time attending meetings out of town.
same as before but tied to cost of living
Same as above
Secretary et maybe the chair
undecided we would like guidance

9. Has remuneration been decided for current OPP Detachment Board?

Yes	15
No	22
No Answer	0

10. If so, what type of remuneration will be covered?

Remuneration plus expenses	20
Remuneration only	3
Expenses only	0

11. For your new board, what will be the criteria for remuneration?

Flat rate per hour regardless of task (prep time, meetings, committee work, training, conferences) no cap	Flat rate per hour for specific tasks only	Flat rate per meeting only	Flat rate per hour per meeting only	Flat rate per month regardless of task or time committed	Different rates for meeting prep, meeting attendance, training and conferences	Expense reimbursement only	No payment or reimbursement	Assumed as part of compensation for municipal council work
2	0	14	0	7	3	4	0	3

12. What is the expected amount of remuneration?

Not determined at this point. it will be a combination of expense reimbursement and an annual amount.
Members - \$1,000
Chair - \$3,651/year. Members, Admin Support and Municipal Liaisons (CAOs) - \$2,947/year. Expenses are reimbursed, and \$220/day per diem for professional development such as conferences, etc.
not sure
Haldimand County community & provincial members receive an annual stipend of \$4000; Chair receives an additional \$1200. No additional remuneration for Haldimand County Council appointments.
Regular and special meetings: Chair - \$400 per meeting, all other members - \$250 per meeting. Zone meeting - 2 members allowed at \$250 per meeting, Conference attendance \$100 per day. Expenses reimbursed according to travel expenses policy adopted by detachment board.
nothing decided yet, as meetings changing towns
above - \$50/mtg and \$75/mtg for Chair
\$150 per meeting plus mileage
765

To be determined see question 13
\$2000.00 annually
\$3,333/ yr
3,500.00
\$75 per meeting for the Provincial rep only
The Provincial Appointee and the Community Appointees will receive \$2,000 per annum for attendance at meetings, online training (as required), meeting preparation and follow-up. Out of pocket expenses, previously approved by the Board, will be eligible for reimbursement.
has not changed from previous Board
75.00 per meetings for members, chair 112.50, vicechair 93.75
2000.00
150\$ per meeting
unsure

Summary of final thoughts of the participants are included below.

- Do not know what, if any remuneration was/is paid to provincial appointee member of the board
- With a flat remuneration it does not provide adequate compensation to those members who are doing more- whether additional meetings, attending OAPSB conference or zone meetings- there is no incentive to do any more than the person getting the same as you- and while none of us are doing this for the money there should be some recognition of those who do go above and beyond- attend all the meetings, get engaged and advocate. Also- the expense reimbursement policies seem to follow those of the municipality in that something very small has to be approved by the board first- there needs to be some policies around what is eligible for board members to submit (eg mileage, meal expenses for meetings, etc). The municipality is the one that decides what the remuneration will be with zero input from the board itself. This culture has to change!
- We currently receive an annual amount (300\$) plus reimbursement for expenses. There is no difference in remuneration per board member type. I suspect that we will consider average number of hours per year at a fair rate.
- In CSPA regulation, the two boards for the Essex County OPP do not have different names. We are using "North" for the board covering Tecumseh, Lakeshore and Town of Essex but it is not 'official' in the regulation.
- This is based on past practice and relates to Haldimand County appointments. We understand that it may need to be adjusted. It is our understanding that Mississauga's of the Credit First Nation will be responsible for the remuneration of their members.
- Question 16 - information provided is as per budget approved by detachment board but not yet approved by all municipality in catchment area.
- Not sure how you can ask the questions regarding the new board as boards are unable to meet and make decisions due to no insurance.

- Remuneration has not been set for this Board. Initial talks include Flat rate for meetings. (Time dependent ie. half day or full day) Expense reimbursement for mileage, meals, accommodations. Training and conference attendance. (Time dependent i.e. half day or full day)
- New Board make up not finalized yet and will be in Cochrane instead of Smooth Rock Falls with new board
- Members of Municipal councils should be paid by the local council.
- If answer is blank, I do not know at the moment of this survey Thank you
- The Executive Assistant of the Board will forward our special remuneration policy to Lisa Darling to provide more detail.
- The compensation is a flat rate annually as decided by City Council. Any conferences attended are reimbursed.
- The Chair was our Mayor, so remuneration was covered under Mayor remuneration. Secretary is staff, so no additional remuneration. Expenses for conferences was paid per member.
- Remuneration for the current Board is still to be determined therefore previous questions could not be answered.
- Remuneration, once decided, ought to be consistent across the participating municipalities and first nation communities
- Unsure at this time for remuneration for the Board, TBD when board can meet.
- My first month on the Board, so not certain of exact remuneration... haven't asked for details.
- The new detachment board has not yet met so we not able to give proper details for this survey.
- We are paying the Provincial rep. only as it is mandated by the Province. All other members of the OPP Detachment Board are only receiving a meeting per diem and reimbursement for travel expenses for meetings that take place outside of each member's municipality. Our Council members already receive annual remuneration from their respective municipalities for their time and work spent on various boards and committees.
- Council Appointees will not receive any remuneration for serving on the Detachment Board, as it's assumed to be covered by their Council remuneration.
- The Superior East Detachment Board has not met at this time and no decision has been made on any remuneration. This will be discussed at its first meeting.
- We are fortunate that our Board has not changed except in name only. Compensation will remain the same.
- Members don't get paid for attending zone 4 meetings or conferences only expenses for mileage, meals, parking. No remuneration paid only for open public meetings
- When appointed to Police Services Board Pembroke by Province we were paid \$4000. Per year. I considered it my duty to attend quarterly Neighborhood Watch meetings, special BIA meetings, Kids & Cops Fishing Derby and meeting with Detachment Commander as required. I maintain my connections and work with our Service Clubs e.g. Rotary, Kiwanis & Royal Canadian Legion.
- We would like guidance on other board rates.

Conclusion

In summary, the survey conducted by the Ontario Association of Police Service Boards provides a comprehensive overview of the remuneration practices for OPP Detachment Board members, both past and present. The insights gathered will serve as valuable guidance for new boards as they establish fair and effective remuneration policies. By reflecting on the diverse practices and opinions shared by the participating communities, the new OPP Detachment Boards can make informed decisions that uphold the principles of transparency, fairness, and accountability in their governance.

From: [Ramburuth, Gita \(SOLGEN\)](#)
To: [Carolynn Errett](#)
Subject: RE: Detachment Board Provincial Appointee Update
Date: October 24, 2024 1:38:28 PM

Good afternoon Carolynn,

Thank you for reaching out to us.

We appreciate your question regarding provincially appointed members of O.P.P. detachment boards.

As you may know, all provincial appointments to O.P.P. detachment boards are made by the Solicitor General of Ontario. Recruitment and selection of provincial members is performed on a continuous basis, and as such, we are unable to provide any updates.

Should you be aware of interested candidates for these appointments, they are encouraged to submit an official application through the Public Appointments Secretariat website at <https://www.ontario.ca/page/public-appointments>.

Regards,

Gita Ramburuth
Appointments Officer
External Relations Branch | Public Safety Division
Ministry of the Solicitor General
437-245-3666
gita.ramburuth@ontario.ca

From: Carolynn Errett <cerrett@renfrew.ca>
Sent: Thursday, October 24, 2024 8:44 AM
To: Ramburuth, Gita (SOLGEN) <Gita.Ramburuth@ontario.ca>
Subject: Detachment Board Provincial Appointee Update

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good Morning Gita,

Inspectorate Graham Wright passed along your contact in the hopes that you might be able to provide a bit of an update on the provincial appointees for our OPP Detachment Board.

Our board – The Renfrew and Area OPP Detachment Board has been up and running for several month's now, but we're still waiting on confirmation from the Province as to who our provincial reps might be.

Any updates?

Carolynn Errett
Town Clerk



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