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**SIOUX LOOKOUT OPP DETACHMENT BOARD  
SPECIAL (INAUGURAL) MEETING AGENDA**

**Thursday, June 27, 2024 (tentative)**

**Virtual**

<https://slkt.me/YouTube> (to livestream current meeting or view previous meetings)

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1. **CALL MEETING TO ORDER** – Brian P. MacKinnon, Administrator
  - a. **Call Meeting to Order**
  - b. **Attendance/Motions to Excuse**
2. **LAND ACKNOWLEDGEMENT** – We are on the traditional territory of the Lac Seul First Nation within the area of Treaty 3 and that many of the people and communities we serve are in Treaties 5 and 9, Anishinaabe-Aski Nation
3. **INTRODUCTIONS AND BRIEF BACKGROUND OF MEMBERS** (3 minutes each)
4. **ADMINISTERING OF OATH; ACKNOWLEDGMENT OF CODE OF CONDUCT** (attached) – Brian P. MacKinnon, Municipal Clerk, Municipality of Sioux Lookout
5.
  - a. **ELECTION OF CHAIR** – conducted by Brian P. MacKinnon, Municipal Clerk, Municipality of Sioux Lookout
  - b. **ELECTION OF VICE-CHAIR (optional)** – conducted by Brian P. MacKinnon, Municipal Clerk, Municipality of Sioux Lookout

Chair takes over meeting.

6. **APPROVAL OF AGENDA**
  - a) Introduction of Amendments to the Agenda
  - b) Motion to Approve Agenda as Presented/Amended
7. **DECLARATIONS OF PECUNIARY INTEREST**
8. **RECEIVE MINUTES OF FORMER POLICE SERVICES BOARDS**

THAT the following Minutes be received:

  - a) Sioux Lookout Police Services Board – Minutes dated January 17, 2024 (attached)
9. **DELEGATIONS/PRESENTATIONS** – None
10. **ITEMS FOR DISCUSSION**
  - a) Staff Report from Brian P. MacKinnon, Board Administrator, dealing with the following (attached):

- i. Review of Partnership Agreement -- for review and recommendation (Councils have to approve)(attached)
  - ii. Motion to approve remuneration for Provincial Appointee in principle and to submit to Councils for approval
  - iii. Motion to approve remuneration for Community Representatives in principle and to submit to Councils for approval.
  - iv. Motion to approve remuneration for Council Member appointees (none) in principle and to submit to Councils for approval.
  - v. Motion to approve in principle the 2024 Estimates/Budget and to submit to Councils for approval (attached)
  - vi. Motion to approve apportionment in principle of the following, and to submit to Councils for approval:
    - 1. for Provincial Appointee's remuneration;
    - 2. for Community Representatives' remuneration;
    - 3. and for overall Detachment Board budget
- a. Staff Report from Brian P. MacKinnon, Board Administrator, to determine Regular Meeting Date/Schedule of Meetings for 2024 (minimum four/year)(attached).

**11. NEXT MEETING DATE**

**12. MOTION TO ADJOURN**

**Sioux Lookout OPP Detachment Board**

**Community Safety and Policing Act, 2019**

**ONTARIO REGULATION 416/23**

**OATHS AND AFFIRMATIONS**

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I solemnly swear (or affirm) that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the Sioux Lookout OPP Detachment Board faithfully, impartially and according to the *Community Safety and Policing Act, 2019*, any other Act, and any regulation, rule or by-law.

So help me God. *(Omit this line in an affirmation.)*

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Signature of Member

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Name of Member (Printed)

Sworn or affirmed before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the District of Kenora, this

\_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Brian P. MacKinnon, A Commissioner, etc.

## **Sioux Lookout OPP Detachment Board**

### **Community Safety and Policing Act, 2019**

#### **ONTARIO REGULATION 409/23**

#### **CODE OF CONDUCT FOR O.P.P. DETACHMENT BOARD MEMBERS**

#### **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;

“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.

#### **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.

I have read and understand my obligations under this Code of Conduct.

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Signature of Member

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Name of Member (Printed)

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Date

**PARTNERSHIP AGREEMENT**

*between*

**THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE**

*(the “Township”)*

*and*

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

*(the “Municipality”)*

*(jointly referred to as “the Parties” or  
“Municipalities” or “Councils”)*

*with regard to the*

**SIOUX LOOKOUT OPP DETACHMENT BOARD**

*(the “Board”)*

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**A. BACKGROUND**

The new Ontario *Community Safety and Policing Act* (CSPA or the Act), passed in 2019, came into force on April 1, 2024. Among many other changes, the new legislation has significantly changed how policing is provided in Ontario and has “converted” several existing Police Services Boards (PSBs) to regional “OPP Detachment Boards” (DBs) comprising more than one municipality.

Policing in the Township of Pickle Lake and the Municipality of Sioux Lookout (in addition to four First Nations communities) is provided by the Sioux Lookout OPP Detachment. Both Municipalities had PSBs under Section 10 of the *Police Services Act*, which has been repealed.

The new Act and O.Reg. 135/24 have stipulated that the Township of Pickle Lake and the Municipality of Sioux Lookout form a new joint OPP Detachment Board. Therefore, the Township of Pickle Lake and the Municipality of Sioux Lookout must work together in order to implement the requirements of the legislation.

NOTE: The four First Nations communities served by the Sioux Lookout OPP Detachment have opted out of participating on the new Board. This has been sanctioned by the Ministry of the Solicitor General.

**B. PURPOSE OF PARTNERSHIP AGREEMENT**

The purposes of this Partnership Agreement are to:

1. identify requirements in the legislation that fall under the jurisdiction of the Municipalities;
2. identify issues that require decisions of and/or approval by the Municipalities, and to establish processes for decision-making;
3. to set out how the Parties will work together to ensure success of the new Detachment Board (DB); and
4. confirm mutual agreement by the Municipalities of the partnership.



### **C. ELEMENTS OF THE PARTNERSHIP AGREEMENT**

This Agreement covers the following:

1. agreement that the Parties will work together as the Municipalities that jointly the Board;
2. the responsibilities and obligations of the Parties in relation to the Sioux Lookout OPP Detachment Board as set out in the *Community Safety and Policing Act (CSPA or the Act)*;
3. how certain Board-related matters will be handled by the Parties;
4. the Composition of the Board (legislated)
5. the Purposes of the Board;
6. the Roles and Responsibilities of the Board (legislated and as determined by Board)
7. the Authority of the Board (legislated and as determined by the Councils)
8. Council and Community Appointments to the Board, Eligibility, Qualifications, Term of Office, Filling of Vacancies; Initial Training for Board Members (legislated and as determined by Board or Councils)
9. the Reporting Relationship between the Board and the Parties (legislated and as determined by the Board and/or the Councils)
10. the decision-making process for various financial decisions, namely:
  - i. approval of remuneration for the Provincial Appointee, apportionment of costs, billing statement, and payments (legislated and as determined by the Councils)
  - ii. remuneration for the Community Representatives appointed to the Board, apportionment of costs, billing statement and payment (as determined by the Councils);
  - iii. remuneration for the Council Member appointees to the Board;
  - iv. approval of the Detachment Board Estimates/Budget and apportionment of costs (legislated or as determined by the Councils).

### **D. DETACHMENT BOARD NOT A “LOCAL BOARD” OR “INSTITUTION” FOR MFIPPA PURPOSES**

A “local board” is defined in the *Municipal Act*, the *Municipal Affairs Act*, and other legislation. The designation as a “local board” confers a certain legal status on various municipal bodies (boards, committees, etc.) and imposes certain restrictions and requirements on those bodies. In some legislation, certain bodies are deemed “not to be a local board” for various purposes. One type of those “exempt” bodies is a “police service board”, which is different from an “OPP detachment board”. Many pieces of legislation are “silent” with regard to OPP detachment board” -- they’re neither mentioned nor “exempted” from various definitions.

Despite conflicting legislation and interpretations on this matter, OPP detachment boards have been deemed not to be “local boards” by the Ministry of the Solicitor General as evidenced by an email dated April 22, 2024, from a Police Services Advisor (redacted copy attached as Appendix A-1). Notwithstanding this determination, detachment boards are still subject to certain requirements such as provisions for Special and Regular meetings, open and closed meetings, notice, etc., as set out in the Act.

The Ministry has also determined that OPP detachment boards are not “institutions” for the purposes of the *Municipal Freedom of Information & Protection of Privacy Act*, also as evidenced in Appendix A-1

In addition, the Ministry has determined that a detachment board is not a committee of council and, in fact, the board and council are “separate legal entities”, per the Training Aid that accompanies the mandatory training provided by Ontario Police College on behalf of the Ministry (excerpt attached as Appendix A-2).

These determinations are reflected in this Agreement, and shall be reflected in the Sioux Lookout OPP Detachment Board’s “Rules and Procedures” (required under Section 46 of the Act), and the operations and activities of the Sioux Lookout OPP Detachment Board, until and unless evidence and/or direction to the contrary is received.

## **THE PARTIES AGREE TO THE FOLLOWING:**

### **E. COMMITMENT TO WORK TOGETHER**

Although it is not a requirement of the *Community Safety and Policing Act*, the Township of Pickle Lake and the Municipality of Sioux Lookout wish to enter into a Partnership Agreement to implement their obligations and responsibilities under the Act.

The Agreement creates and affirms a partnership and represents a willingness of the Parties to work together rather than just a legislated obligation.

The Agreement sets out some very general, overarching principles, i.e. the Municipalities' obligations, how certain things will be carried out, etc., as well as some very specific issues that require decisions, i.e. approval of the Board's Estimates/Budget, remuneration of Board Members, etc. The Agreement is not intended to address the day-to-day operation of the Board. In accordance with the Act, the Board will have to develop "Rules and Procedures" to deal with the specifics of how it will operate, subject to the Act.

This Partnership presents a valuable opportunity to combine our efforts and resources for the good of policing in both communities. By working together, we can achieve more efficient and effective solutions to common challenges.

Also, in accordance with the Act, the Board will have to develop "Rules and Procedures" to deal with the "nuts and bolts" of how it will operate.

The Agreement creates and affirms a partnership and represents a willingness of the Parties to work together rather than just a legislated obligation as set out in the Act.

### **F. ROLES AND RESPONSIBILITIES OF THE PARTIES**

The Parties agree that Roles and Responsibilities of the Parties include, but are not limited to, the following:

- Make decisions on Detachment Board-related issues within the Councils' jurisdiction, i.e. remuneration of Board Members, approval of the Board's Estimates/Budget, determination of apportionment of costs, etc.
- As much as practicable, make appointments as required on a timely basis so as not to delay the business of the Board.
- That the Treasurer of the Municipality of Sioux Lookout will be the Treasurer for the Detachment Board and administer the Board's funds as required.
- To act in a timely fashion on all matters relating to the Detachment Board and this Agreement.

### **G. COMPOSITION OF THE BOARD (legislated)**

As set out in Section 67(2) and O.Reg. 135/24 of the Act, or unless otherwise determined by the Solicitor General (the Minister) and/or Provincial Legislation, the Board shall be comprised of:

- one Member of Council appointed by the Council of each of the Parties (total: 2 Members)
- one Community Representative appointed by the Council of each of the Parties (total: 2 Members)
- one Provincial Appointee appointed by the Minister.
- TOTAL: 5 members

## **H. PURPOSES OF THE BOARD**

The purposes of the Board may include, but not be limited to, the following:

1. make decisions, when appropriate, and submit information to the Councils on various matters in accordance with its legislative mandate as set out in the Act;
2. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
3. make decisions on matters within its jurisdiction and provide advice and information to the Councils on specialized matters as outlined in the Act and as requested;
4. work with and provide advice and information to the Sioux Lookout OPP Detachment Commander as outlined in the Act and as requested;
5. facilitate public input on programs and ideas when appropriate and approved by the Board to ensure the work of the Board is representative of the communities it serves;
6. make decisions to enhance the quality of life and ensure the safety and security of all persons and property in the Municipalities, in keeping with the OPP Strategic Plan, the Sioux Lookout OPP Detachment's Local Action Plan and any annual objectives and principles established by the Board.

## **I. ROLES AND RESPONSIBILITIES OF THE BOARD (legislated and as determined by the Board)**

In accordance with Section 68(1) of the Act, the Board shall:

1. consult with the Commissioner of the OPP regarding the selection of a Detachment Commander and otherwise participate in the selection of the Detachment Commander, in accordance with the Regulations made by the Minister;
2. 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;
3. advise the Detachment Commander with respect to policing provided by the Detachment;
4. monitor the performance of the Detachment Commander;
5. review the reports of the Detachment Commander regarding policing provided by the Detachment; and
6. on or before June 30 in each year, provide an annual report to the Municipalities regarding the policing provided by the Detachment in their Municipalities. (For the purposes of transition from the Police Services Board to the Detachment Board, the first annual report of the Board to the Municipalities will be filed by June 30, 2025.)

In addition:

7. Members shall prepare for attend and participate in Board Meetings as required.
8. In accordance with Section 67(6)(2), 35(6) and O.Reg. 409/23 of the Act, the Board shall conduct itself in keeping with the prescribed Code of Conduct.
9. In accordance with Section 46 of the Act, the Board shall develop its "Rules and Procedures" and shall conduct itself accordingly.
10. The Board may solicit, document and consider public input when appropriate, as determined by the Board.

## **J. AUTHORITY OF THE BOARD (legislated and as determined by the Board)**

1. The Board's authority to delegate its authority to a sub-committee of the Board is restricted to the scope described in Section 42 of the Act.
2. The Board has the authority to undertake special projects or research matters that arise and that are within its jurisdiction and the scope of this Agreement. The responsibility for these assignments remains with the Board or designate.

**K. APPOINTMENTS TO THE BOARD, ELIGIBILITY/QUALIFICATIONS, TERM OF OFFICE, FILLING VACANCIES, INITIAL TRAINING**

**1. Appointments to the Board; Eligibility/Qualifications**

- 1.1 Appointments to the Board shall be made in accordance with the provisions of Sections 67(6) and 33 of the Act.
- 1.2 Council Member appointments to the Board shall be made by the respective Council (one per Council).
- 1.3 Community Representative appointments to the Board shall be made by the respective Council (one per community appointed by the respective Council).
- 1.3.1 Qualifications are as set out in Section 33(1) of the Act. In addition, the Community Representative shall not be an employee of either of the Parties. Preference will be given to persons demonstrating related knowledge or experience.
- 1.4 The Provincial Appointee (one) to the Board shall be made by the Minister (the Solicitor General).
- 1.5 Sections 33(4) and (5) of the Act sets out who is ineligible to be appointed to the Board.

**2. Term of Office**

- 2.1 The term of office of a Board Member appointed by a single municipality shall be as set out by the municipality in the appointment, but, shall not exceed the term of office of the Council that appointed the Member, per O.Reg. 135/24, Section 6(1).
- 2.2 Notwithstanding Section 2.1 above and per O.Reg. 135/24(6)(3), the Member may continue to sit until the earlier of
  - six months after the expiry of their term of office; or
  - the day the Member's successor is appointed by the respective Council.
- 2.3 The Term of Office for Provincial Appointee shall be as determined by the Minister.

**3. Filling Vacancies**

- 3.1 The Councils agree to fill any vacancies as soon as practicable so as to not delay the business of the Board.
- 3.2 The Board shall notify the respective Council of a vacancy in the position of one of their appointments as soon as practicable.
- 3.3 Vacancies in the positions of the Council and Community Representatives shall be filled at the discretion of the respective Council, subject to the Act.
- 3.4 Vacancies in the position of the Provincial Appointee shall be filled at the discretion of the Minister.

**4. Initial Training for Board Members**

When a new Member is appointed, the Board's Administrator, or delegate, shall ensure that the Member is registered as soon as possible for the mandatory training for Detachment Board Members, as required by the Act, and shall follow up to ensure that the Member has successfully completed the training before s/he can exercise his/her powers or perform his/her duties as a Member, per Sections 67(6) and 35(3) of the Act.

**L. REPORTING RELATIONSHIP BETWEEN THE BOARD AND THE PARTIES**

The Board shall report to the respective Councils that appoint members to the Board in accordance with the Act, or as requested by the Councils.

**M. FINANCIAL MATTERS**

Further to Section C.10 herein, this Section sets out the process for making various financial decisions.

**1. REMUNERATION -- PROVINCIAL APPOINTEE – Legislation, Process, Apportionment of Costs, Billing Statement, and Payments**

**1.1 Applicable Legislation – PROVINCIAL APPOINTEE REMUNERATION -- Determine and Approve**

In accordance with Sections 7(1) and (2) of O.Reg. 135/24 of the Act:

1.1.1 The amount of remuneration to be paid to the Board's Provincial Appointee shall be determined by unanimous agreement of the Municipalities comprising the Board.

1.1.2 If the Municipalities are unable to reach unanimous agreement, then the Minister shall determine the remuneration to be paid to the Member.

**1.2 Process – Determine and Approve -- PROVINCIAL APPOINTEE REMUNERATION**

1.2.1 As part of its annual Estimates/Budget process (in approximately September or October of each year), the Board will review the remuneration being paid to the Provincial Appointee. The Board shall determine whether or not any change is required.

1.2.2 The Board will have regard to any existing decisions and/or arrangements that have been made or are in place with regard to remuneration, e.g. if the remuneration being paid is effective for more than one year.

1.2.3 The Board shall include any change to the remuneration, or an indication that no change will be made, when it submits its Estimates/Budget and remuneration to the Municipalities for approval. Approval of the Estimates/Budget and the remuneration shall be evidenced by each Council in two separate motions, Certified True Copies of which shall be filed with the Board Administrator.

1.2.4 Either Municipality, on motion of Council, may, at any time, request the Board to review the Provincial Appointee's remuneration, subject to any existing decisions/arrangements, and subject to legislation.

**1.3 Apportionment of Costs -- PROVINCIAL APPOINTEE REMUNERATION**

**1.3.1 Applicable Legislation – Apportionment of Costs – PROVINCIAL APPOINTEE REMUNERATION**

In accordance with Sections 7(3) and (4) of O.Reg. 135/24 of the Act:

Each of the Municipalities shall pay an equal share of the remuneration of the Provincial Appointees, unless the Municipalities unanimously agree to allocate the costs among themselves on a basis other than equal shares and, for as long as they remain in unanimous agreement, the costs shall be shared in the manner agreed to by the Municipalities.

### **1.3.2 Process – Apportionment of Costs – PROVINCIAL APPOINTEE REMUNERATION**

1.3.2.1 As part of its annual Estimates/Budget process (in approximately September or October of each year), the Board shall review the existing apportionment of costs of the Provincial Appointee Remuneration. The Board shall determine whether or not any change is required and shall include any change, or an indication that no change will be made, when it submits its Estimates/Budget to the Municipalities for approval.

1.3.2.2 Either Municipality, on motion of Council, may, at any time, request the Board to review the apportionment, subject to any existing decisions/arrangements, and subject to legislation.

### **1.4 Billing Statement and Payments -- PROVINCIAL APPOINTEE REMUNERATION**

#### **1.4.1 Applicable Legislation – Billing Statement and Payments -- PROVINCIAL APPOINTEE REMUNERATION**

In accordance with Sections 7(5) and (6) of O.Reg. 135/24:

1.4.1.1 The Board shall, periodically through the year, provide each Municipality with a statement identifying the amount that the Municipality owes towards the remuneration of the Provincial Appointee.

1.4.1.2 A Municipality that receives a statement under 1.4.1.1 shall pay the amount set out in the statement to the Board within 30 days after receiving the statement; and

1.4.1.3 The Board shall remunerate the Provincial Member from the amounts received from the Municipality.

#### **1.4.2 Process – Billing Statement and Payments – PROVINCIAL APPOINTEE REMUNERATION**

The Board, through the Board's Administrator, shall cause the statement referred to in Section 7(5) of O.Reg. 135/24, and Section 1.4.1.1 above to be prepared by the Municipality of Sioux Lookout and sent to the Township of Pickle Lake on a quarterly basis, as agreed to by the Parties.

#### **1.4.3 Other – PROVINCIAL APPOINTEE REMUNERATION**

To clarify, the Provincial Appointee will receive reimbursement for approved Board expenses in accordance with the Board's Rules and Procedures.

## **2. REMUNERATION – COMMUNITY REPRESENTATIVES – Legislation, Agreement, Process, Apportionment of Costs, Billing Statement and Payments**

### **2.1. Applicable Legislation and Agreement -- COMMUNITY REPRESENTATIVES' REMUNERATION**

2.1.1 There is nothing in the Act that requires the Community Representatives on the Board to be paid.

However, in the interest of fairness, the Parties agree to pay the Community Representatives the same as the Provincial Appointee.

2.1.3 Either Municipality, on motion of Council, may, at any time, request the Board to review the Community Representatives' remuneration, subject to any existing decisions/arrangements, and subject to legislation.

**2.2 Apportionment of Costs -- COMMUNITY REPRESENTATIVES' REMUNERATION**

**2.2.1 Applicable Legislation – Apportionment of Costs – COMMUNITY REPRESENTATIVES' REMUNERATION**

2.2.1.1 There is nothing in the Act that requires the apportionment of the remuneration paid to the Community Representatives.

However, the Parties agree that the apportionment shall be the same as for the remuneration of the Provincial Appointee.

**2.2.2 Process – Apportionment of Costs – COMMUNITY REPRESENTATIVES' REMUNERATION**

2.2.2.1 As part of its annual Estimates/Budget process (in approximately September or October of each year), the Board shall review the existing apportionment of costs of the Community Representatives' Remuneration. The Board shall determine whether or not any change is required and shall include any change, or an indication that no change will be made, when it submits its Estimates/Budget to the Municipalities for approval.

2.2.2.2 Either Municipality, on motion of its Council, may, at any time, request the Board to review the apportionment, subject to any existing decisions/arrangements, and subject to legislation.

**2.3 Billing Statement and Payments -- COMMUNITY REPRESENTATIVES' REMUNERATION**

**2.3.1 Applicable Legislation and Agreement -- Billing Statement and Payments -- COMMUNITY REPRESENTATIVES' REMUNERATION**

2.3.1.1 There is nothing in the Act that requires any special billing or payment arrangements for the Community Representatives' Remuneration.

However, the Parties agree that the billing statement and payment arrangements for the Community Representatives' Remuneration shall be the same as for the billing statement and payment of the remuneration of the Provincial Appointee, as set out below.

The remuneration for the Community Representatives and the Provincial Appointee shall be on the same statement but shall be itemized separately.

2.3.1.2 The Board shall, periodically throughout the year, provide each municipality with a statement identifying the amount that a municipality owes towards the remuneration of the Community Representatives.

2.3.1.3 A Municipality that receives a statement under 2.3.1.2 shall pay the amount set out in the statement to the Board within 30 days after receiving the statement.

2.3.1.4 The Board shall remunerate the Community Representatives from the amounts received from the Municipality.

**2.4 Process – Billing Statement and Payments – COMMUNITY REPRESENTATIVES' REMUNERATION**

2.4.1 The Board, through the Board's Administrator, shall cause the statement referred to in Section 2.3.1.2 above to be prepared by the Municipality of Sioux Lookout and sent to the Township of Pickle Lake on a quarterly basis, as agreed to by the Parties.

## **2.5 Other – COMMUNITY REPRESENTATIVES’ REMUNERATION**

- 2.2.1 The Community Representatives will receive reimbursement for approved Board expenses in accordance with the Board’s Rules and Procedures.

## **3. REMUNERATION -- COUNCIL MEMBER APPOINTEES**

- 3.1 Council Member Appointees will not receive additional remuneration beyond their regular Council pay.
- 3.2 Council Member Appointees will receive reimbursement for approved Board expenses in accordance with the Board’s Rules and Procedures.

## **4. DETACHMENT BOARD ESTIMATES/BUDGET – Legislation, Process, Approval, Apportionment of Costs, Forwarding to Municipalities for Approval, Billing Statement and Payments**

### **4.1. Applicable Legislation – DETACHMENT BOARD ESTIMATES/BUDGET**

- 4.1.1 In accordance with Section 71 of the *CSPA*, an OPP Detachment Board shall prepare Estimates (a Budget), 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, which has to be shown separately. The Board shall then submit the estimates to every municipality that receives policing from the Detachment along with a statement of the municipality’s share of the costs, which are to be determined in accordance with the Regulations.
- 4.1.2 O.Reg. 135/24, Section 3 states that a Detachment Board shall annually prepare estimates setting out the total amount that is required to pay the expenses of the Board’s operation, other than the remuneration of Board Members. It further states that each municipality in the area for which the OPP Detachment Board has responsibility shall pay to the OPP Detachment Board an equal share of the amount set out in the Board’s estimates unless the municipalities unanimously agree to allocate the costs among themselves on a basis other than equal shares, and, for as long as they remain in unanimous agreement, the costs shall be shared in the manner agreed to by the municipalities.

### **4.2 Process, Approval and Forwarding to Municipalities -- DETACHMENT BOARD ESTIMATES/BUDGET**

- 4.2.1 In approximately September or October of each year, to coincide with each of the Municipalities’ budget processes, the Board will review its previous year’s budget and the revenue received and expenses incurred throughout the year and consider any new initiatives that the Board may wish to undertake, i.e. public engagement, strategic initiatives, etc. New Estimates/Budget will be developed for the next year.
- 4.2.2 Once the Apportionment of Costs has been approved in principle by the Board (See Section 4.3 below), the new Estimates/Budget, as approved by the Board, showing remuneration for the Provincial Appointee and Community Representatives (if approved) separately, shall be forwarded to each of the Municipalities for their approval.

### **4.3 Apportionment of Costs -- DETACHMENT BOARD ESTIMATES/BUDGET**

#### **4.3.1 Applicable Legislation – DETACHMENT BOARD ESTIMATES/BUDGET**

- 4.3.1.1 In accordance with Section 3(2) of O.Reg. 135/24 of the *CSPA*, each municipality in the area for which the OPP Detachment Board has responsibility shall pay to the OPP Detachment Board an equal share of the amount set out in the Board’s Estimates.



4.3.1.2 However, Section 3(3) of O.Reg. 135/24 states that, despite Section 3(2) of O.Reg. 135/24, the municipalities that are required to pay a share of the Board's Estimates may unanimously agree to allocate the costs among themselves on a basis other than equal shares and, for as long as they remain in unanimous agreement, the costs shall be shared in the manner agreed to by the municipalities.

**4.3.2 Process -- Determine and Approve -- Apportionment of Costs – DETACHMENT BOARD ESTIMATES/BUDGET**

4.3.2.1 As part of its annual Estimates/Budget process (in approximately September or October of each year), the Board shall review the existing apportionment of costs of the Estimates/Budget. The Board shall determine whether or not any change is required and shall include any change, or an indication that no change will be made, when it submits its Estimates/Budget to the Municipalities for approval.

4.3.2.2 Either Municipality, on motion of its Council, may, at any time, request the Board to review the apportionment of costs for the Estimates/Budget, subject to legislation.

**4.3.4 Billing Statement and Payment -- Agreement -- DETACHMENT BOARD ESTIMATES/BUDGET**

**4.3.4.1 Applicable Legislation and Agreement -- Billing Statement and Payment -- DETACHMENT BOARD ESTIMATES/BUDGET**

4.3.4.1.1 There is nothing in the Act that requires any special billing or payment arrangements for the billing and payment of the Detachment Board operating costs.

However, the Parties agree that the billing statement and payment arrangements for the operating costs shall be the same as for the billing statement and payment of the remuneration of the Board Members as set out below.

4.3.4.1.2 The Board shall, at intervals throughout the year as agreed to by the Municipalities, provide each Municipality with a statement identifying the amount that a Municipality owes towards the operating costs.

4.3.4.1.3 A Municipality that receives a statement under 4.3.4.1.1 shall pay the amount set out in the statement to the Board within 30 days after receiving the statement.

4.3.4.1.4 The Board, through the Board's Administrator, shall cause the statement referred to in Section 4.3.4.1.1 above to be prepared by the Municipality of Sioux Lookout and sent to the Township of Pickle Lake at intervals throughout the year as agreed to by the Municipalities.

**N. CONFLICT OR INCONSISTENCY**

In the event of a conflict or inconsistency between this Agreement and applicable legislation, the provisions in the legislation shall prevail.

**O. SEVERABILITY**

The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

**P. EFFECTIVENESS AND DATE**

1. **Effective Date:** This Agreement will become effective when both Parties have signed it.
2. **Date of Agreement:** The date of this Agreement will be the date this Agreement is signed by the last Party to sign it as indicated by the date associated with that Party's signature below.

The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below, as authorized by By-law passed by the Council of each Municipality.

For The Corporation of the Township of Pickle Lake:

\_\_\_\_\_  
James Dalzell, Mayor

\_\_\_\_\_  
Lynda Colby, Town Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
By-law No. XX-XX (attached)

For The Corporation of the Municipality of Sioux Lookout:

\_\_\_\_\_  
Doug Lawrance, Mayor

\_\_\_\_\_  
Brian P. MacKinnon, Municipal Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
By-law No. XX-XX (attached)

# SIoux LOOKOUT OPP DETACHMENT BOARD REGULAR SESSION REPORT

**MEETING TYPE: Regular Meeting**

<b>TO:</b>	Sioux Lookout OPP Detachment Board
<b>FROM:</b>	Brian P. MacKinnon, Administrator, Sioux Lookout OPP Detachment Board
<b>DATE:</b>	6/27/2024
<b>SUBJECT:</b>	<i>Community Safety and Policing Act</i> and Sioux Lookout OPP Detachment Board Matters for Referral to the Pickle Lake and Sioux Lookout Councils for Approval -- Partnership Agreement; Board Member Remuneration; Detachment Board Budget; Apportionment of Costs; Billing Statement Intervals
<b>REPORT NO.</b>	[Auto-generated Report Number]

**TITLE:** Sioux Lookout OPP Detachment Board Matters

## **RECOMMENDATIONS (MOTIONS):**

1. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout pass By-laws to Authorize the Execution of a Partnership Agreement Between The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout Pertaining to the Sioux Lookout OPP Detachment Board, and that such Partnership Agreement be executed as authorized.

2. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve remuneration for the Provincial Appointee to the Sioux Lookout OPP Detachment Board in the amount of \$2,000 per year for Sioux Lookout OPP Detachment Board Meetings, training, and any other Detachment Board activities, to be paid annually at the end of the fourth quarter, with necessary deductions applied; and further,

THAT this rate be in effect until November 14, 2026 (to coincide with the end of the term of the Councils and Community Representative appointments).

3. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve remuneration for the Community Representatives to the Sioux Lookout OPP Detachment Board appointed by the Council of the Municipality of Sioux Lookout in the amount of \$2,000 per year for Sioux Lookout OPP Detachment Board

Meetings, training, and any other Detachment Board activities, to be paid annually at the end of the fourth quarter, with necessary deductions applied; and further,

THAT this rate be in effect until November 14, 2026 (to coincide with the end of the term of the Councils and the Community Representative appointments).

4. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout confirm that the Sioux Lookout Council Member Appointees to the Sioux Lookout OPP Detachment Board will not receive additional remuneration beyond their regular Council compensation.

5. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve the Board's 2024 Estimates/Budget as approved, in principle, by the Board at its June 27, 2024, Detachment Board Meeting.

6. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve the apportionment of operating costs, remuneration for the Provincial Appointee, and remuneration for the Community Representatives for the Sioux Lookout OPP Detachment Board on the basis of a 55% (Pickle Lake) - 45% (Sioux Lookout) split, in recognition that the Municipality of Sioux Lookout is contributing a percentage of the costs in-kind.

7. THAT the Sioux Lookout OPP Detachment Board recommends that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve that the Municipality of Sioux Lookout will provide a billing statement to the Township of Pickle Lake and the Municipality of Sioux Lookout for their portions of the operating costs of the Sioux Lookout OPP Detachment Board, their portions of the remuneration for the Provincial Appointee, and their portions of the remuneration for the Community Representatives on the Board in accordance with the agreed upon apportionment on a quarterly basis.

**PURPOSE:**

The Purposes of this report are to:

1. enable the Sioux Lookout OPP Detachment Board to review and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout to pass by-laws to authorize the execution of a Partnership Agreement between the Municipalities Pertaining to the Sioux Lookout OPP Detachment Board.

2. enable the Sioux Lookout OPP Detachment Board to consider, approve in principle, and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve the remuneration for the Provincial Appointee to the Detachment Board. The *CSPA* requires that remuneration be

paid to the Provincial Appointee, and such remuneration must be approved by the two Councils.

3. enable the Sioux Lookout OPP Detachment Board to consider, approve in principle, and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve the remuneration for the Community Representatives to the Detachment Board who have been appointed by Council. Payment to the Community Representatives is optional; however, if remuneration is to be paid, it must be approved by Council. Please see Discussion Item 3 below.

4. enable the Sioux Lookout OPP Detachment Board to consider, approve in principle, and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout Sioux Lookout Council confirm that Council Member Appointees to the Sioux Lookout OPP Detachment Board will not receive additional remuneration beyond their regular Council pay.

5. enable the Sioux Lookout OPP Detachment Board to consider, approve in principle, and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve the Detachment Board's 2024 Budget, as required by the *CSPA*.

6. enable the Sioux Lookout OPP Detachment Board to consider, approve in principle, and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout approve the apportionment of operating costs of the Detachment Board on a 55% (Pickle Lake) – 45% (Sioux Lookout) basis.

7. enable the Sioux Lookout OPP Detachment Board to consider, approve in principle, and recommend that the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout confirm the interval by which the billing statement for operating costs of the Detachment Board and remuneration for the Provincial Appointee and the Community Representatives is sent to the Township of Pickle Lake and the Municipality of Sioux Lookout (quarterly).

## **BACKGROUND:**

The new Ontario *Community Safety and Policing Act (CSPA or the Act)*, passed in 2019, came into force on April 1, 2024. Among many other changes, the new legislation has significantly changed how policing is governed in Ontario and has “converted” several existing Police Services Boards (PSBs) to regional “OPP Detachment Boards” (DBs) comprising more than one municipality.

Policing in the Township of Pickle Lake and the Municipality of Sioux Lookout (in addition to four First Nations communities) is provided by the Sioux Lookout OPP Detachment. Both Municipalities had PSBs under Section 10 of the *Police Services Act*, which has been repealed.

The new Act and Ontario Regulation (O.Reg.) 135/24 have stipulated that the Township of Pickle Lake and the Municipality of Sioux Lookout form a new joint OPP Detachment Board. Therefore, the Township of Pickle Lake and the Municipality of Sioux Lookout must work together in order to implement the requirements of the legislation.

NOTE 1: The four First Nations communities served by the Sioux Lookout OPP Detachment have opted out of participating on the new Board. This has been sanctioned by the Ministry of the Solicitor General.

NOTE 2: This report does not relate to the actual policing costs paid by the Municipalities. It deals with Detachment Board costs only.

## **DISCUSSION:**

In accordance with the *CSPA*, both Councils have to agree on and approve remuneration for Board Members, the Detachment Board's Estimates/Budget, and the apportionment of costs.

However, before this can occur, the Board should review the various documents and endorse or approve them "in principle" so that documents forwarded to the Councils for final approval (as required by the *CSPA*) are documents that meet with the Board's satisfaction.

Once the Board is satisfied with the attached documents and recommendations set out in this report, the documents and recommendations will be forwarded from the Board (through the Administrator) to the Councils for consideration and approval. Certified True Copies (CTCs) of by-laws and motions will be requested from each of the Councils as evidence of agreement to and approval of the documents and recommendations.

Details of the documents and recommendations are provided below, and documents are attached as noted.

### **1. Partnership Agreement (draft attached)**

Although it is not a requirement of the *Community Safety and Policing Act*, Staff is suggesting to the Board that the Municipalities enter into a Partnership Agreement to outline and implement their obligations and responsibilities under the Act.

The Agreement creates and affirms a partnership and represents a willingness of the Parties to work together rather than just a legislated obligation.

The Agreement sets out some very general, overarching principles, e.g. the Municipalities' obligations, how certain things will be carried out, etc., as well as some very specific issues that require decisions, e.g. approval of the Board's budget, remuneration of Board Members, etc. The Agreement is not intended to address the day-

to-day operation of the Board. In accordance with the Act, the Board will have to develop “Rules and Procedures” to deal with the specifics of how it will operate, subject to the Act. These are currently being developed.

This Partnership presents a valuable opportunity for the Municipalities to combine efforts and resources for the good of policing in both communities. By working together, we can achieve more efficient and effective solutions to common challenges.

## **2. Remuneration for Provincial Appointee -- Amount**

The *CSPA*, O.Reg 135/24, Section 7, states that the amount of remuneration to be paid to a member of an OPP detachment board appointed by the Minister shall be determined by the unanimous agreement of the municipalities participating in the appointment of the members of the OPP Detachment Board. If the municipalities are unable to reach a unanimous agreement, the Minister shall determine the remuneration to be paid to the Provincial Appointees.

Staff is proposing that the Provincial Appointee to the Sioux Lookout OPP Detachment Board be paid remuneration in the amount of \$2,000 per year for Sioux Lookout OPP Detachment Board Meetings, training, and any other Detachment Board activities, to be paid annually at the end of the fourth quarter, with necessary deductions applied; and further, that this rate be in effect until November 14, 2026 (to coincide with the end of the term of the Council and Community Representative appointments).

A flat rate will make it easier for payment and budgeting purposes, as opposed to an hourly rate for Board activities.

The Provincial Appointee will receive reimbursement for approved Board expenses in accordance with the Board’s Rules and Procedures.

## **3. Remuneration -- Community Representatives Appointed by Council – Amount**

There is nothing in the Act that requires the Community Representatives on the Board to be paid. However, because the Provincial Appointee is required to be paid in accordance with the Act, in the interest of fairness, Staff is proposing that the Community Representatives be paid the same remuneration as the Provincial Appointee, as set out in Item 2 above.

Community Representatives will receive reimbursement for approved Board expenses in accordance with the Board’s Rules and Procedures.

#### **4. Remuneration – Council Member Appointees**

Staff is proposing that Council Member Appointees to the Sioux Lookout OPP Detachment Board not receive additional remuneration beyond their regular Council compensation. They will, however, receive reimbursement for approved Board expenses in accordance with the Board's Rules and Procedures.

#### **5. Remuneration -- Provincial Appointee to the Board – Apportionment, Billing and Payment**

Sections 3 and 4 of O.Reg. 135/24 state that each Municipality appointing members to the Board shall pay an equal share of the remuneration of the Provincial Appointee, unless the Municipalities unanimously agree to allocate the costs among themselves on a basis other than equal shares, and, for as long as they remain in unanimous agreement, the costs shall be shared in the manner agreed to by the Municipalities.

In addition, Sections 5 and 6 of O.Reg. 135/24 set out remuneration billing and payment information. Periodically throughout the year, the Detachment Board must provide each Municipality that is required to pay a share of the remuneration to the Provincial Appointee with a statement identifying the amount that each Municipality owes towards the remuneration up to that time. A Municipality that receives a statement shall pay the amount set out in the statement to the Board within 30 days after receiving the statement, and the Board shall remunerate the Member from the amounts received from the Municipality(ies).

Staff is proposing that the apportionment of operating costs (including or excluding remuneration for the Community Representatives, depending on the decisions of the Councils) for the Sioux Lookout OPP Detachment Board be on the basis of a 55% (Pickle Lake) - 45% (Sioux Lookout) split, in recognition that the Municipality of Sioux Lookout is contributing a percentage of the costs in-kind.

#### **6. 2024 Estimates/Budget** (draft attached)

In accordance with Section 71 and O.Reg. 135/24, Section 3 of the CSPA, an OPP Detachment Board shall annually prepare Estimates (a Budget) setting out the total amount that will be required to pay the expenses of the Board's operation, other than the remuneration of Board Members. (Remuneration has to be shown separately.) The Board shall then submit the Estimates/Budget to every Municipality that receives policing from the Detachment along with a statement of the Municipality's share of the costs, which are to be determined in accordance with the Regulations.

The Regulation further states that each Municipality in the area for which the OPP Detachment Board has responsibility shall pay to the OPP Detachment Board an equal share of the amount set out in the Board's estimates unless the Municipalities unanimously agree to allocate the costs among themselves on a basis other than equal



shares, and, for as long as they remain in unanimous agreement, the costs shall be shared in the manner agreed to by the Municipalities.

A draft budget is attached for the Board to review, approve in principle, and recommend for forwarding to the Councils for their approval.

**7. Apportionment of Costs**

Staff is proposing that the apportionment of Board operating costs, including remuneration for the Provincial Appointee (and the Community Representatives, depending on the decisions of the Councils) be on the basis of a 55% (Pickle Lake) - 45% (Sioux Lookout) split, in recognition that the Municipality of Sioux Lookout is contributing a percentage of the costs in-kind.

**ATTACHMENTS (2):**

1. The draft Partnership Agreement Between The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout With Regard to the Sioux Lookout OPP Detachment Board
2. The draft 2024 Sioux Lookout OPP Detachment Board Estimates/Budget (showing Revenue, Expenses and Remuneration (separating remuneration for the Provincial Appointee and the Community Representatives))

**SIGNATURES:**

*Written By:*

Name: Brian P. MacKinnon

Title: Administrator, Sioux Lookout OPP  
Detachment Board

**2024 SIOUX LOOKOUT OPP DETACHMENT BOARD  
OPERATING COSTS<sup>1</sup> -- ESTIMATES/BUDGET and  
BOARD MEMBER REMUNERATION**

<sup>1</sup>This budget includes operating costs of the Sioux Lookout OPP Detachment Board. It does not include policing costs.

<sup>2</sup>2023 costs for the Sioux Lookout Police Services Board and the Pickle Lake Police Services Board were absorbed into General Operations and not accounted for separately in the respective budgets.

<sup>3</sup>In recognition of the Municipality of Sioux Lookout contributing some costs “in-kind”, it is being proposed that the apportionment of operating costs of the Detachment Board be split 55% (Pickle Lake) – 45% (Sioux Lookout).

<sup>4</sup>The various Revenue totals show billing totals: #1 -- without Remuneration (legislation states that Remuneration has to be shown separately); #2 -- with Provincial Appointee Remuneration (legislation states that Remuneration must be paid to the Provincial Appointee); and #3 -- with Remuneration for the Community Appointees (which is optional)

ACCOUNT	2024 ESTIMATES	EXPLANATION	2023 PSB BUDGET		NOTES/EXAMPLES
			SLKT <sup>2</sup>	PL <sup>2</sup>	
<b>REVENUE</b>					
		Quarterly payments from the Municipalities are to be paid to the Board			
Quarterly Payments from Municipalities #1 <sup>4</sup>	\$14,517	\$3,629.25/Q: PL: \$1,996.09/Q (55%); SL: \$1,633.16/Q (45%)	\$0	\$0	
Quarterly Payments from Municipalities #2 <sup>4</sup>	\$16,517	\$4,129.25/Q: PL: 2,271.09/Q (55%); SL: \$1,858.16/Q (45%)	\$0	\$0	
Quarterly Payments from Municipalities #3 <sup>4</sup>	\$20,517	\$5,129.25/Q: PL: \$2,821.09/Q (55%); SL: \$2,308.16/q (45%)	\$0	\$0	
Grant Revenue (if any)	\$0				
Other Revenue (if any)	\$0		\$0	\$0	False Alarms, administrative costs (if any), etc.
<b>TOTAL REVENUE #1<sup>4</sup></b>	\$14,517				
<b>TOTAL REVENUE #2<sup>4</sup></b>	\$16,517				
<b>TOTAL REVENUE #3<sup>4</sup></b>	\$20,517				
<b>EXPENSES</b>					
Advertising	\$807	<ul style="list-style-type: none"> <li>Regular Meeting Notices – 1/12 page = \$139.23 x 4 = \$556.92 (\$557.). (May get discount if included in SLKT Municipal Messages in the SLKT Bulletin.)</li> <li>Additional amount of \$250 included for unexpected advertising costs.</li> </ul>	\$0	\$0	Notices may also be placed in Pickle Lake bulletin/newsletter distributed by the Township (no charge).
Community Engagement/ Community Outreach	\$0	No projects anticipated in the first year of the new Board. If the Board wishes to survey the public, a free trial for Survey Monkey could be used.	\$0	\$0	Community engagement -- on important issues; youth and multi-cultural engagement, Town Hall meetings, etc.
Community Safety & Well-Being Plan Implementation	\$0	No costs anticipated in the first year of the new Board.	\$0	\$0	Section 253 of the Community Safety and Policing Act confers responsibility for implementation of a Community Safety & Well-Being Plan on the Municipalities; however, some assistance could be provided by the Detachment Board, i.e. hosting public meetings, etc.

Consulting Fees	\$0	No costs anticipated in the first year of the new Board.	\$0	\$0	Costs could be for public consultation, evaluation of the Board, Rules and Procedures updates, evaluation of Detachment Commander, etc.
Document Storage (electronic & physical)	\$0	No out-of-pocket costs anticipated in the first year of the new Board. Any costs are being provided in-kind by the Municipality of Sioux Lookout.	\$0	\$0	
Donations	\$0	No donations anticipated in the first year of the new Board.	\$0	\$0	
Information Technology	\$0	No out-of-pocket costs anticipated in the first year of the new Board: <ul style="list-style-type: none"> <li>cell phones are not being provided to Board Members</li> <li>no IT equipment is being provided to the Board Members</li> <li>the following will be provided by the Municipality of Sioux Lookout in-kind: one new email address for the Board hosted by MOSL; costs for conducting virtual Board Meetings; IT support, etc.</li> </ul>	\$0	\$0	
Insurance	\$2,000	Costs are still to be determined; however, information from the market indicates costs could be approximately \$2,000 for insurance for the Board.	\$0	\$0	
Legal	\$2,500	No legal costs are anticipated. This is a contingency	\$0	\$0	
Meeting Location Costs	\$0	Regular and Special Board Meetings will be held virtually; therefore, there will be no meeting location costs.	\$0	\$0	
Membership Fees	\$1,800	Membership in the Ontario Association of Police Service Boards (OAPSB) for training, information and resources.	\$0	\$0	
Office Equipment	\$0	No out-of-pocket costs are anticipated in the first year of the new Board. Equipment usage for Board activities is being provided by the Municipality of Sioux Lookout in-kind.	\$0	\$0	
Office Supplies	\$0	No out-of-pocket costs are anticipated in the first year of the new Board. Supplies for Board activities are being provided by the Municipality of Sioux Lookout in-kind.	\$0	\$0	
Postage	\$0	No out-of-pocket costs are anticipated in the first year of the new Board. Postage for Board activities is being provided by the Municipality of Sioux Lookout in-kind.	\$0	\$0	
Public Relations	\$0	No costs are anticipated in first year, but may be required in the future.	\$0	\$0	
Social Media	\$0	No Social Media accounts are anticipated in the first year of the new Board. (SM accounts would require staff resources to post, monitor (and respond) and staff resources are limited.)	\$0	\$0	
Special Projects/ Initiatives	\$0	No Special Projects are anticipated in the first year of the new Board.	\$0	\$0	For example: "Officer Appreciation Day"
Support Staff	\$0	No out-of-pocket costs are anticipated in the first year of the new Board. Support Staff for the Board is being provided by staff of the Municipality of Sioux Lookout as part of their regular duties and being provided in-kind.	\$0	\$0	
Transition Costs	\$2,500	For transition costs – Police Services Boards to Detachment Board	\$0	\$0	
Travel/Training/ Professional Development	\$4,844.35	<ul style="list-style-type: none"> <li>Mandatory Board Member Training is required before Members can exercise their duties/make decisions. "Roles and Responsibilities" (2 hours approx.) and "Thematic" training (3 hours approx.) is required, totaling</li> </ul>	\$0	\$0	

		<p>approximately 5 hours/person. Training time is covered in the annual remuneration payment.</p> <ul style="list-style-type: none"> <li>The Board may wish to send a Member or Staff Member to the OAPSB Spring Conference &amp; Annual General Meeting, June 3 – 5 (travel dates June 2 and 6), 2024, Blue Mountain Resort, subject to timing, i.e. Members being trained; first meeting held, etc. Cost would be approximately \$4,469.35 (based on MOSL Council Expense Policy): <ul style="list-style-type: none"> <li>Registration -- \$800 + HST</li> <li>Flights -- \$1,200 approx.</li> <li>Transportation to/from hotel/airport -- \$554 approx.</li> <li>Hotel (4 nights) -- \$800 approx.</li> <li>Meals -- \$295.35 approx. <ul style="list-style-type: none"> <li>3B x \$21.90 = \$65.70</li> <li>3L x \$22.15 = \$66.45</li> <li>3D x \$54.40 = \$163.20</li> </ul> </li> <li>Incidentals -- \$70</li> <li>Per Diem (if paid) -- \$750</li> </ul> </li> <li>If a Member can't attend the Spring Conference &amp; AGM, the funds could be reallocated for attendance at an OAPSB Zone 1 Meeting.</li> </ul>			
Website	\$60	<ul style="list-style-type: none"> <li>Registration of new domain name(s) for the Detachment Board – \$20-\$30/year, e.g. siouxlookpoliceboard.ca and picklelakepoliceboard.ca. In accordance with legislation, several Board items must be posted on a website. The website is also a good vehicle by which to disseminate Detachment Board information.</li> <li>No other out-of-pocket costs are anticipated in the first year of the new Board.</li> <li>Hosting and some storage space will be provided by the Municipality of Sioux Lookout in-kind.</li> </ul>	\$0	\$0	
<b>TOTAL EXPENSES #1</b>	\$14,517		\$0	\$0	
<b>TOTAL REVENUE #1<sup>4</sup></b>	\$14,517		N/A	N/A	
<b>TOTAL EXPENSES #1</b>	\$14,517		N/A	N/A	
<b>NET SURPLUS/DEFICIT</b>	\$0		N/A	N/A	
Remuneration – Provincial Appointee (must be shown separately in Estimates/Budget)	\$2,000	\$2,000/year, to cover all Regular, Special and any other meetings of the Board, and any training; paid annually at the end of the fourth quarter; necessary deductions shall be applied).	\$0	\$0	Other Detachment Boards are paying an annual flat rate, covering any and all meetings and training. This allows for more

					accurate budgeting than an hourly rate or a flat rate per meeting.
<b>TOTAL REVENUE #2<sup>4</sup></b>	\$16,517		N/A	N/A	
<b>TOTAL EXPENSES #2</b>	\$16,517		N/A	N/A	
<b>NET SURPLUS/DEFICIT</b>	\$0		N/A	N/A	
Remuneration – Community Representatives (optional)	\$4,000	\$2,000/year, to cover all Regular, Special and any other meetings of the Board, and any training; paid annually at the end of the fourth quarter; necessary deductions shall be applied).	\$0	\$0	Remuneration of Community Representatives is optional. If paid, it's suggested paying an annual flat rate, covering any and all meetings and training. This allows for more accurate budgeting than an hourly rate or a flat rate per meeting.
<b>TOTAL REVENUE #3<sup>4</sup></b>	\$20,517		N/A	N/A	
<b>TOTAL EXPENSES #3</b>	\$20,517		N/A	N/A	
<b>NET SURPLUS/DEFICIT</b>	\$0		N/A	N/A	

# SIoux LOOKOUT OPP DETACHMENT BOARD REGULAR SESSION REPORT

**MEETING TYPE:** Regular Meeting

<b>TO:</b>	Sioux Lookout OPP Detachment Board
<b>FROM:</b>	Brian P. MacKinnon, Administrator, Sioux Lookout OPP Detachment Board
<b>DATE:</b>	6/27/2024
<b>SUBJECT:</b>	Detachment Board Meetings – 2024 Schedule; Regular Meeting Day
<b>REPORT NO.</b>	[Auto-generated Report Number]

**TITLE:** Sioux Lookout OPP Detachment Board 2024 Meeting Schedule and/or Regular Meeting Day

## **RECOMMENDATION (MOTION):**

THAT, in accordance with the *Community Safety and Policing Act*, the Sioux Lookout OPP Detachment Board shall hold Regular Meetings four times per year, virtually, generally on the last Thursday of the month, starting at 2:00pm (CDT); and further,

THAT notwithstanding the foregoing, meetings for the remainder of 2024 shall be held on Thursday, July 25 (to review (and approve) Rules and Procedures); Thursday, September 26 (resume “regular” meeting (with Detachment Commander; start 2025 Estimates/Budget process); and Thursday, November 28 (“regular” meeting; budget finalization, if necessary).

## **PURPOSE:**

The Purposes of this report are to:

1. determine a meeting schedule for the remainder of 2024; and
2. determine a regular meeting date and schedule for 2025.

## **BACKGROUND:**

Section 43(1) of the *Community Safety and Policing Act* requires that Detachment Boards meet a minimum of four times per year. Although some “leniency” may be allowed in 2024 due to the transition from Police Services Boards to Detachment Boards. However, due to the workload and requirements of the Board, four meetings may still be required.

Therefore, Staff is proposing a schedule of meetings for the remainder of 2024, and a regular meeting day for 2025.

## **DISCUSSION:**

For 2024, Staff is proposing the following meeting schedule:

- Thursday, June 27, 2024 (this meeting) – Special (Inaugural) Meeting of the new Board.
- Thursday, July 25, 2024 – to review, and possibly approve, the Board’s “Rules and Procedures” that are required under Section 46 of the Act.
- Thursday, September 26, 2024 – to resume “regular” meetings with the Detachment Commander and reporting; Board Orientation; and to start the 2025 Estimates/Budget process.
- Thursday, November 28, 2024 – continue with “regular” meetings and finalization of the 2025 Estimates/Budget for submission to the Councils (if not done after the September meeting).

For 2025, Staff is proposing that Detachment Board Meetings be held quarterly on the last Thursday of every month as follows:

- Thursday, February 27, 2025 (regular meeting)
- Thursday, May 22, 2025 (to work on Annual Report, required to be submitted to the Councils of The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout by June 30, per Section 68(1)(f) of the Act). The Board will have to determine the content of that report (possibly just a compilation of the previous year’s reports from the Detachment Commander) and whether or not the Chair will make a presentation. Some preparation time will be required.
- Thursday, August 28, 2025 (regular meeting, and to start 2026 Estimates/Budget review process).
- Thursday, November 27, 2025 (regular meeting)

Special Meetings may also be required, subject to availability of quorum and approval by the Board.

## **ATTACHMENTS (2)**

Calendars for 2024 and 2025 showing proposed meeting dates.

## **SIGNATURES:**

*Written By:*

Name: Brian P. MacKinnon

Title: Administrator, Sioux Lookout OPP  
Detachment Board

# 2024

APRIL						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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DECEMBER						
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29	30	31				

## NOTES FOR 2024

- Thursday, June 27, 2024 (this meeting) – Inaugural Meeting of the new Board.
- Thursday, July 25, 2024 – to review, and possibly approve, the Board’s “Rules and Procedures” that are required under Section 46 of the Act.
- Thursday, September 26, 2024 – to resume “regular” meetings with the Detachment Commander and reporting; Board Orientation; and to start the 2025 Estimates/Budget process.
- Thursday, November 28, 2024 – continue with “regular” meetings and finalization of the 2025 Estimates/Budget for submission to Council (if not done after the September meeting).



# 2025

JANUARY						
Su	Mo	Tu	We	Th	Fr	Sa
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FEBRUARY						
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MAY						
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AUGUST						
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NOVEMBER						
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30	31					
JUNE						
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SEPTEMBER						
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28	29	30				
DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOTES FOR 2025**

- Thursday, February 27, 2025 (regular meeting)
- Thursday, May 22, 2025 (to work on Annual Report)
- Thursday, August 28, 2025 (regular meeting, and to start 2026 Estimates/Budget review process).
- Thursday, November 27, 2025 (regular meeting)