

**SIoux LOOKOUT OPP DETACHMENT BOARD
MEETING AGENDA**

**Thursday, August 8, 2024, 2:00pm CDT
Virtual, via Zoom**

<https://www.youtube.com/@SiouxLookoutON>

(to livestream current meeting or view previous meetings)

1. CALL MEETING TO ORDER

- a. Call Meeting to Order
- b. Attendance/Motions to Excuse (if any)

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. APPROVAL OF AGENDA

- a. Introduction of Amendments to the Agenda
- b. Motion to Approve Agenda as Presented/Amended

4. DECLARATIONS OF PECUNIARY INTEREST

5. ADOPTION OF MINUTES – June 27, 2024

- a. Errors or Omissions
- b. Motion to Approve Minutes as Presented/Amended

6. DELEGATIONS/PRESENTATIONS -- None

7. ITEMS FOR DISCUSSION/REPORTS

- a. Staff Report -- Attendance at Joint Meeting of Ontario Association of Police Service Boards (OAPSB) Zone 1 and Ontario Association of Chiefs of Police (OACP), Thunder Bay, September 10-11, 2024
- b. Review and approval of Sioux Lookout OPP Detachment Board “Rules and Procedures”

8. NEXT MEETING DATE

Tuesday, September 24, 2024, 2:00 p.m. CDT

9. MOTION TO ADJOURN

SIoux LOOKOUT OPP DETACHMENT BOARD REGULAR SESSION REPORT

MEETING TYPE: Regular Session

TO:	Sioux Lookout OPP Detachment Board
FROM:	Brian P. MacKinnon, Board Administrator
DATE:	8/8/2024
SUBJECT:	Consideration of Attendance at Ontario Association of Police Service Boards (OAPSB) Zone 1 Meeting, September 10-11, 2024, Thunder Bay

TITLE: [Title]Ontario Association of Police Service Boards (OAPSB) Zone 1 Meeting, September 10-11, 2024, Thunder Bay

RECOMMENDATION:

THAT the Sioux Lookout OPP Detachment Board authorizes _____ to attend the Ontario Association of Police Service Boards (OAPSB) Zone 1 Meeting, September 10-11, 2024, Thunder Bay, with necessary expenses allowed.

PURPOSE: For the Sioux Lookout OPP Detachment Board to consider sending Board Member(s) and/or Staff to the Ontario Association of Police Service Boards (OAPSB) Zone 1 Meeting, September 10-11, 2024, Thunder Bay, and to approve the expenditure

BACKGROUND:

The Sioux Lookout OPP Detachment Board is a member of the Ontario Association of Police Service Boards (OAPSB). Throughout the implementation of the *Community Safety and Policing Act*, OAPSB has provided invaluable training, resources, advice, information and one-on-one consultation to staff.

In addition to that support, OAPSB also held its Annual Conference June 3-5. Unfortunately, the Detachment Board was not in a position to participate this year; however, the Board could participate in OAPSB's Zone 1 meeting, being held jointly this year with the Ontario Association of Chiefs of Police (OACP), September 10-11, 2024, in Thunder Bay.

The Zone 1 Secretary, Kelsie Van Belleghem, a Councillor with the City of Kenora, reached out in June of this year to invite the Board to participate and Staff has been in contact with her and the Zone 1 Chair, John McTaggart, to obtain details about the meeting.

Although Staff is not familiar with these meetings, based on their experience with OAPSB, it is expected that useful information will be shared at the meeting, not to mention the ability to network with members of other Detachment Boards in the Zone 1 area to obtain

some “local and regional” perspectives. Staff expects that a lot of information-sharing with regard to implementation of the *CSPA* will take place and some great ideas will be shared.

In addition, the perspective from the OACP will likely be interesting as well.

Ms. Belleghem and Mr. McTaggart have also asked if there is a presentation or any topics or questions that the Board might like to have raised at the meeting. If the Board has any items, Staff would be pleased to pass them along.

DISCUSSION:

The Board may wish to consider sending one or more Members or Staff to the meeting.

The meeting will be held in Thunder Bay, September 10-11. There will be a joint session with the OACP and OAPSB held at Old Fort William on September 11. The OAPSB Zone 1 meeting will be held later in the afternoon on September 10. Time and location have yet to be determined.

There is no registration fee. Costs would be travel, accommodation, meals, incidentals, etc.

Cost break down as follows, subject to who attends (based on proposed Rules and Procedures re Travel Expenses):

Item	Notes	Total	
Registration Fee		\$0.00	
Transportation*	*Mileage from/to Pickle Lake/Thunder Bay -		
*(Some savings may be achieved by carpooling/taking MOSL Municipal vehicle from SLKT)	1080km x 70¢ =	\$756.00	
	*Mileage from/to Sioux Lookout/Thunder Bay –		
	790km x 70¢ =	\$553.00	
Hotel (location unknown at this time) One overnight expected.	Estimated cost @ \$200/person x 2 people =	\$400.00	
Meals (These are estimates. They are subject to what meals are provided and how many people attend.)	Anticipated: 2 x lunch @ \$22.15ea 2 x dinner @ 54.40ea 2 x breakfast @21.90ea	\$44.30 \$108.80 \$43.80	\$196.90
Incidentals	1½ days x 2 x \$17.50 =	\$52.50	
Per Diem (If one Board Member attends)	1½ days x 1 x \$150 + \$75 =	\$225.00	
Per Diem (if two Board Members attend)		\$450.00	

TOTAL (estimates only)		\$2,183.40 - \$2,408.40
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FINANCIAL IMPLICATIONS:

Estimated total cost to send two Board Members would be approximately \$2,408.40. It depends on how many people the Board authorizes to attend, whether they're Board Members and/or Staff, what meals are provided, and transportation.

The Board included \$4,469.35 in its 2024 Estimates/Budget for attendance at the OAPSB Annual Conference in June. However, as mentioned above, the Board was not in a position to participate. Therefore, a portion of the funds allocated for the Annual Conference could be used for attendance at the Zone 1 meeting.

ATTACHMENTS: None.

SIGNATURES:

Written By:

Name: Brian P. MacKinnon

Title: Board Administrator

Approved By:

Name: Brian P. MacKinnon

Title: Board Administrator

SIoux LOOKOUT OPP DETACHMENT BOARD REGULAR SESSION REPORT

MEETING TYPE: Regular Session

TO:	Sioux Lookout OPP Detachment Board
FROM:	Brian P. MacKinnon, Board Administrator
DATE:	8/8/2024
SUBJECT:	Detachment Board Rules and Procedures and Local Policy

TITLE: Sioux Lookout OPP Detachment Board Rules and Procedures and Local Policy

RECOMMENDATION:

THAT the Sioux Lookout Detachment Board approves, adopts and implements the Rules and Procedures and Local Policy as presented/amended at the August 8, 2024, Detachment Board Meeting

PURPOSE: For the Sioux Lookout OPP Detachment Board to receive, review, approve and adopt Rules and Procedures to govern its operation.

BACKGROUND

Section 46 of the *Community Safety and Policing Act* requires that detachment boards adopt “Rules and Procedures”. These are “inward-looking” procedures that specify how the Board is going to operate.

In addition, detachment boards can also adopt “Local Policies”. These are “outward-looking” policies that address how certain policing matters shall be addressed. Local Policies cannot conflict with any other policing legislation.

Attached is an initial compilation of Rules and Procedures for the Sioux Lookout OPP Detachment Board for the Board’s review, comment and, hopefully, approval, adoption and implementation.

Despite the fact that the Rules and Procedures (RAP) are fairly comprehensive, there are still RAP to be considered, including RAPs that will assist the Board in “operationalizing” its Roles and Responsibilities. These will be presented to the Board at a later date.

In addition, one Local Policy is being presented to the Board for consideration at this time.

DISCUSSION:

The Board is requested to review the RAP and identify any content they wish to have amended, enhanced, etc., and any questions they have or any clarification they require at the August 8 meeting.

The Board will note that the RAP are not numbered. This is to make updating easier. They are, however, in alphabetical order, firstly by Section, then by the first word in the name of the RAP. A Table of Contents will be created alphabetically by keyword/title for the final version of the document.

The Board is encouraged to review the RAP/Local Policy and be prepared to identify any they wish to discuss at the meeting.

FINANCIAL IMPLICATIONS:

There will be costs for the Information Binders that will eventually be distributed to the Board, Staff and OPP Staff, along with index dividers, copying, etc.; however, the Municipality of Sioux Lookout has graciously agreed to absorb those costs.

ATTACHMENTS:

Rules and Procedures and Local Policy for the Sioux Lookout OPP Detachment Board

SIGNATURES:

Written By:

Name: Brian P. MacKinnon

Title: Board Administrator

Approved By:

Brian P. MacKinnon

Board Administrator



SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

SIoux LOOKOUT OPP DETACHMENT

serves the following communities:

- Municipality of Sioux Lookout
- Township of Pickle Lake
- Kitchenuhmaykoosib Inninuwug (KI) First Nation (Big Trout Lake)
- North Caribou Lake First Nation (Weagamow/Round Lake)
 - Wapekeka First Nation
 - Wawakapewin First Nation

Adopted on **XX XX, 2024**

TABLE OF CONTENTS/INDEX – to be completed

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

COMMUNITY SAFETY AND POLICING ACT

The *Community Safety and Policing Act (CSPA)* creates a new framework for Ontario Provincial Police governance and civilian input into policing, including a new type of local OPP board – an OPP Detachment Board.

OPP Detachment Boards create the opportunity for civilian input into how policing is provided in areas policed by the OPP. They provide for greater civilian input by ensuring each municipality and First Nation community receiving policing services from the OPP has an opportunity to represent their local perspectives, needs, and priorities.

In addition to other requirements, Ontario Regulation No. 135/24 sets out the composition of OPP Detachment Boards including one for the Sioux Lookout OPP Detachment area. The “Sioux Lookout OPP Detachment Board” is comprised as follows:

- One member appointed by the Council of The Corporation of the Township of Pickle Lake who is a Member of the Council of the Municipality;
- One member appointed by the Council of The Corporation of the Municipality of Sioux Lookout who is a Member of the Council of the Municipality;
- One member appointed by the Council of The Corporation of the Township of Pickle Lake who is neither a Member of the Council of, nor an employee of, the Township (the “Community Representative”);
- One member appointed by the Council of the Corporation of the Municipality of Sioux Lookout who is neither a Member of the Council of, nor an employee of, the Municipality (the “Community Representative”);
- One member appointed by the Minister – the Solicitor General (the “Provincial Appointee”).

For further information, refer to the “The Board -- Composition” and “The Board -- Appointments” Procedures herein.

With the Detachment Board appointments being made by the Township of Pickle Lake and the Municipality of Sioux Lookout, the next step is to develop “Rules and Procedures” as required by Section 46 of the *Community Safety and Policing Act*.

PRINCIPLES OF CIVILIAN POLICE GOVERNANCE AND OVERSIGHT

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

REASONS FOR CIVILIAN GOVERNANCE OF POLICE SERVICES

The principles of civilian governance of policing are intended to:

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

This is codified in the *CSPA* in Part 1, Section 1 of the Act, as follows:

DECLARATION OF PRINCIPLES

Following is a Declaration of Principles as set out in Part 1 of the *Community Safety and Policing Act*:

1. Policing shall be provided throughout Ontario in accordance with the following principles:
 1. The need to ensure the safety and security of all persons and property in Ontario, including on First Nation reserves.
 2. The importance of safeguarding the fundamental rights and freedoms guaranteed by the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*.
 3. The need for cooperation between policing providers and the communities they serve.
 4. The importance of respect for victims of crime and understanding of their needs.
 5. The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.

6. The need to be responsive to the unique histories and cultures of First Nation, Inuit and Métis communities.
7. The need to ensure that police services and police service boards are representative of the communities they serve.
8. The need to ensure that all parts of Ontario, including First Nation reserves, receive equitable levels of policing.

ADEQUATE AND EFFECTIVE POLICING

The major tenet of the new *Community Safety and Policing Act* is “adequate and effective policing”. In the case of OPP Detachments and OPP Detachment Boards, the OPP Commissioner is required to ensure adequate and effective policing is provided in the area for which the OPP has jurisdictional responsibility for policing in accordance with the needs of, and regard for, the diversity of the communities they serve. (Sec. 10(1)).

Section 11 of the *CSPA* states that:

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

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

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

1. The policing needs of the community.
2. The geographic and socio-demographic characteristics of the police service's area of policing responsibility.
3. The extent to and manner in which the policing function is effectively provided in similar communities in Ontario.
4. The extent to which past provision of the policing function by the police service has been effective in addressing the policing needs of the community.
5. Best practices respecting the policing function (O.Reg. 392/33, Sec 2(1))

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

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

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

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

DETACHMENT BOARD NOT A “LOCAL BOARD” OR “INSTITUTION” FOR MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (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 boards -- 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 page 9a). 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 and Protection of Privacy Act (MFIPPA)*, also as evidenced in Appendix page 9a.

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 Page 9b).

These determinations are reflected overall in the Rules and Procedures, and specifically in this Procedure as it pertains to Records Management and Requests for Documents, and the operations and Activities of the Sioux Lookout OPP Detachment Board, until and unless evidence and/or direction to the contrary is received.

Notwithstanding the above, significant reference and use of *MFIPPA* is made in these Procedures as it provides established policies and practices for local government bodies.

DEFINITIONS

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

"Act" means the *Community Safety and Policing Act (CSPA)*.

"Agenda" means the business and the order in which business is conducted at a meeting of the Detachment Board;

"Arbitration and Adjudication Commission" or "the Commission" means the Ontario Police Arbitration and Adjudication Commission as set out in Part IX, Section 147 of the *Community Safety and Policing Act*;

"Board" means the Sioux Lookout OPP Detachment Board;

"Board Administrator", "Board Deputy Administrator" and "Board Recording Secretary" mean the Board's Support Staff with duties and responsibilities as set out herein;

"Chair" means the Sioux Lookout OPP Detachment Board Member identified in accordance with Sections 67(6)(3) and 36(1) of the *Community Safety and Policing Act* and elected by the Board;

"Closed Session" means a meeting of the Board from which members of the public shall be excluded, and shall be held in accordance with the provisions of Sections 67(6)(6) and 44 of the *Community Safety and Policing Act*;

"Commissioner" means the Commissioner of the Ontario Provincial Police;

"Council" means the Council of The Corporation of the Municipality of Sioux Lookout or the Council of the Corporation of the Township of Pickle Lake, subject to the context;

"Detachment Commander" means the member of the Ontario Provincial Police assigned as Detachment Commander for the Sioux Lookout OPP Detachment;

"Meeting" means any Regular, Special or other meeting of the Board, or a committee

be excluded, and shall be held in accordance with the provisions of Sections 67(6)(6) and 44 of the *Community Safety and Policing Act*;

"Commissioner" means the Commissioner of the Ontario Provincial Police;

"Council" means the Council of The Corporation of the Municipality of Sioux Lookout or the Council of the Corporation of the Township of Pickle Lake, subject to the context;

"Detachment Commander" means the member of the Ontario Provincial Police assigned as Detachment Commander for the Sioux Lookout OPP Detachment;

"Meeting" means any Regular, Special or other meeting of the Board, or a committee thereof, in-person, virtually, or a hybrid thereof, where a quorum of members is present, either physically or electronically, to discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Board;

"Member(s)" means a person appointed to the Board;

"Minister" means the Solicitor General or such other member of the Executive Council as may be assigned the administration of the *Community Safety and Policing Act* under the *Executive Council Act*;

"Ministry" means the Ministry of the Solicitor General;

"Municipality" means The Corporation of the Municipality of Sioux Lookout;

"Sioux Lookout OPP Detachment Board" (the "Board") means the Board created in O.Reg. 135/24, Section 35, of the *Community Safety and Policing Act*;

"Policing Advisor" means the person who is assigned by the Ontario Ministry of the Solicitor General to advise the Board and the Municipalities;

"Recorded Vote" means the recording by the Recording Secretary of the name and vote, or abstention from voting, of every Member of the Board on any matter or question;

"Rules and Procedures" means these Rules and Procedures for the Sioux Lookout OPP Detachment Board as required by Section 46 of the *Community Safety and Policing Act*, and approved by the Sioux Lookout OPP Detachment Board and as updated and approved from time to time by the Board

"Township" means The Corporation of the Township of Pickle Lake;

"Vice-Chair" means the Sioux Lookout OPP Detachment Board Member identified in accordance with Sections 67(6)(3) and 36(1) of the *Community Safety and Policing Act* and elected by the Board.

SCOPE/APPLICABILITY/SEVERABILITY

These Rules and Procedures are specific and limited to administrative and operational requirements of the Sioux Lookout OPP Detachment Board and, in some cases, OPP Detachment Boards in general. For a more complete understanding of the *CSPA*, its Regulations, and its requirements, please refer to the full *Act*.

These Rules and Procedures apply to the operation and all proceedings of the Board and must be observed at all times. In the event of conflict between the Rules and Procedures and legislation, the provisions of the legislation shall prevail. (Also see "Rules and Procedures – Applicability" and "Suspension/Waiving of Rules and Procedures".)

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

DRAFT – SLKT OPP Detachment Board Rules & Procedures

Mary MacKenzie

From: Gervais, Tom (SOLGEN) <Tom.Gervais@ontario.ca>
Sent: Monday, April 22, 2024 10:39 PM
To: Mary MacKenzie
Subject: RE: Sioux Lookout -- Detachment Board -- A Couple Questions

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mary:

I'm fresh back from vacation and back into it now. On your questions:

Local Board issue – as you noted, detachment boards aren't specified in the MA "local board" definition. But does it fall under the basket clause? Under the PSA, municipalities had a direct duty to provide policing through methods authorized, one of which was through an agreement with the OPP. Establishing a police services board was a statutory precondition to having the agreement. The "s.10 boards" were clearly "local boards" as defined by the Municipal Act. Under the CSPA, municipalities no longer have a direct duty to provide policing. OPP policing is provided by default if a municipality does not choose one of the options under s.22. The detachment board established by the province oversees policing. It's debatable whether the detachment board is established or exercises powers with respect to the affairs or purposes of the municipalities.

The IoP does not have a position on the status of OPP detachment boards as "local boards" under the *Municipal Act*. My personal view is that they are not. It's clear they are not an "institution" under MFIPPA.

Sorry I can't be of more assistance. Give me a call if you want to discuss.

Regards,

Tom

Tom Gervais

Police Services Advisor
Police Services Liaison Unit
(416) 432-5645
tom.gervais@ontario.ca

MODULE 4: ROLES AND RESPONSIBILITIES OF OPP DETACHMENT BOARDS



LEARNING OBJECTIVES

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

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

INTRODUCTION

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

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

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

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

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



ST SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

ADMINISTRATION

DRAFT -- SL OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Annual Report		
SECTION	Administration	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	68(1)(f)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings – Regular Meetings - Frequency

1.0 Annual Report to Municipalities -- Due June 30 in Each Year

- 1.1 As noted in Section 68(1)(f) of the *CSPA*, on or before June 30 in each year, the Board shall provide an annual report to the Municipalities making appointments to the Board regarding the policing provided by the Detachment in the Municipalities.
- 1.2 Subject to the Board's meeting schedule, the Board shall determine the contents of the Annual Report (possibly a high-level summary of the previous year's reports from the Detachment Commander) at its May meeting.
- 1.3 The Board may determine how the Annual Report is to be provided/presented to the Municipalities, i.e. presentation by the Chair, etc.

DRAFT -- SLKT OPP Detachment Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Complaints; About Police Officers; Complaints Director and the Law Enforcement Complaints Agency (LECA) About Board Members; Inspector General		
SECTION	Administration	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	155(1)(6); 154(1); 152; 132; 133; 124-128	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Complaints About Police Officers – Forwarding to the Complaints Director

If a Detachment Board receives a complaint about police officer conduct that should have been made to the Complaints Director, it shall forward the complaint to the Complaints Director, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Complaints Director.

2.0 Complaints Director and the Law Enforcement Complaints Agency (LECA)

- 2.1 The Complaints Director is a position created by the CSPA and has a mandate to
- 2.1.1 deal with public complaints;
 - 2.1.2 implement programs and services to assist members of the public in making complaints;
 - 2.1.3 publish statistical reports for the purpose of informing the evaluation, management and improvement of policing in Ontario and the management of public complaints under Part X of the CSPA; and
 - 2.1.4 examine and review issues of a systemic nature
- 2.2 The Complaints Director is the head of the Law Enforcement Complaints Agency (LECA), which is an arms-length agency of the Ontario Ministry of the Attorney General. The Agency's goal is to support the Complaints Director to provide an independent, effective, transparent and accessible public complaints system that is fair to both the public and the police, and builds confidence in the public complaint process.
- 2.3 The focus of the Complaints Director is not on the conduct of Detachment Board Members but rather the conduct of police officers.

3.0 Complaints About Board Members (Also see “Onboarding of Members – Code of Conduct”)

- 3.1 If a Board Member wishes to make a complaint of misconduct against another Board Member, that complaint is made to the Board Chair.
- 3.2 If the Board Chair is the subject of the complaint, that complaint is made to the Inspector General.
- 3.3 If a member of the public wishes to make a complaint against a Member or Chair of the Board, that complaint is made directly to the Inspector General.

4.0 Inspector General of Policing

- 4.1 The mandate of the Inspector General of Policing is to:
 - 4.1.1 Conduct inspections to ensure compliance with the *CSPA* and its regulations by policing entities;
 - 4.1.2 Provide advice and support to policing entities in complying with the *CSPA* and its regulations;
 - 4.1.3 Assess and monitor members of Detachment Boards (and other boards) to ensure they do not commit misconduct;
 - 4.1.4 Investigate complaints about the delivery of policing services and the conduct of Board Members; and
 - 4.1.5 Publicly report on the Activities of the Inspector General.
- 4.2 If there is evidence that a Board Member has committed misconduct, the Inspector General may reprimand, suspend or remove the Member from the Board.
- 4.3 If there is evidence of other types of non-compliance with the *CSPA* or its regulations, the Inspector General may issue directions and impose measures (e.g. suspending a Board Member) to prevent or remedy non-compliance.
- 4.4 If a complaint is specific to a local policy or procedure of the Board or its Detachment but it is not about the adequacy or effectiveness of policing, then the Inspector General must forward the complaint to the Board for review and action, if appropriate.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Records of the Sioux Lookout OPP Detachment Board: Records Management, Retention, Disclosure; Requests for Documents		
SECTION	Administration	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	43 and 44 (Open and Closed Meetings)	NO. OF PAGES	4 + Appendices
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board – Administrative Headquarters; Meetings; Agendas

1.0 Detachment Board Not a “Local Board” or “Institution” for Municipal Freedom of Information and Protection of Privacy Act (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 boards -- 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 Page 23a). 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 and Protection of Privacy Act (MFIPPA)*, also as evidenced in Appendix Page 23a.

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 Page 23b).

These determinations are reflected overall in the Rules and Procedures, and specifically in this Procedure as it pertains to Records Management and Requests for Documents, and the operations and Activities of the Sioux Lookout OPP Detachment Board, until and unless evidence and/or direction to the contrary is received.

and the operations and Activities of the Sioux Lookout OPP Detachment Board, until and unless evidence and/or direction to the contrary is received.

Notwithstanding the above, significant reference and use of *MFIPPA* is made in these Procedures as it provides established policies and practices for local government bodies.

2.0 Definition of Records

2.1 Board records are all books, papers, maps, photographs, presentations, emails, machine readable materials or other documentary materials, regardless of physical form or characteristics, generated or received by the Board in connection with the transaction of Board business, and preserved for any period of time by the Board as evidence of the Board functions, policies, procedures, decisions, operations or other activities.

2.2 Also see “Transitory Records”, Appendix **XX** of this Procedure.

3.0 Location of the Board’s Records

3.1 The official records of the Board shall be housed in a secure manner at the Board’s Administrative Headquarters at the Sioux Lookout Municipal Office, 25 Fifth Avenue, Sioux Lookout, Ontario, unless the Board determines otherwise. This shall include physical and electronic versions of records as the case may be.

3.2 Original Board documents received by the Township of Pickle Lake or the Municipality of Sioux Lookout will be forwarded as required to the Board Administrator to be housed as official records at the Administrative Headquarters. Copies of the records may be kept by the Municipalities per their records retention practices if they so desire.

4.0 Records Management, Retention, and Destruction

4.1 This Procedure applies to all records of the Sioux Lookout OPP Detachment Board, whether paper or electronic. Board Members and Support Staff shall comply with any relevant legislation and these Rules and Procedures in relation to the Board’s records.

4.2 The purposes of this Procedure are to:

- define guidelines for how long certain documents should be kept
- outline how records should be destroyed in order to eliminate the accidental destruction of records

- ensure that Board Members and Support Staff understand their obligations with regard to the Board's documents
 - ensure that only information required for the Board's function is collected, and held only as long as it is required
- 4.3 The Records Retention, Disclosure and Destruction Schedule as set out in Appendix **XX** of this Procedure shall be followed for Detachment Board records.
- 4.4 It is the responsibility of the Administrator, with assistance from the Recording Secretary, to ensure that:
- the retention schedule is followed
 - a record of destroyed files is maintained
 - historical and noteworthy records are noted and archived
 - personal information is destroyed

5.0 Requests for Records/Documents and Disclosure Policy

- 5.1 A request for any Detachment Board records, whether for general or Personal Information, shall be addressed by the Administrator in accordance with this Procedure shall be sent to the Recording Secretary of the Board, who shall forward it to the Administrator. There shall be no charge for simple requests. For requests requiring research time, at the discretion of the Administrator, the fee shall be the same as set out in the Regulations to the *Municipal Freedom of Information and Protection of Privacy Act* in effect at the time of the request. The fee may be appealed to the Board.
- 5.2 The Administrator may:
- release the information;
 - refer the requester to the Detachment Board webpage; or
 - deny the request.
- 5.2.1 The Administrator may consult with the Chair and/or the Board before making a decision, if desired.
- 5.3 In order to be as transparent in its dealings as possible, it is a policy of the Detachment Board to release records/documents/information as set out in Appendix **XX** attached to this Procedure.
- 5.4 Consideration of requests for "Personal Information" as defined in the *MFIPPA* as set out in Section 2 of Appendix **XX** to this Procedure, will be handled on a case-by-case basis. While the Detachment Board is not subject to *MFIPPA*, the definition provides useful guidance.

- 5.5 If a record contains Personal Information, which the Administrator, in his/her sole discretion, has determined cannot be released, but the rest of the document can be released, the Personal Information shall be redacted from the document.
- 5.6 Any decision of the Administrator to not release a document/information may be appealed to the Board, who shall make a final determination.
- 5.7 Disclosure of a document may be provided electronically or by hard copy. If in hard copy, the cost shall be the same as that charged for copies at the Administrative Headquarters of the Board, unless the Administrator determines a lesser charge should be applied. If the document is provided electronically, there shall be no charge.
- 5.8 Information or documents that are or contain subject matter that the Board is authorized to discuss in a Closed Session Meeting, per Section 44(2) of the *Act*, as set out in Section 3 of Appendix **XX**, may be withheld at the discretion of the Administrator.
- 5.9 A request for records held by the Ontario Provincial Police shall be referred to the OPP, which is subject to the Ontario *Freedom of Information and Protection of Privacy Act*.

DRAFT -- SLKT OPP Detachment Body Rules

**APPENDIX XX TO “RECORDS OF THE
SIOUX LOOKOUT OPP DETACHMENT BOARD” PROCEDURE**

1.0 Records Retention, Disclosure and Destruction Schedule*

**Unless otherwise indicated in this Appendix, the Board shall adhere to the TOMRMS (The Ontario Municipal Records Management System) Retention Schedule, as updated annually by The Info Pros®.*

TYPE OF RECORD	RETENTION PERIOD	DISCLOSURE
Board or Committee Agendas and Minutes	Permanent	<ul style="list-style-type: none"> • Posted on Detachment Board webpage. • Open Meetings – upon request. • Closed Meetings – depending on subject matter and this Procedure, and at the discretion of the Administrator.
By-laws	Permanent	<ul style="list-style-type: none"> • Posted on Detachment Board webpage. • Upon request.
Corporate or operationally noteworthy records	Indefinitely	<ul style="list-style-type: none"> • Posted on webpage at discretion of Administrator. • Upon request, depending on subject matter, this Procedure, and at the discretion of the Administrator.
Financial Records, including payroll, remuneration records, grant applications, expense claims, vendor invoices, banking information, etc.	Current year + 7 years	Upon request, depending on subject matter, this Procedure, Personal Information content (subject to redaction), and at the discretion of the Administrator.
Historical records	Indefinitely, with an effort to preserve	<ul style="list-style-type: none"> • Posted on webpage at discretion of Administrator. • Upon request, depending on subject matter, this Procedure, if it contains Personal Information, and at the discretion of the Administrator.

<p>1. Insurance – Policy 2. Insurance – Claims – Current/Ongoing 3. Insurance – Resolved Claims</p>	<p>1. Current year + 2 years 2. Claims in process 3. 2 years</p>	<p>1. Upon request, depending on content, and at the discretion of the Administrator. 2. No disclosure. 3. Disclosure subject to content, and at the discretion of the Administrator.</p>
<p>Legal Records – claims, lawsuits, etc.</p>	<p>Permanent</p>	<p>No disclosure.</p>
<p>Local Policies</p>	<p>Permanent/ongoing, as updated</p>	<ul style="list-style-type: none"> • Posted on webpage • Upon request.
<p>Personnel Records</p>	<p>Permanent</p>	<p>No disclosure</p>
<p>Quarterly Statistical Reports to the Board (from the Detachment Commander</p>	<p>Current year + 5 years.</p>	<p>Subject to content, including Personal Information (subject to redaction) and at discretion of Administrator.</p>
<p>Reports (Agenda) to the Board – Open or Closed Meetings</p>	<p>Permanent</p>	<p>Open Meetings:</p> <ul style="list-style-type: none"> • Posted on webpage in Agenda Package. • Upon request. <p>Closed Meetings:</p> <ul style="list-style-type: none"> • Depending on subject matter, this Procedure, and at the discretion of the Administrator (subject to redaction).
<p>Resolutions/Motions of the Board: 1. Resolution Forms/Working Papers – Open Meetings 2. Resolution Forms/Working Papers – Closed Meeting</p>	<p>1. Current + 2 years 2. Current + 2 years</p>	<p>1. At the discretion of the Administrator. Approved Minutes, containing Resolutions/Motions, can be released upon request. Minutes will also be posted on the Board's webpage. 2. At the discretion of the Administrator. Approved Minutes, confirming decisions made in Closed Session, can be released upon request. Open Session Minutes will also be posted on the Board's webpage.</p>
<p>Rules and Procedures</p>	<p>Permanent/ongoing, as updated</p>	<ul style="list-style-type: none"> • Posted on Detachment Board webpage. • Upon request.

Strategic Plans (OPP or Detachment); Local Action Plans; Community Safety & Well-Being Plans (Municipal);	Current + 2 years, or until updated and replaced, whichever comes later.	<ul style="list-style-type: none"> • Posted on Detachment Board webpage. • Upon request.
Transitory Records (see Definition and list in Section 5.0 below)	None	Depending on availability, subject matter, this Procedure, Personal Information content, if any, and at the discretion of the Administrator.
All other records, including Personal Information	Current year + 2	Depending on subject matter, this Procedure, Personal Information content, if any, and at the discretion of the Administrator.

2.0 Definition of “Personal Information”

Per Section 5.4 above, as per Section 2(1) of *MFIPPA*, “Personal Information” (PI) means recorded information about an identifiable individual, including:

- (a) information relating to the race, national or ethnic origin, color, religion, age, sex, sexual orientation or marital or family status of the individual;
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- (c) any identifying number, symbol or other particular assigned to the individual;
- (d) the address, telephone number, fingerprints or blood type of the individual;
- (e) the personal opinions or views of the individual except if they relate to another individual;
- (f) correspondence sent to [the Board] by [an] individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the individual; and
- (h) the individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

3.0 Subject Matter That May be Discussed in a Closed Meeting (Section 44(2) of CSPA)

Subject matter noted in Section 5.8 of this Procedure is as follows:

- (a) the security of the property of the Board;
- (b) personal matters about an identifiable individual, including members of the police service (OPP) of any other employees of the Board;
- (c) a proposed or pending acquisition or disposition of land by the Board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation affecting the Board, including matters before administrative tribunals;
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) information explicitly supplied in confidence to the Board by Canada, a province or territory of a Crown agency of any of them, a municipality of a First Nation;
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
- (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board;
- (k) information that Section 8 of *MFIPPA* (Law Enforcement) as set out in Section 4 below, would authorize a refusal to disclose if it were contained in a record; or
- (l) an ongoing investigation respecting the Detachment Board [or local detachment].

4.0 Section 8 of MFIPPA – Law Enforcement Matters

Further to Item 3(k) above, Section 8 of *MFIPPA* re Law Enforcement, the Administrator may refuse to disclose records that might reasonably be expected to:

- (a) interfere with a law enforcement matter;
- (b) interfere with an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
- (c) reveal investigative techniques and procedures currently in use or likely to be used in law enforcement;
- (d) disclose the identity of a confidential source of information in respect of a law enforcement matter, or disclose information furnished only by the confidential source;
- (e) endanger the life or physical safety of a law enforcement officer or any other person;
- (f) deprive a person of the right to a fair trial or impartial adjudication;
- (g) interfere with the gathering of or reveal law enforcement intelligence information respecting organizations or persons;
- (h) reveal a record which has been confiscated from a person by a peace officer in accordance with an Act or regulation;
- (i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;
- (j) facilitate the escape from custody of a person who is under lawful detention;
- (k) jeopardize the security of a centre for lawful detention; or
- (l) facilitate the commission of an unlawful act or hamper the control of crime.

5.0 Definition of “Transitory Records”

“Transitory Records” are records that have short-term use only and are excluded from this Procedure, such as emails, text messages, voice messages, and social media posts. They are produced or received in the course of routine Actions, in the preparation of other records which replace them, or for convenient reference. Other examples are a record that is:

- (a) not an integral part of the Board's records;
- (b) a miscellaneous notice or memorandum of a minor administrative nature;
- (c) a copy of a record retained only for distribution or convenience, such as a copy of an internal communication, including a copy of meeting materials;
- (d) a copy of a record unless such copy has been annotated to reflect significant input;
- (e) a preliminary draft of a letter, memorandum or report, or informal notes that do not represent significant steps in the preparation of a final document, including working papers;
- (f) a tape or notes from a meeting for which the minutes or reports have been adopted or finalized;
- (g) a datafile back-up created solely for the purpose of restoring data;
- (h) a datafile created solely for the purpose of systems testing; or
- (g) data stored on a portable digital storage device and which meets the definition of Transitory Record as defined in this Procedure.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

Mary MacKenzie

From: Gervais, Tom (SOLGEN) <Tom.Gervais@ontario.ca>
Sent: Monday, April 22, 2024 10:39 PM
To: Mary MacKenzie
Subject: RE: Sioux Lookout -- Detachment Board -- A Couple Questions

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mary:

I'm fresh back from vacation and back into it now. On your questions:

Local Board issue – as you noted, detachment boards aren't specified in the MA "local board" definition. But does it fall under the basket clause? Under the PSA, municipalities had a direct duty to provide policing through methods authorized, one of which was through an agreement with the OPP. Establishing a police services board was a statutory precondition to having the agreement. The "s.10 boards" were clearly "local boards" as defined by the Municipal Act. Under the CSPA, municipalities no longer have a direct duty to provide policing. OPP policing is provided by default if a municipality does not choose one of the options under s.22. The detachment board established by the province oversees policing. It's debatable whether the detachment board is established or exercises powers with respect to the affairs or purposes of the municipalities.

The IoP does not have a position on the status of OPP detachment boards as "local boards" under the *Municipal Act*. My personal view is that they are not. It's clear they are not an "institution" under MFIPPA.

Sorry I can't be of more assistance. Give me a call if you want to discuss.

Regards,

Tom

Tom Gervais

Police Services Advisor
Police Services Liaison Unit
(416) 432-5645
tom.gervais@ontario.ca

MODULE 4: ROLES AND RESPONSIBILITIES OF OPP DETACHMENT BOARDS



LEARNING OBJECTIVES

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

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

INTRODUCTION

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

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

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

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

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



SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

THE BOARD

DRAFT -- SLT/OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Administrative Headquarters; Support Staff; Records Location		
SECTION	The Board	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board – Support Staff; Administration – Records of the Board

1.0 Administrative Headquarters; Support Staff; Records Location

- 1.1 As long as the Board agrees as set out in motion, the “Administrative Headquarters” of the Sioux Lookout OPP Detachment Board shall be the Sioux Lookout Municipal Office, 25 Fifth Avenue, Sioux Lookout, Ontario.
- 1.2 The Board Administrator and the Board Recording Secretary shall work out of the Administrative Headquarters unless otherwise determined by the Board by motion.
- 1.3 The records of the Sioux Lookout OPP Detachment Board shall be housed in the Administrative Headquarters unless otherwise determined by the Board by motion.

DRAFT – SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Appointments, Police Record Check (PRC); Revocation of Appointment and Replacement; Term of Office; Ministerial Appointments and Term of Office; Ineligible Persons Transition; Vacancies in First Year; Vacate Seat Upon Ineligibility; Filling Vacancies; Remuneration		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67and 33	NO. OF PAGES	3
APPLICABLE REGULATION NO. (attached as Appendix)	135/24 (Remuneration)	ALSO SEE	The Board – Remuneration; Term of Office

1.0 Board Appointments

In appointing or reappointing a Member of the Detachment Board, the appointing person or body shall consider,

the need to ensure that the Detachment Board is representative of the area it service, having regard for the diversity of the population in the area;

the need for the Detachment Board to have Members with the prescribed competencies if any; and

any applicable diversity plan. (Note: Detachment Boards are not required to have a diversity plan; police service board, however, are required to have a diversity plan.)

2.0 Police Record Checks

The appointing person or body must consider the results of a potential appointee's police record check that was prepared within the past 12 months before appointing him or her as a member of the Detachment Board. (Sections 67(6) and 33(2))

3.0 Revocation of Appointment; Appoint of Replacement

The power to appoint a member of a Detachment Board includes the power to revoke the appointment and to appoint a replacement. (Section 67(6) and 33(3))

4.0 Term of Office

4.1 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 Municipal Council that appointed the Member.

4.2 Notwithstanding the above, 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 municipality.

5.0 Ministerial Appointments/Provincial Appointee; Term of Office

5.1 The Minister (the Solicitor General) shall, in accordance with the Regulations, make recommendations to the Lieutenant Governor in Council regarding appointments to Detachment Boards that are made by the Lieutenant Governor in Council. (Sections 67(6) and 33(8))

5.2 The term of office of Members appointed by the Minister (Provincial Appointee) shall be set out by the Minister in the Member's appointment.

6.0 Ineligible Persons

6.1 The following persons are not eligible to be members of a detachment board:

- a. A judge or justice of the peace
- b. A member of a police service, a special constable or a First Nation Officer
- c. Any person who practices criminal law as a defense counsel or as a prosecutor
- d. A director, officer or employee of a prescribed policing provider
- e. Any other prescribed persons (Section 33(4))
- f. A former member of a police service unless
 - i. the detachment board does not maintain a police service that the person was a member of; and
 - ii. at least one year has passed since the person ceased to be a member of any police service. (Sections 67(6) and 33(5))

6.2 Sections 6.1(a) – (f) above do not prevent a person who was a member of a Police Service Board immediately before Sections 33(4) and (5) come into force from serving the remainder of their term. (Sections 67(6) and 33(9)).

7.0 Transition

7.1 For the new Sioux Lookout OPP Detachment Board, the term of office for the Members appointed by the Municipality of Sioux Lookout, shall be April 1, 2024 through November 14, 2026 (Motion No. **CL070**-2024, March 20, 2024).

7.2 For the new Sioux Lookout OPP Detachment Board, the term of office for the Members appointed by the Township of Pickle Lake, shall be April 1, 2024 through November 14, 2026 (By-law No. 2024-08, March 26, 2024).

7.3 Terms of office for future Board Members shall be determined by the respective Municipal Councils, but shall end no later than the end of the Council term.

8.0 Vacancies in First Year – End of Term

During the term, vacancies shall be filled as required; however, terms will still end on November 14, 2026.

9.0 Vacate Seat Upon Ineligibility; Filling Vacancies

9.1 A member of the Detachment Board shall vacate his or her seat if he or she becomes ineligible to be on the Board (Sections 67(6) and 33(6)).

9.2 If a seat becomes vacant, the Detachment Board shall notify the person or body responsible for appointing a replacement. (Section 67(6) and 33(7))

10.0 Remuneration

See “The Board – Remuneration” Procedure herein.

DRAFT – SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Composition of the Sioux Lookout OPP Detachment Board		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(2)	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	135/24	ALSO SEE	N/A

1.0 Sioux Lookout OPP Detachment Area

- 1.1 The Sioux Lookout OPP Detachment serves six communities: the Municipality of Sioux Lookout; the Township of Pickle Lake; Kitchenuhmaykoosib Inninuwug (KI) (Big Trout Lake) First Nation; North Caribou Lake (Weagamow) (Round Lake) First Nation; Wapekeka First Nation; and Wawakapewin First Nation.
- 1.2 The Ontario Government has authorized that the new Sioux Lookout OPP Detachment Board will consist of representatives from the Municipality of Sioux Lookout and the Township of Pickle Lake. The First Nations communities in the Sioux Lookout OPP Detachment Area have chosen to opt-out of the Board, which has been authorized by the Ministry of the Solicitor General.

2.0 Composition of the Sioux Lookout OPP Detachment Board

- 2.1 The Ontario Government has directed that the new Sioux Lookout OPP Detachment Board will consist of Council-appointed Council and Community Representatives from the Municipality of Sioux Lookout and the Township of Pickle Lake. The First Nations communities served by the Sioux Lookout OPP Detachment Area have opted out of participation on and payment for the Board, which they have the authority to do under the CSPA.
- 2.2 In accordance with Section 67(2) and O.Reg. 135/24 of the Act, the Sioux Lookout OPP Detachment Board shall be as provided in the Regulations, namely:
 - One member appointed by the Council of The Corporation of the Township of Pickle Lake who is a Member of the Council of the Municipality;
 - One member appointed by the Council of The Corporation of the Municipality of Sioux Lookout who is a Member of the Council of the Municipality;
 - One member appointed by the Council of The Corporation of the Township of Pickle Lake who is neither a Member of the Council or, nor an employee of, the Municipality (the “Community Representative”);
 - One member appointed by the Council of the Corporation of the Municipality of Sioux Lookout who is neither a Member of the Council of, nor an employee of, the Municipality (the “Community Representative”)

- One member appointed by the Minister – the Solicitor General (the “Provincial Appointee”).

2.3 The Board is not a Committee of either Council and is independent of the Councils and is a separate legal entity from the Councils.

DRAFT – SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Confidentiality; Disclosure by Resolution		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	44(4) and (5)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings -- Closed Sessions; The Board -- "Onboarding" of Members (Code of Conduct)

1.0 Confidentiality

1.1 The Members of the Board or a committee thereof shall keep any matter considered in a meeting closed under Section (2) or (3) of the *CSPA* confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter, except,

- a. for the purpose of complying with an inspector exercising their powers or duties under the *Act*;
- b. as may otherwise be required in connection with the administration of the *CSPA*, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- c. as may be required for a law enforcement purpose; or
- d. where disclosure is otherwise required by law.

1.2 For further clarity, no Member or Staff shall divulge any information to any person that pertains to any aspect of any discussion or direction of the Board that was given or provided during a Closed Session of a Board Meeting.

1.3 If a Member or Staff is in doubt about the confidentiality of a matter, they are advised to seek advice from the Administrator.

2.0 Disclosure by Resolution

Despite Sections 1.1 and 1.2 above, the Detachment Board may, by resolution, disclose or authorize a Board Member to disclose any matter considered in a meeting closed under the *Act*, which may include disclosing information obtained for the purpose of considering the confidential matter.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Conflict of Interest: Definition; Disclosure of Pecuniary (Financial) Interest		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2 + Form
APPLICABLE REGULATION NO. (attached as Appendix)	409/23 (Code of Conduct)	ALSO SEE	The Board – “Onboarding” of Members – Code of Conduct

1.0 **Definitions**

- 1.1 “Conflict of interest” means a situation in which a member of an OPP 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.
- 1.2 “Personal relationship” includes, but is not limited to, a relationship with any of the following persons:
- a. A current or former spouse or common-law partner of the board member
 - b. A current or former intimate partner of the board member
 - c. The board member’s children, including biological and adoptive children and stepchildren
 - d. The legal dependents of the board member
 - e. A child in the board member’s care
 - f. The board member’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law

2.0 **Declaration/Disclosure of Pecuniary Interest**

- 2.1 Prior to a particular matter being addressed at a Board meeting, Members shall declare any pecuniary interests they may have, and the general nature thereof, in connection with that matter pursuant to the Code of Conduct. Such declarations shall be recorded in the Minutes.
- 2.2 A Member shall provide to the Recording Secretary a written Declaration of Interest statement of the Member’s pecuniary interest(s). The statement must include a description of the general nature of the pecuniary interest(s) and a reference to the agenda item or items to which the statement relates. See Declaration of Interest Form attached to this Procedure.
- 2.3 A Member who declares a pecuniary interest shall not take part in any discussion of or vote on any question in respect of the matter and must not attempt in any way to influence the voting on any such matter either before,

during or after the meeting. The Member must leave the meeting for that part of the meeting during which that matter is under consideration.

2.4 Where the interest of a Member has not been disclosed by reason of the Member's absence from the meeting(s) at which the matter was discussed, the Member shall disclose the interest and otherwise comply at the first meeting attended by the Member after the meeting(s) at which the item was discussed.

2.5 The Recording Secretary shall maintain a file of Declarations submitted by Members.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

SIoux LOOKOUT OPP DETACHMENT BOARD

DECLARATION OF A SIOUX LOOKOUT OPP DETACHMENT BOARD MEMBER AS TO INTEREST

(to be completed and submitted to the Recording Secretary on the same day of the meeting at which the interest is being declared)

In accordance with the *Community Safety and Policing Act* and the Sioux Lookout OPP Detachment Board Rules and Procedures, I, _____, an appointed Member of the Board, do hereby disclose that the following matters, when discussed by the Board, may be interpreted as being of pecuniary interest to me, and therefore, in conflict of interest.

From the _____ Detachment Board meeting:
_____ Open Session _____ Closed Session

Item No.	Item	General Nature of the Conflict (Reasons)

SIGNATURE OF MEMBER

DATE

In accordance with the Community Safety and Policing Act and the Sioux Lookout OPP Detachment Board Rules and Procedures, a Declaration of Interest made in Closed Session, but not the general nature of that interest, shall be reported to the public and recorded in the minutes of the next meeting that is open to the public.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Delegation of Authority – to Create Subcommittees, etc.		
SECTION	The Board	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(6) and 42	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	

1.0 Authority to Delegate Authority – to Establish Subcommittee(s), etc.

1.1 The Board may, by by-law,

a. establish a committee and delegate any of the Board’s powers under the Act to the committee or,

b. if any power of the Board under the Act is prescribed for the purposes of this section, delegate that power to an employee of the Board who is not a member of the police service or to the chief of police (Detachment Commander?)

1.1.1 The Board may continue to exercise those powers delegated, despite the delegation.

1.2 A by-law made under Section 1.1 may govern the name, powers, duties and quorums of the committee and may, subject to Section 42 and this Procedure, govern the composition of the committee and appointment of individuals to the committee.

1.2.1 The by-law shall also include timelines as to when the committee shall complete its work and report its results to the Board. The by-law shall also provide that, if no further work is required of the committee, it shall automatically be dissolved.

1.3 A committee shall be composed of

- a. at least two Members of the Detachment Board, subject to the Section 1.4; and
- b. any number of additional Members, as long as a majority of the committee is composed of Members of the Detachment Board.

1.4 An individual is not eligible to be an additional member of a committee if he or she would not be eligible to be a member of the Detachment Board.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Election of Chair and Vice-Chair; Conduct of Election; Duties of Chair and Vice-Chair		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(6) and 36(1) and (2)	NO. OF PAGES	2 + Election Script/Procedure (3)
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	

1.0 Election of Chair and Vice-Chair (optional)

- 1.1 The Members of the Board shall elect a Chair at the Board's first meeting in each year.
- 1.2 The Members of the Board may also elect a Vice-Chair at the first meeting in each year.

2.0 Conduct of Election

- 2.1 The Board Administrator shall conduct the election of the Chair and Vice-Chair.
- 2.2 For reference, attached is a Sample Script/Procedure for the conduct of the election.

3.0 Duties and Responsibilities of the Chair

It shall be the duty and responsibility of the Chair to:

- a. Preside at all Sioux Lookout OPP Detachment Board Meetings. In the absence of the Chair, the Vice-Chair shall preside at Meetings;
- b. Report annually on the activities of the Board to the Councils of the Municipality of Sioux Lookout and the Township of Pickle Lake, if the Board so desires;
- c. Act as the spokesperson for the Board;
- d. Identify items for the agenda for all Board meetings, in consultation with the Administrator;
- e. Open meetings of the Board and call the Members to order;
- f. Ensure that Detachment Board meetings run smoothly and efficiently, while ensuring the Agenda is followed and Members stay on the topic under discussion;
- g. Ensure that items that should be discussed in Closed Session are not discussed in Open Session and vice versa;
- h. Put to vote all resolutions properly presented by the Members and announce the results;
- i. Decline to put to vote all motions which infringe upon the rules and procedures or are beyond the jurisdiction of the Board;
- j. Enforce the observance of order and decorum at all meetings;
- k. Adjourn the meeting upon a motion duly moved;
- l. If deemed necessary, adjourn, suspend, or recess the meeting;

- m. Sign all documents for, on behalf of and approved by the Board including, but not limited to, policies, resolutions, agreements and protocols, if granted the authority by the Board by motion;
- n. Provide input to the Administrator for the development of an Orientation Program for newly-appointed Members; and
- o. Perform any other additional duties when directed to do so by motion of the Board.

4.0 Duties and Responsibilities of the Vice-Chair (if elected)

4.1 The Vice-Chair shall Act in the absence of the Chair in the following circumstances:

- a. When the Chair is absent due to illness or a scheduling conflict;
- b. When the Chair is out of town;
- c. When the Chair refuses to Act; or
- d. When the Chair declares a conflict of interest.

4.2 When the Vice-Chair Acts in place of the Chair they shall have the same authority, rights and powers as the Chair.

DRAFT -- SLKT OPP Detachment Board RUPs & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Name		
SECTION	The Board	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	135/24	ALSO SEE	

1. As provided for in O.Reg. 135/24, the name of the Board shall be the "Sioux Lookout OPP Detachment Board".

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	"Onboarding" of Members: Oath/Affirmation, Code of Conduct, Training; Record of Training; Board Member Orientation; Detachment Board Information Binders – Distribution and Content		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(4) and (6); 35(1); 106	NO. OF PAGES	O.Reg. 416/23 (Oath/Affirmation of Office), O.Reg. 409/23 (Code of Conduct)
APPLICABLE REGULATION NO. (attached as Appendix)	416/23 (Oath) 87/24, Sec. 44 (Training) 409/23 – Code of Conduct, etc.	ALSO SEE	Administration – Complaints; The Board -- Professional Development; Finance – Estimates/Budget Rules and Procedures – Master Binder

1.0 "Onboarding" of Board Members

"Onboarding" of Board Members shall include, but not necessarily be limited to, the following:

- Administering and signing of the Oath/Affirmation of Office for Detachment Board Members
- Review and signing of the Code of Conduct for Detachment Board Members
- Completion of any "payroll" documentation
- Mandatory training as prescribed by the Solicitor General and provided by the Ontario Police College or other organization as required by the Ministry of the Solicitor General (SOLGEN)
- Provision of the Rules and Procedures binder and an Orientation to the Detachment Board (if applicable)
- Provision of a copy of the most recent approved or draft Detachment Board Budget
- Provision of a copy of the most recent approved or draft Detachment Board Meeting Schedule

2.0 Oath/Affirmation of Office (Sec. 67(6), 35(1) and O.Reg. 416/23)

A member of a Detachment Board shall, at the time of his or her appointment as a Member of the Board, take an Oath/Affirmation of office in accordance with Sections 67(6) and 35(1) and Section 1 of O.Reg.416/23. A copy is attached to this Procedure.

3.0 Code of Conduct (Sec. 67(4) and O.Reg. 409/23)

- 3.1 All Board Members are required to conduct themselves in keeping with the CSPA and its regulations. Every Member of the Board shall comply with the prescribed Code of Conduct, as set out in O. Reg. 409/23. A copy is attached to this Procedure.
- 3.2 If a Board Member wishes to make a complaint of misconduct against another Board Member, that complaint is made to the Board Chair.
- 3.3 If the Board Chair is the subject of the complaint, that complaint is made to the Inspector General.
- 3.4 If a member of the public wishes to make a complaint against a Member or Chair of the Board, that complaint is made directly to the Inspector General.

4.0 Training (Sec. 67(6), 35(2), O.Reg 87/24, Sec. 44)

- 4.1 Board Members shall participate in any training mandated by the Ministry of the Solicitor General (SOLGEN) or any prescribed training under the *Community Safety and Policing Act*.
- 4.2 A Member of the Detachment Board, or of a subcommittee of the Board shall successfully complete the following training:
- a. The training approved and mandated by SOLGEN with respect to the role of the Detachment Board and the responsibilities of Members of the Board or a subcommittee.
 - b. The training approved and mandated by SOLGEN with respect to human rights and systemic racism.
 - c. The training approved and mandated by SOLGEN that promotes recognition of and respect for
 - i. the diverse, multiracial and multicultural character of Ontario society, and
 - ii. the rights and cultures of First Nation, Inuit and Métis Peoples.
 - d. Any other training prescribed by SOLGEN.
- 4.3 Training is provided online and free of charge from the Ontario Police College (OPC) unless SOLGEN advises otherwise. The "Roles and Responsibilities" training must be completed as soon as possible after

appointment. The “thematic” training (Items 4.2(b) and (c) above) must be completed within six months of appointment, subject to availability of the training.

- 4.4 Members and Staff (training is optional for staff) shall provide proof of successful completion of the mandatory training, and any other training, to the Administrator. The Administrator shall forward the proof to the Recording Secretary who shall maintain a file containing proof of training.
- 4.5 The Board may participate in any education and training as recommended by SOLGEN, subject to approval of the Board and availability of funds.
- 4.6 The Board may consider any education and training offered through any recognized organization, association or postsecondary institution where, in the opinion of the Board, it would be beneficial to the Members or Staff, in particular, that provided by the Ontario Association of Police Services Board (OAPSB).

5.0 If Training Not Completed, Cannot Exercise Powers or Duties (Sec. 35(3)–(5))

- 5.1 A Member of the Detachment Board or a subcommittee shall not exercise the powers or perform the duties of a Board or subcommittee Member until the Member has successfully completed the training described in Item 4.2(a) above.
- 5.2 A Member of a Detachment Board or subcommittee shall not continue to exercise the powers or perform the duties of their position after the period prescribed* (see 5.2.1 below) by the Minister following their appointment until the Member has successfully completed the training described above.
 - 5.2.1 For the purposes of Sec. 35(4), and Section 67(6)(2) of the CSPA, the prescribed time period after which a member of an OPP Detachment Board or a subcommittee shall not continue to exercise the powers or perform the duties of their position if they have not successfully completed the required training is six months after the day of their appointment. (O.Reg 87/24, Sec. 44)
- 5.3 The regulations made by the Minister may provide that a Member of a Detachment Board or committee shall not exercise specified powers or perform specified duties, or shall not continue to exercise specified powers or perform specified duties, until the member has completed specified training prescribed under the above item within the timeline set out in the Regulations.

6.0 Orientation Program (optional)

- 6.1 The Board, in consultation with the Administrator and input from the Chair, may create an Orientation Program for Members which may include, but not be limited

to, the following:

- review/swearing/affirming/signing the Oath/Affirmation
- reviewing/signing the Code of Conduct
- training on conflict of interest and confidentiality requirements;
- Board and administrative contacts;
- completing any payroll or other financial forms;
- review of these Rules and Procedures
- review of meeting procedures, e.g. Agendas, Minutes, Closed Meeting subject matter and procedures, meeting protocol, Rules of Order, rules of debate, etc.
- Distribution of Detachment Board Information Binders. Binders will be distributed to Members, Support Staff (Board Administrator, Deputy Administrator, Recording Secretary), and the Detachment Commander and delegates. Binders shall include at least the following, and any other information determined by the Board:

- The *Community Safety and Policing Act* and Regulations related to Detachment Boards
- The Partnership Agreement between The Corporation of the Township of Pickle Lake and The Corporation of the Municipality of Sioux Lookout
- The Board's approved Rules and Procedures, updated as required
- The Board's approved Local Policies (if any), updated as required
- The Board's insurance policy (when available)
- The Sioux Lookout OPP Detachment's Local Action Plan and updates when provided by the Detachment Commander
- The Ontario Provincial Police Strategic Plan
- The Community Safety & Well-Being Plans for Sioux Lookout and Pickle Lake
- The Board's Orientation (if provided) PowerPoint presentation and Speaking Notes
- Detachment Board Training Materials from mandatory training from the Ontario Police College
- SAE International's document titled: "Virtual Meetings": A Best Practice Guide

- NOTE: The following documents will be maintained in Detachment Board records, updated as required, but not necessarily in the Information Binders

- Certified True Copies (CTC) of all By-laws and Motions of the Councils of the Township of Pickle Lake and the Municipality of Sioux Lookout related to Detachment Board matters
- Board Members' signed and duly administered Oaths/Affirmations of Office
- Board Members' signed Codes of Conduct

- Board Members' confirmation of successfully completed mandatory training

6.2 If an Orientation Program is developed, the details shall be included in these Rules and Procedures.

7.0 Budget

The Board shall ensure any costs associated with training, education or the Orientation Program are included in the Board's budget estimates/submissions.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

Sioux Lookout OPP Detachment Board

Community Safety and Policing Act, 2019

ONTARIO REGULATION 416/23

OATHS AND AFFIRMATIONS

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.)*

Signature of Member

Name of Member (Printed)

Sworn or affirmed before me at the

_____ of _____

in the District of Kenora, this

_____ day of _____, 2024.

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 dependents 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.

Signature of Member

Name of Member (Printed)

Date

DRAFT -- SLKT OPP Detachment Board

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Participation on Other Boards, Committees, Etc.		
SECTION	The Board	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Finance – Travel Expenses

1.0 Participation on Other Boards, Committees, Etc.

- 1.1 Subject to approval by the Board by motion, a Board Member may participate on other community, Provincial or Federal boards, committees, etc., involving policing issues or policing governance.
- 1.2 The motion providing approval should include whether or not the Board will cover necessary expenses and, if approved, funds must be included or available in the Board's annual budget.
- 1.3 Notwithstanding Item 1.2, Board Members must submit expense claims for approval in accordance with these Rules and Procedures.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Personal Liability; May Contract, Sue and Be Sued		
SECTION	The Board	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	48 and 49	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	

1.0 Personal Liability

- 1.1 Section 48 of the *CSPA* states that no action or other proceeding shall be instituted against a member of a detachment board for any act done in good faith in the execution or intended execution of any duty imposed or power conferred by the *Act*, the regulations or the by-laws, or for any alleged omission in the execution in good faith of that duty or power.
- 1.2 Section 48 of the *CSPA* does not relieve a detachment board of liability for a member's acts or omissions, and the board is liable as if Section 48 had not been enacted and as if the member were the Board's employee.

2.0 Board May Contract, Sue and Be Sued

A detachment board may contract, sue and be sued in its own name.

3.0 Members Not Personally Liable for Detachment Board's Contracts

The members of a detachment board are not personally liable for the board's contracts.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Professional Development: Memberships and Conferences		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Finance – Estimates/Budget; Travel Expenses

1.0 Professional Associations and Memberships

- 1.1 Subject to Board approval and availability of funds, it is recommended that the Board purchase a membership for the Ontario Association of Police Services Board (OAPSB).
- 1.2 The Board may consider membership in the Canadian Association of Police Governance (CAPG) or other organizations where the Board feels it would be beneficial, i.e. Police Association of Ontario (PAO), the Ontario Senior Officers Police Association (OSOPA), etc. Membership shall be subject to Board approval and availability of funds.

2.0 Attendance at Meetings and/or Conferences

The Board may consider sending one or more of its Members and/or Support Staff to meetings and/or conferences where the Board feels it would be beneficial. Attendance shall be subject to Board approval and availability of funds.

3.0 Professional Development

- 3.1 The Board may consider any skills and professional development offered through any recognized organization, association or postsecondary institution when offered in person or virtually, through e-learning, video webinars, or by other distance learning technologies where in the opinion of the Board it would be beneficial to the Members or Staff, in particular, that provided free on the Ontario Association of Police Services Board (OAPSB) "Members' Only" webpage.
- 3.2 The Board may participate in any skills and professional development recommended by the Ministry of the Solicitor General, subject to approval of the Board and availability of funds.

4.0 Budget

- 4.1 The Board shall ensure any skills or professional development costs are included in the Board's Estimates/Budget submissions.
- 4.2 Expense Claims shall be processed in accordance with these Procedures.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Remuneration – Provincial Appointee; Community Member Appointees; Council Appointees; Process for Approval; Apportionment of Costs; Billing Statements and Payments		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(3)	NO. OF PAGES	6
APPLICABLE REGULATION NO. (attached as Appendix)	135/24	ALSO SEE	Finance – Remuneration The Board – Appointments, etc.

1.0 REMUNERATION FOR BOARD MEMBERS

See “Finance – Remuneration” section of the Rules and Procedures.

DRAFT – SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Roles and Responsibilities: Role of the Detachment Board; In Relation to Community Safety & Well-Being Plans; Prescribed Standards		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	35; 36(1) and (2); 43; 68(1), (4) and (5) 82	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Miscellaneous – Duties of a Police Officer

1.0 Role of the Board

- 1.1 OPP Detachment Boards are not Police Service Boards (PSB) as defined in the *CSPA*. PSBs oversee municipal police forces, while OPP detachment boards provide civilian input into how policing is provided by the Ontario Provincial Police (OPP) in their local communities. See Item 1.3 below.
- 1.2 In order for a Detachment Board Member to assist their Board in providing civilian input on OPP policing, they must be aware of the Duties of a Police Officer. See Miscellaneous – Duties of a Police Officer in these Procedures.
- 1.3 Although the functions of an OPP Detachment Board differ significantly from a PSB, many of the provisions of the *CSPA* governing the Members and operations of PSBs are made applicable to OPP Detachment Boards, such as restrictions on Board Member eligibility and requirements regarding holding meetings. For example, Section 67(6) of the *CSPA* makes several Sections of the *Act* that apply to PSBs also applicable to Detachment Boards.
- 1.4 The Sioux Lookout OPP Detachment Board shall,
 - a. consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;
 - b. determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
 - c. advise the detachment commander with respect to policing provided by the detachment;
 - d. monitor the performance of the detachment commander;

- e. review the reports from the detachment commander regarding policing provided by the detachment; and
 - f. on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves.
- 1.5 In exercising its functions, the Board should be “driven” to ask probing questions of the Detachment Commander and the Detachment Commander should be open and transparent with the Board.
- 1.6 In addition, Board Members are expected to:
- successfully complete training that is approved by and as directed by the Minister;
 - participate in the election of a Chair at the first meeting in each year, which may also include electing a Vice-Chair;
 - follow and adhere to the Members’ of OPP Detachment Board Code of Conduct
 - attend meetings as determined by the Board.

2.0 Consideration of Community Safety and Well-Being Plans

In exercising its functions, the Board shall consider any Community Safety and Well-Being Plan adopted by a municipality or First Nation that receives policing from the Detachment.

3.0 Prescribed Standards

The Board shall comply with standards prescribed by the Minister, if any, with respect to the exercise of its powers and the performance of its duties under the *CSPA*.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Support Staff – Administrator and Recording Secretary and Job Descriptions		
SECTION	The Board	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	43(6), (7) (Agendas; Notice of Meetings)	NO. OF PAGES	4
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Support Staff – Board Administrator, Board Deputy Administrator, and Board Recording Secretary

- 1.1 The Board shall determine the support resources it requires to assist them with fulfilling its roles.
- 1.2 The Board may appoint an Administrator, Deputy Administrator, and/or Recording Secretary in the manner that the Detachment Board deems appropriate, and who may be Municipal or Township staff. The Board Administrator, Deputy Administrator and/or Secretary shall not be considered Members of the Board.
- 1.3 For the first year of operation of the Sioux Lookout OPP Detachment Board, the Administrator shall be the CAO/Municipal Clerk of the Municipality of Sioux Lookout, the Deputy Administrator shall be the Town Clerk of the Township of Pickle Lake, and the Recording Secretary shall be the Executive Assistant to the Mayor and the CAO/Municipal Clerk of the Municipality of Sioux Lookout.
- 1.4 Detachment Board work shall be absorbed into the regular duties of the three positions with no additional compensation provided by the Board; however, Support Staff will be reimbursed for approved expenses in relation to their duties in accordance with the Board’s Rules and Procedures.
 - 1.4.1 This arrangement will be reviewed after the first year of the Detachment Board’s operation.
- 1.5 As long as Support Staff are Municipal employees, they shall work out of their respective Municipal facilities, i.e. the Municipal Office in Sioux Lookout and the Township Office in Pickle Lake.

2.0 Duties of the Board Administrator

- 2.1 The Administrator shall (may not be an exhaustive list):
 - a. be the administrative contact for Board Members;

- b. be the contact person for the Detachment Commander with regard to "Serious Occurrences" in Sioux Lookout per the Board's Local Policy;
- c. be the link between the Board and the Detachment Commander, the media, and members of the community;
- d. be responsible for the management and coordination of meeting Agendas, in consultation with the Chair, and related resolutions, correspondence and records;
- e. ensure that Notices of Meetings, Agendas/Agenda Packages and Minutes are posted as required on the Board's webpage. (See Section 43(6) and (7) of the *CSPA*.);
- f. attend Board meetings, unless he/she delegates otherwise;
- g. oversee the recording and drafting of the Minutes of the proceedings at meetings of the Board;
- h. receive and process all communications addressed to the Board;
- i. prepare reports for the Board as directed by the Board;
- j. prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;
- k. oversee the maintenance of a record of Board resolutions and those requiring further or future actions, and keep the Board informed of these matters;
- l. ensure that the Rules and Procedures of the Board are maintained, reviewed, updated and distributed as required;
- m. ensure that the Detachment Board webpage is kept up to date;
- n. monitor the Board's budget and provide quarterly updates;
- o. in September or October, initiate the annual Estimates/Budget process in accordance with the Partnership Agreement between the Municipalities. Once the Board has finalized its Estimates/Budget, the Administrator shall ensure that it is sent to the two Municipalities for approval in accordance with the Partnership Agreement;
- p. other duties included in these Rules and Procedures assigned to the Administrator.

2.2 In all cases, where "the Board" is mentioned, the item shall also apply to any subcommittees, unless the Administrator determines otherwise.

3.0 Duties of the Board Deputy Administrator

3.1 The Deputy Administrator shall (may not be an exhaustive list):

- a. be the contact person for the Detachment Commander with regard to "Serious Occurrences" in Pickle Lake per the Board's Local Policy.
- b. Subject to a written delegation from the Administrator, act during long-term absences of the Administrator or if the Administrator is unable to act. Duties shall include:
 - i. ensuring posting of Meeting Notices;
 - ii. development of Agendas, in consultation with the Chair and the Recording Secretary;

- iii. sending, distribution and posting of Agendas/Agenda Packages, as required, in consultation with the Chair and assistance from the Recording Secretary;
 - iv. dealing with any urgent matters;
 - v. approve Board invoices for payment.
- c. other duties that may be required, in consultation with the Chair;
 - d. keep the Administrator informed of activities performed during his/her absence;
 - e. other duties included in these Rules and Procedures assigned to the Administrator.
- 3.2 In all cases, where "the Board" is mentioned, the item shall also apply to any subcommittees, unless the Administrator determines otherwise.

4.0 Duties of the Board Recording Secretary

4.1 The Recording Secretary (may not be an exhaustive list):

- a. shall assist the Administrator with Board responsibilities and carry out duties as assigned by the Administrator;
- b. shall develop and maintain a general knowledge of relevant sections of the *Community Safety and Policing Act*, the Board's Rules and Procedures and Local Policies, etc., related to the Detachment Board's operations;
- c. shall maintain the Board Contact List;
- d. shall, in consultation with the Administrator, post Notices of Meetings, Agendas/Agenda Packages, and Minutes on the Board webpage;
- e. schedule any Delegations for meetings;
- f. shall be present at all meetings to record the proceedings, unless otherwise determined by the Administrator, and shall draft minutes for approval by the Board;
- g. is authorized to make corrections to minor typographical or administrative errors on Board Agendas and Minutes;
- h. shall assist the Administrator with the maintenance of a record of Board resolutions and those requiring further or future actions;
- i. shall assist the Administrator in ensuring that the Rules and Procedures of the Board are maintained, reviewed, updated and distributed as required;
- j. shall assist the Administrator in ensuring the webpage is kept up to date;
- k. shall, in consultation with the Administrator, initiate remuneration Cheque Requisitions for the Provincial Appointee and the Community Representatives as required, and for approval by the Administrator;
- l. shall organize attendance at conferences and associated travel, as directed by the Administrator and as approved by motion of the Board;
- m. shall, in consultation with the Administrator and in accordance with the Rules and Procedures, process Members' expense, mileage and Per Diem claims, if any, for approval by the Administrator, and shall track such claims;
- n. shall, in consultation with the Administrator, track the Board's revenue and expenses;

- o. shall, in consultation with the Administrator, compile Quarterly Financial Reports to be provided to the Board at their meetings;
- p. other duties included in these Rules and Procedures assigned to the Administrator.

4.2 In all cases, where "the Board" is mentioned, the item shall also apply to any subcommittees, unless the Administrator determines otherwise.

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SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

COMMUNICATIONS –

External and Internal

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Board Spokesperson; Media Relations;		
SECTION	Communications -- External	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	3
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board – Onboarding of Members – Code of Conduct; Confidentiality; Meetings – Closed Sessions

1.0 Spokesperson for the Board; Spokesperson for Subcommittee (when applicable)

- 1.1 The official spokesperson for the Board is the Chair of the Board. If the Chair is unavailable, the **Vice-Chair** shall Act as spokesperson.
- 1.2 The Board spokesperson shall speak only to matters within the jurisdiction and mandate of the Board and avoid speaking about matters that fall under the jurisdiction of the Sioux Lookout OPP Detachment/Detachment Commander.
- 1.3 If a subcommittee has been established on a specific issue, the Board may designate the chair of the subcommittee to act as spokesperson for the subcommittee on the issue being dealt with by the subcommittee.

2.0 Administrator to Act as Liaison

All media inquiries are to be referred to the Administrator. The Administrator will act as a liaison between the media and Board Members when requests are received for interviews or comments. The Administrator will either respond (See Item 3.0 below) or refer the inquiry to the Chair (or Vice-Chair in the absence of the Chair) or the Detachment Commander for a response.

3.0 Administrator Can Respond

The Administrator may respond to inquiries on matters of factual information, administration of the Board, or communicating a decision of the Board.

4.0 Comments/Interviews by Board Members

- 4.1 Board Members shall ensure that all outgoing communications are in accordance these Rules and Procedures and their Code of Conduct.
- 4.2 A Board Member, other than the Chair, shall not purport to speak on behalf of the Board unless they are authorized by the Board by motion to do so.
- 4.3 A Board Member may communicate a decision of the Board; however, should a Board Member publicly disagree with a position or decision of the Board, or comment upon a matter not yet before the Board, they will clearly identify they are speaking as an individual, not on behalf of the Board, and expressing a personal opinion, not a position of the Board.
- 4.4 Board Members must be cautious in expressing disagreement with a decision of the Board on the basis of the expression of a personal opinion. The Ontario Civilian Commission has stated that Board Members cannot represent themselves as a Board Member under certain circumstances and an ordinary citizen under other circumstances with respect to issues that are clearly of interest to the Board.
- 4.5 Although Board Members have the right to freedom of speech, this right must be balanced with the statutory duties taken on as a Member of the Board.
- 4.6 A Board Member shall not indicate that the Board has taken a position or decided on a matter until the matter has been voted upon.
- 4.7 Board Member shall respect the confidentiality of information discussed during and materials provided for a Closed Meeting.

5.0 Information to be Made Available to Media

Information about the Board meeting schedule (date, time, location, etc.), agenda and agenda package and media events shall be made available on the Detachment Board's webpage and the Board's other Social Media channels, if applicable, and as time permits.

6.0 Media Releases

When required, Media Releases shall be prepared by the Administrator, in consultation with the Chair and the Detachment Commander if the situation warrants. The Media Release shall be approved by the Chair (or Vice-Chair, in the absence of the Chair) prior to release. Board Members, Support Staff, and the Detachment Commander shall receive a copy of the Release as soon as possible after it has been approved but before it's released to the Media, posted on the Detachment Board webpage, and/or the Board's Social Media channels, if applicable, and as time permits.

7.0 News Conferences

- 7.1 News Conferences on matters within the jurisdiction of the Board may be called by the Chair, subject to Board approval. Whenever possible, Board Members, Staff and the Detachment Commander shall be advised of the event prior to its taking place.
- 7.2 The Board Administrator shall make all arrangements for News Conferences approved by the Board.

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Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Social Media		
SECTION	Communications -- External	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Communications – External – Board Spokesperson; Media Relations; The Board – Onboarding of Members – Code of Conduct

1.0 Social Media for the Detachment Board

- 1.1 Unless otherwise determined by the Board, the Sioux Lookout OPP Detachment Board will not utilize Social Media channels at this time.
- 1.2 Board Members shall not post independently to their personal social media accounts about Detachment Board business unless authorized by motion of the Board.
- 1.3 If the Board wishes to create a Detachment Board Social Media account in the future, before making a decision it shall consider available resources and capacity to monitor and maintain the channel(s), including staffing, time and budget, as well as the following (not an exhaustive list):
 - Goal and objectives
 - Target audience
 - Platform selection
 - Content strategy
 - Engagement plan
 - Monitoring and evaluation
 - Policies and guidelines
 - Training and support
 - Compliance and legal considerations

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Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Webpage; Webpage Accessibility		
SECTION	Communications -- External	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Communications – External and Internal; Information Technology; Meetings – Notice of Meetings

1.0 Sioux Lookout OPP Detachment Board Webpage

- 1.1 The Sioux Lookout OPP Detachment Board shall maintain a webpage.
- 1.2 The webpage shall be hosted by the Municipality of Sioux Lookout, with associated costs distributed as per decision made by the Councils making appointments to the Board.
- 1.3 Links, provided by the Municipality of Sioux Lookout, to the webpage shall be posted on the websites of the Township of Pickle Lake, the Municipality of Sioux Lookout and the Sioux Lookout OPP Detachment.
- 1.4 In determining what, at minimum, should be posted on the webpage, the Board shall refer to the CSPA, and shall delegate this responsibility to the Board Administrator. The Act mentions various items that shall be posted on the Detachment Board's webpage. However, at minimum, the following shall be posted on the Sioux Lookout OPP Detachment Board's webpage:
 - The names of the Members of the Board including whether they are members of Council, a Council appointee from the community (a Community Representative), or if they are the Provincial appointee
 - A contact name, email and phone number for the Board (directed to the Board Administrator or the Recording Secretary)
 - The Board's Rules and Procedures and supporting materials, as available and updated on an ongoing basis
 - Any Local Policies
 - The dates and times of all Board meetings for the calendar year, updated and amended as required, including the link for the public to view virtual meetings.
 - When a Special Meeting is called, where practical and feasible, a minimum

of 48 hours' notice posted with the date and time of the meeting, and the link to access the meetings shall be posted. If 48 hours' notice is not practical, as much notice as possible shall be posted.

- Notices of meetings that are open to the public
- A link to access Board's Agenda Packages and Minutes
- The Board's Goals and Objectives for the current year (when available)
- The Ontario Provincial Police current Strategic Plan
- The Sioux Lookout OPP Detachment current Local Action Plan (and Progress Reports) (when available)
- Community Safety and Well-Being Plans from the Municipality of Sioux Lookout, the Township of Pickle Lake.
- Any Media Releases issued by the Board.

1.5 The Board shall comply with all legislated accessibility guidelines respecting online information posting.

(It should be noted that, as a "Detachment Board" the Sioux Lookout OPP Detachment Board is not required to have a Strategic Plan, a Diversity Plan. Police Service Boards for municipal police forces are required to have these plans.)

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Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Correspondence to the Board		
SECTION	Communications -- Internal	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	

1.0 Correspondence to the Board

- 1.1 Any correspondence addressed to the Board, whether received direct by the Chair, or by the Township of Pickle Lake or the Municipality of Sioux Lookout, shall be forwarded to the Administrator for processing, unless it relates specifically to the payment for policing services. The Board has no involvement in this matter.
- 1.2 If, in the opinion of the Administrator, the subject matter of any correspondence is properly within the jurisdiction of the Sioux Lookout OPP Detachment and not the Board, the Administrator shall refer it to the Detachment Commander for necessary action without prior reference to the Board. The Administrator may consult with the Chair on whether or not to refer the correspondence to the Detachment Commander.
- 1.3 If, in the opinion of the Administrator, the subject matter of any correspondence is properly within the jurisdiction of the Board, the Administrator shall either process it as required, or place the matter on the next Board Agenda, with a Staff Report and recommendation(s) for discussion and/or action as required. The Administrator may consult with the Chair on a response and/or referral to the Agenda.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Requests for Information from the Board; Information Sharing With and Among the Board; Time for Response		
SECTION	Communications -- Internal	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Administration – Records Management

1.0 Requests for Information from the Board and Information Sharing With and Among the Board

- 1.1 A Board Member wishing to inquire into a certain matter or who wishes to obtain copies of Board-related documents should direct the inquiry to the Recording Secretary. In the absence of the Recording Secretary, the inquiry can be directed to the Administrator or the Deputy Administrator. Routine inquiries and/or requests for documents will be responded to. If the information is readily available on the Board's webpage, the Member may be directed there.
- 1.2 Routine inquiries can be made in person, by telephone or by email. Unless copies of documents are requested, the reply will usually be in the same manner as the inquiry. Members requesting a written response to an inquiry should submit same in writing.
- 1.3 Inquiries which will require extensive research and staff time to respond to should be directed through the Board for approval and direction, as applicable. Where doubt exists about the magnitude of effort required to respond to an inquiry, the Administrator shall make this determination.
- 1.4 Documents and information available to Members may be restricted, subject to these Rules and Procedures. Board Members may have a right of access to certain types of information that would not be available to the general public if they require the information in their capacities as Board Members in order to carry out duties related to that function.
- 1.5 When the response to an inquiry from a Member is to be communicated in written form (e.g. via email, memo, or a copy of a document) all other Members and Staff shall receive a copy of the response noting the name of the Member making the inquiry and the date of the inquiry. A copy of the inquiry and the response will be retained for the Detachment Board files.

2.0 Time for Response

Subject to Item 1.3 above, Board Members can expect to receive a response to a routine inquiry within two business days, although in practical terms, the response can usually be provided in a shorter time. Where a response cannot be provided in two business days, the Member making the inquiry will be informed of the reasons and the expected response date.

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STOUV LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

FINANCE

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Accounts Payable		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION		NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)		ALSO SEE	N/A

1.0 Purpose

The purpose of this Procedure is to establish guidelines and procedures for processing and managing the Board's accounts payable to ensure timely and accurate payment of the Board's obligations, maintain good vendor relationships, and ensure proper internal controls. The Procedure covers the fundamental aspects of accounts payable processing for the Board.

2.0 Treasurer for the Board

The Board acknowledges that, as per the Partnership Agreement between the Municipalities, the Treasurer of the Municipality of Sioux Lookout will be the Treasurer for the Detachment Board and administer the Board's funds as required.

3.0 Invoice Processing

3.1 All invoices received for payment by the Board must be submitted to the Administrator (who may delegate to the Recording Secretary if appropriate), to review for accuracy, including verifying the goods/services received, checking prices, and confirming any discounts.

3.2 Once confirmed, the Administrator shall approve the invoice for payment. The Administrator is the only person authorized to approve invoices on behalf of the Board, unless otherwise determined, in Motion, by the Board.

3.3 Invoices must be coded to the correct expense account before processing. (This may be delegated to the Recording Secretary.)

4.0 Payment Terms

4.1 Payment terms with vendors should be negotiated to maximize cash flow while maintaining good vendor relationships.

4.2 Payments should be made according to the terms agreed upon with vendors.

5.0 Payment Processing

- 5.1 Payments can be made via cheque, electronic funds transfer (EFT), or other approved methods.
- 5.2 All invoices must be accompanied by proper documentation, as applicable, and be properly approved for payment by the Administrator.
- 5.3 Payments should be processed so as to fulfill the obligations set out in Section 4.2, with urgent payments handled on an as-needed basis.

6.0 Vendor Management

Vendor information must be accurately maintained in the accounting system.

7.0 Record Keeping

All accounts payable records, including invoices, payment approvals, and payment records, must be maintained in an organized and secure manner, as set out in the Records Retention and Disclosure Schedule in the Records Management Procedure, or in accordance with legal and regulatory requirements.

8.0 Reconciliation

Accounts payable should be reconciled with the general ledger monthly. Any discrepancies must be investigated and resolved promptly.

9.0 Internal Controls

Separation of duties must be maintained in the accounts payable process to prevent fraud and errors. Regular audits of the accounts payable process should be conducted by the internal audit team or an external auditor.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Accounts Receivable – Quarterly Statement/Billing		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	71	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	135/24	ALSO SEE	Finance – Estimates/Budget

1.0 Accounts Receivable

It is not anticipated that the Board will have Accounts Receivable, other than the Quarterly Statement/Billing to the Municipalities or possibly Grants, at this time. However, if there are, then a more detailed Accounts Receivable Procedure may be created, if desired.

2.0 Treasurer for the Board

The Board acknowledges that, as per the Partnership Agreement between the Municipalities, the Treasurer of the Municipality of Sioux Lookout will be the Treasurer for the Detachment Board and administer the Board's funds as required.

3.0 General Accounts Receivable Processing

Payments directed to the Board shall be processed by the Financial Administrator (the Municipality of Sioux Lookout) in accordance with its cash receiving and processing procedures. Payments shall be coded to the appropriate Board account.

4.0 Procedure – Quarterly Statement/Billing (see “Finance – Estimates/Budget, etc.” Procedure for full details of the Quarterly Statement/Billing)

- 4.1 The Board shall, at intervals throughout the year as agreed to by the Councils, provide each Municipality making appointments to the Board with a statement identifying the amount that each Municipality owes towards the operating costs.
- 4.2 A Municipality that receives a statement under Section 3 above shall pay the amount set out in the statement to the Board* within 30 days after receiving the statement. *(Cheques shall be made out to The Corporation of the Municipality of Sioux Lookout to facilitate processing.)
- 4.3 The Board, through the Board's Administrator, shall cause the statement referred to in Section 4.1 above to be prepared by the Municipality of Sioux Lookout and sent to the Municipalities making appointments to the Board at intervals throughout the year as agreed to by the Councils.
- 4.4 Interest on balances unpaid after 30 days shall accrue at 1.5%/mo. or 18%/annum.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Donations – No Donations		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Purpose

- 1.1 The purpose of this Procedure is to ensure the financial stability and sustainability of the Board by restricting external donations.
- 1.2 This Procedure is implemented to prioritize the Board's internal programs and services, ensuring that it can continue to support and carry out its roles and responsibilities effectively.

2.0 Scope

This Procedure applies to all Members, Sub-Committee Members (if any), Support Staff and volunteers (if any) of the Board. It encompasses all forms of donations, including but not limited to financial contributions, goods, and services in-kind.

3.0 Procedure

- 3.1 Although it is acknowledged that there are very many worthy causes in the communities served by the Sioux Lookout OPP Detachment, the Board will not make monetary or in-kind donations to other organizations due to current budget limitations.
- 3.2 The Administrator, on behalf of the Board, will respond to any requests from external organizations for donations with a standard explanation of this Procedure.

4.0 Budget Review

The Board's budget will be reviewed at least quarterly, with reports to the Board, to assess financial health and make necessary adjustments. Should the financial situation improve significantly, this Procedure may be revisited and amended as deemed appropriate by the Board.

5.0 Internal Allocation of Funds

All funds available to the Board will be allocated towards maintaining and enhancing its programs, services, and operational needs.

6.0 Responsibilities

The Administrator (or delegate) is responsible for overseeing the implementation and adherence to this Procedure, and shall monitor the Board's financial status and have the Treasurer report quarterly to the Board on its financial status. Such reports shall be included on the Board's Meeting Agendas.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Estimates/Budget; Disputes; Ontario Police Arbitration and Adjudication Commission (OPAAC); Content; Approval Process; Billing Statement; Payments, etc.		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	71	NO. OF PAGES	5
APPLICABLE REGULATION NO. (attached as Appendix)	135/24	ALSO SEE	Miscellaneous - OPAAC

1.0 OPP Detachment Board Operating Costs Estimates/Budget

- 1.1 The Board shall prepare Estimates/Budget, in accordance with the Regulations made by the Minister, 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 shall be shown separately.
- 1.1.1 The Administrator and the Treasurer shall jointly develop the Estimates/Budget, which will be presented to the Board for review, endorsement and recommendation to the Councils for approval.
- 1.1.2 The Board acknowledges that, as per the Partnership Agreement between the Municipalities, the Treasurer of the Municipality of Sioux Lookout will be the Treasurer for the Detachment Board and administer the Board's funds as required.
- 1.2 The Board shall 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 made by the Minister.
- 1.2.1 Notwithstanding Item 1.2 above, the Sioux Lookout OPP Detachment Board is not required to submit Estimates/Budget to the four First Nation communities receiving policing services from the Sioux Lookout OPP Detachment since they are not municipalities and they have opted out of participating on the Board and sharing in the costs of its operation.
- 1.3 Subject to Item 1.4 below, the Municipalities making appointments to the Board shall pay their share of the costs to the Board's budget in accordance with the Estimates/Budget and the apportionment of costs agreed upon by the Councils making appointments to the Board.
- 1.4 The Board only deals with the costs of operating the Board. It DOES NOT deal with the actual payments for policing services. That responsibility remains with the Municipalities and First Nations being served by the OPP Detachment.

2.0 Arbitration in Case of Dispute

- 2.1 If a Municipality is not satisfied that the total amount set out in the Estimates/Budget is required to pay the expenses of the Board's operation, it may give the Board written notice referring the matter for arbitration.
- 2.2 The other municipalities that receive policing from the Detachment may join the arbitration as a party, if applicable.
- 2.3 If the other municipalities do not join the arbitration, they may not separately commence a different arbitration with respect to the estimates under this section.
- 2.4 The Board and the municipality or municipalities may jointly appoint an arbitrator within 60 days after the notice is provided to the municipality or municipalities.
- 2.5 If the Board and the municipality or municipalities do not jointly appoint an arbitrator, the Board or the municipality or municipalities may apply to the Chair of the Ontario Police Arbitration and Adjudication Commission (OPAAC) to appoint an arbitrator.

3.0 Content of Detachment Board Estimates/Budget

- 3.1 When developing the Annual Estimates/Budget of the Board, the Board Members may consider the following items (not an exhaustive list):

REVENUE

- Quarterly Payments from Municipalities
- Grant Revenue (if any)
- Other Revenue

EXPENSES

- Advertising (to fill vacancies; notice of meetings)
- Community Engagement/Community Outreach
- Community Safety & Well-Being Plan Implementation
- Consulting Fees (e.g. public consultation, if any; evaluation of Board; Rules and Procedures updates; evaluation of Detachment Commander; etc.)
- Document Storage (electronic and physical) (if any)
- Information Technology – Internet costs; survey platform costs (e.g. Survey Monkey); email addresses; virtual document storage; software licenses; support; security; etc.
- Insurance
- Legal
- Meeting Location (and/or virtual meeting hosting and livestreaming software) Costs
- Membership Fees – OAPSB, etc.
- Office Equipment
- Office Supplies

- Postage
- Public Relations
- Social Media (if any)
- Special Projects/Initiatives (if any)
- Support Staff (if paid) (Administrator, Deputy Administrator, Recording Secretary)
- Transition Costs – Police Services Board to Detachment Board
- Travel/Training/Professional Development Expenses (Board Members and Staff) – training; conferences; mileage allowance; meal allowance; etc.
- Webpage – hosting costs; domain name; maintenance, etc.

REMUNERATION*

- Provincial Appointee
- Community Appointees (if the Board decides remuneration is to be paid)

*As noted in Section 71(1) of the CSPA, remuneration of Board Members shall be identified separately from the Estimates/Budget required to pay the expenses of the Board's operation.

SURPLUS/DEFICIT

Since "actual" Detachment Board operating costs are billed after they're incurred, and the Municipalities making appointments to the Board have to pay the statements within 30 days, and then the Members are paid after receipt of the amounts, there should be no surplus or deficit incurred by the Detachment Board.

4.0 Process to Approve the Estimates/Budget – Legislation, Process, Approval, Apportionment of Costs, Forwarding to Municipalities for Approval, Billing Statement and Payments

4.1 Applicable Legislation

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/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.

4.1.2 Ontario Regulation (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/Budget 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**

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 for 2024 has been approved by the Councils making appointments to the Board, the new Estimates/Budget, as approved, in principle, by the Board, showing remuneration for the Provincial Appointee and Community Representatives (if paid) separately, shall be forwarded to the Municipalities for their approval.

4.3 **Applicable Legislation -- Apportionment of Costs**

4.3.1 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/Budget, unless the Councils unanimously approve a different apportionment. (See Section 4.3.2 below.) *(Cheques shall be made out to The Corporation of the Municipality of Sioux Lookout to facilitate processing.

4.3.2 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/Budget 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.

4.4 **Process -- Determine and Approve -- Apportionment of Costs**

4.4.1 As part of its annual 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.

4.4.2 Either Municipality making appointments to the Board, 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.

4.5 Billing Statement and Payment -- Agreement

4.5.1 Applicable Legislation and Agreement -- Billing Statement and Payment

- 4.5.1.1 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.
- 4.5.1.2 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.
- 4.5.1.3 The Board shall, at intervals throughout the year as agreed to by the Municipalities, provide each Municipality making appointments to the Board with a statement identifying the amount that a Municipality owes towards the operating costs.
- 4.5.1.4 A Municipality that receives a statement under Section 4.5.1.3 above shall pay the amount set out in the statement to the Board* within 30 days after receiving the statement. *(Cheques shall be made out to The Corporation of the Municipality of Sioux Lookout to facilitate processing.)
- 4.5.1.5 The Board, through the Board's Administrator, shall cause the statement referred to in Section 4.5.1.3 above to be prepared by the Municipality of Sioux Lookout and sent to the Municipalities making appointments to the Board at intervals throughout the year as agreed to by the Councils making appointments to the Board.

5.0 Financial Reports to the Board

Once the Estimates/Budget is approved, the Administrator (or delegate) is responsible for overseeing the implementation and adherence to the Estimates/Budget, and shall monitor the Board's financial status and report quarterly to the Board on its financial status. Such reports shall be included on the Board's Meeting Agendas.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Expense Claims – Travel/Training and Mileage		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION		NO. OF PAGES	6 + 2 Forms + Chart
APPLICABLE REGULATION NO. (attached as Appendix)		ALSO SEE	N/A

1.0 Scope

This Procedure applies to Board Members, Support Staff and Sub-Committee Members appointed by the Board, if any, with respect to expenses incurred as a result of Board-approved attendance at conferences, training, etc., related to their duties with the Board. It establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of attendance at these functions related to their duties.

2.0 Budget

- 2.1 Including funds for travel and training in the Board's annual Estimates/Budget is at the Board's discretion (and subject to approval by the Board's Municipalities). However, if funds are included, travel for conferences, etc., by Board Members/Staff must be approved on a case-by-case basis by the Board by Motion.
- 2.2 If a Member/Staff would like to attend a particular conference, training, or meeting but no funds are left in the Travel/Training budget for the year, travel may be approved through a specific Motion of the Board, which shall also identify how the cost will be funded.

3.0 Authorization to Travel

- 3.1 Authorization for Board Members/Staff to travel shall be approved at the discretion of the Board, by motion, subject to the Board's travel budget each year.
- 3.2 When time constraints do not allow for a report to go to the Board requesting approval for attendance at an event, the Board Chair, in consultation with the Administrator, shall have the authority to authorize the attendance, including travel, of any person covered by this Procedure. However, if funds to cover the costs are not available, the Chair and Administrator shall identify how the cost will be funded. This authority is subject to the following:
 - a. The Chair, in consultation with the Administrator, is authorized to approve a travel/training expenditure up to 10% of the Board's annual budget, as long as the expenditure doesn't exceed the total approved Travel/Training Budget for the year.

- b. If the request is from the Chair, the Chair can self-fund the expenses and seek reimbursement after the fact from the Board, with the understanding that reimbursement might not be approved.
- c. If the Administrator is making the request, the Chair and the Deputy Administrator have the authority as set out in section 3.2(a) above.

4.0 Procedure

- 4.1 Other than travel by private vehicles, the Recording Secretary shall make travel arrangements as required, in particular for event registrations, flights, hotel, rental cars, etc., which shall be prepaid as much as practicable. Such expenses shall not be included on the participant's Statement of Travelling Expenses (attached). The most practical and economical arrangements shall be made.
- 4.2 Where direct payment has been made by the Board on behalf of a Member/Staff and it is determined: i) that the expense is ineligible; or ii) the Member/Staff attended without prior approval; or iii) the Member/Staff has not attended or returned before the event is scheduled to end and did not provide prior notification to the Board to allow cancellation and refund (if applicable), the Member/Staff shall reimburse the Board for any amount advanced or incurred because of the lack of notification.
- 4.3 One companion may travel with the Member/Staff. In such an event, costs associated with the companion's travel, including but not limited to airfare, hotel, meals, registration fees, etc., shall be paid by the Member/Staff and are not eligible for reimbursement. The Recording Secretary may make travel arrangements for Members'/Staff's companion.
- 4.4 If an expense has not been prepaid, the Member/Staff is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Statement of Travelling Expenses and the associated receipts as set out in this Procedure.
- 4.5 A Member/Staff may travel the day before the scheduled start date of the event. Applicable expenses will be covered/reimbursed in accordance with this Procedure.
- 4.6 Board travel may be combined with personal travel if practical and upon approval by Motion of the Board. Such shared costs may be divided 50-50 or as determined by Motion of the Board.

5.0 Travel Expense Advances

- 5.1 A request for a Travel Expense Advance may be submitted on the Statement of Travelling Expenses Form (attached) at least three weeks prior to departure date. The total amount requested shall not include items prepaid by the Board and shall not exceed the total estimated trip expenses. (A fillable version of the Statement Form is available from the Recording Secretary.)

- 5.2 A copy of the workshop, conference, or convention brochure or an explanation of the event being attended must be attached to the Statement of Travelling Expenses Form.
- 5.3 Advances will only be made based on the applicable maximums as set out in this Procedure.
- 5.4 Members/Staff shall refund any amount paid in advance in excess of the total eligible expenses as accounted for on the Statement of Travelling Expenses. (See Reimbursement of Expenses below.)

6.0 Per Diems; Travel Time

6.1 Board Members are entitled to be paid Per Diem when on authorized Board business outside of either of the Municipalities, as follows:

- Full Day: \$150.00/day
 - Half Day or Less: \$ 75.00/day
- A "Full Day" is defined as being four hours or more within a 24-hour period.
 - A "Half Day" in less than four hours and includes travel time.

6.2 If a Member wishes to claim Per Diems, they are to complete the Claim Form (attached).

7.0 Reimbursement of Expenses

7.1 Members/Staff will be reimbursed for eligible expenses as set out in this Procedure for attendance at Board-approved conferences, training, etc., related to their duties.

7.2 Full participation in the event is required for expense reimbursement, unless otherwise approved by the Board.

7.3 Members/Staff shall refund any amount paid in advance in excess of the total eligible expenses as accounted for on the Statement of Travelling Expenses within one week of return. (A fillable version of the Statement Form is available from the Recording Secretary.)

7.4 A Statement of Travelling Expenses Form (attached):

- a. shall be submitted within 14 calendar days of return from the event.
- b. shall only include those items for which the Member/Staff is seeking reimbursement, i.e. those items for which s/he has paid. It shall not include items prepaid by the Board.

- c. shall be written legibly, with all details of the travel and all supporting receipts attached, and signed by the Claimant.
- d. when completed, shall be signed by the Administrator; such signature shall indicate approval of the Claim to be processed. All expenses are subject to the Board's regular accounts approval procedure.
- e. shall be submitted by each Member/Staff travelling for each individual's expenses, but shall not duplicate any expenses.
- f. shall have applicable receipts attached to substantiate the following expenses:
 - i. Accommodation – commercial: hotel, B&B, etc. – Actual cost
 - ii. Transportation – Actual cost (air, rail, bus, car rental, taxi)
 - iii. Registration Fees
 - iv. Meals and incidental expenses
 - v. Meals purchased for others must include the name(s) of the other individuals and, briefly, the reason for the purchase. This allowance is limited to a total of two additional meals per day, unless otherwise approved by the Board in advance, e.g. one additional breakfast for a guest and one addition lunch for a guest in one day, or two additional dinners for two guests in one day.

7.5 Alcohol for the traveler or guest(s) must be paid for separately and will not be reimbursed.

8.0 Amounts Eligible for Reimbursement:

8.1 Items and amounts eligible for reimbursement are:

8.1.1 Meals – per day as follows:

	All Locations
Breakfast*	\$24.35
Lunch*	\$24.65
Supper*	\$60.45
Total Per Day*	\$109.45

* Updated annually by the Treasurer, in accordance with Canada Revenue Agency "Directive on Travel – Appendix":

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/travel-directive-appendix.html#toc2>

8.1.1.1 Receipts are not required for meals claimed in accordance with the above allowances. In special circumstances, additional meal costs may be considered by the Board with explanation and supporting receipts. See Section 7.4(f)(v).

- 8.1.1.2 Meals supplied by air or other carrier and included in the fare, and meals supplied at an event, without charge or as part of the Registration Fee, shall not be claimed for reimbursement except in circumstances requiring the purchase of a meal due to dietary restrictions or inability to attend meals due to a scheduling conflict.
- 8.1.2 Travel (other than by own vehicle): Actual cost, receipt required. No receipts are necessary for travel by local bus or subway or other minor travel expenses under \$15.
- 8.1.3 Mileage (for travel by own/private vehicle): at per kilometer charge determined by the Treasurer and updated annually. Cost to be calculated and included on Statement of Travelling Expenses. Attached Mileage Chart is to be used to calculate mileage.
- 8.1.4 Accommodation: Commercial – Actual costs, receipt required (unless prepaid)
Private -- \$50.00/night (intended to be paid to host; no receipt required)
- 8.1.5 Incidental Expenses: \$17.50 per night
- 8.2 The amounts and items in this Section shall be reviewed annually and may be revised in accordance with the Canada Revenue Agency Directive on Travel.

9.0 Reporting Back to the Board on Events Attended

In order to maximize the value of attendance at events, a Member/Staff shall provide a report (verbal or written) that includes highlights of sessions/events attended at the next scheduled Detachment Board meeting. The report should also include proposals for any Actions/ideas for consideration by the Board that the attendee feels could be implemented by the Board/Staff to increase its effectiveness.

10. Travel for Outside Board or Committee

- 10.1 Before a Member/Staff volunteers for or agrees to accept an appointment to a related board/committee of an outside organization as a representative of the Board or related to their participation on the Board, the Member/Staff should find out if and how the organization's Travel Expense Policy applies to them. As much as possible, the outside organization should cover all travel expenses.
- 10.2 If the Board will have to cover travel expenses for participation, the Member/Staff shall seek approval of the Board through a specific Motion prior to agreeing to serve on the outside board/committee. If approval is not obtained or sought, the Member/Staff shall cover the costs of participating.
- 10.3 When a Member/Staff is designated to represent the Board on an outside board/committee and travel is required, and where the board/committee covers and or reimburses the cost of travel:

- a. It is required that the organization makes the travel arrangements. However, the Member/Staff may have the Board (Recording Secretary) make the arrangements and charge these costs to the Board. If this occurs, then the invoices for such travel must clearly be identified as repayable to the Board upon reimbursement of the costs to the Member/Staff by the organization.
- b. In the event that the outside organization does not cover expenses or only covers a portion of the expenses as set out in this Procedure, the Member/Staff may submit a Statement for Travelling Expenses for the difference, as allowable under this Procedure, along with appropriate receipts.

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Return Travel Mileage

Kenora	280	230	490	490	440	470	320	350	190	990	980	420	540	250
Dryden	280	70	220	220	180	200	50	80	90	720	710	710	440	60
Eagle River	230	70	280	280	230	260	100	140	40	780	770	660	390	30
Hudson	490	280	310	310	100	50	170	180	300	580	800	920	650	270
Ignace	490	280	310	340	340	290	170	160	300	600	500	920	650	250
Lac Seul	440	230	340	340	200	150	200	200	250	670	830	870	600	210
Sioux Lookout	470	260	290	150	160	160	160	40	170	680	670	750	470	80
Wabigoon	320	100	170	200	200	290	130	170	170	810	650	780	510	110
Wabigoon Res.	350	140	180	160	200	160	40	170	170	680	650	780	510	110
Vermilion Bay	190	40	300	300	250	290	130	170	170	810	790	620	350	70
Pickle Lake	990	780	580	600	670	530	680	680	810	1080	1080	1420	1150	750
Thunder Bay	980	710	710	710	710	710	710	710	710	710	710	710	710	710
Winnipeg	420	660	660	660	660	660	660	660	660	660	660	660	660	660
Red Lake	540	440	390	650	650	650	650	650	650	650	650	650	650	650
Eagle Lake	250	60	270	250	210	230	80	110	70	750	740	690	410	410

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Financial Standards – Public Sector Accounting Board		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION		NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)		ALSO SEE	N/A

1.0 Financial Standards Used by the Sioux Lookout OPP Detachment Board

The Sioux Lookout OPP Detachment Board and the Treasurer of the Board (the Treasurer of The Corporation of the Municipality of Sioux Lookout) shall follow Canadian financial standards established by the Public Sector Accounting Board in all financial activities.

DRAFT -- SLKT OPP Detachment Board Rules and Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Grants – Applying for Grants (Provincial, Federal, etc.)		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION		NO. OF PAGES	3 + Appendix (2pgs)
APPLICABLE REGULATION NO. (attached as Appendix)		ALSO SEE	N/A

NOTE: Given the uncertain legal status of the Detachment Board, i.e. not a “local board” or a “committee of council”, but a legal entity separate from the Councils, the Board’s eligibility to apply for grants will have to be determined.

1.0 Purpose

This Procedure outlines the responsibilities, processes, and guidelines for the Board when applying for provincial, federal or other grants. It aims to ensure that applications are completed with the approval of the Board, and efficiently, accurately, and in compliance with all relevant requirements.

2.0 Scope

This Procedure applies to all Members, Sub-Committee Members, Support Staff and anyone else involved in the grant application process on behalf of the Board.

3.0 Responsibilities

3.1 Responsibilities under this Procedure are as follows:

a. The Board

- i. Approve the decision to apply for specific grants.
- ii. Ensure compliance with organizational policies and procedures and external regulations.
- iii. Review outcomes and impact of funded project.

b. Board Administrator (or delegate)

- i. Research potential grant opportunities.
- ii. Lead and oversee the overall grant application process.
- iii. Assign tasks to appropriate staff.
- iv. Ensure timely submission of applications.
- v. Prepare (as necessary), compile and submit necessary documentation, reports and accurate and up-to-date financial information for applications.
- vi. Ensure applications meet all requirements and guidelines of the grantor.

- vii. Develop and maintain a grants calendar with deadlines.
- viii. Act as the primary contact person for grant-related communications.
- ix. Reviews outcomes and impact of funded project.

c. Recording Secretary

- i. Assist in gathering information and documentation.
- ii. Assist Board Administrator as required.

d. Treasurer (Treasurer of the Municipality of Sioux Lookout)

- i. Assist with researching potential grant opportunities and advise the Board Administrator accordingly.
- ii. Provide financial documentation as requested by the Board Administrator.
- iii. If grant is received, Act as administrator of the grant.

4.0 Procedure

- 4.1 The following procedure shall be followed with regard to applying for grants, processing applications and award and reporting of grant:
 - 4.1.1 Identification of Grant Opportunities -- The Board Administrator (or delegate) researches and identifies relevant provincial, federal or other grant opportunities that align with the Board's goals, objectives, projects, etc.
 - 4.1.2 Approval to Apply -- The Board Administrator presents potential grant opportunities to the Board for approval. The Board reviews and approves, by Motion, the decision to apply for a grant.
 - 4.1.3 Preparation of Application -- The Board Administrator develops a timeline for the application process, ensuring all tasks will be completed and the application submitted before the deadline. The Board Administrator works with the Treasurer to prepare a budget, if required, and financial documentation. Supporting documents and data are gathered. The Board Administrator reviews and approves the final application. (If desired, s/he may have the Treasurer or Board Chair review the application prior to it being submitted to the Grantor.)
 - 4.1.4 Submission of Application -- The Board Administrator submits the completed application to the grantor by the specified deadline. A copy of the submitted application is kept on file for reference.
 - 4.1.5 Post-Submission Follow-Up -- The Board Administrator monitors the status of the application, maintains communication with the grantor, and follows up as required. The Board Administrator processes requests for additional information from the grantor and submits the requested information.
 - 4.1.6 Grant Award and Reporting -- Upon receiving a grant award, the Board Administrator shall report to the Board. If a Grant Agreement is required to be

signed between the Board and the grantor, the Board Administrator shall review the agreement to ensure the terms and conditions are satisfactory (and may request a legal opinion) and shall draft and process a Staff Report to the Board requesting authorization, by by-law, to enter into the agreement.

4.1.7 Management of Grant Funds – The Board Administrator, with assistance from the Treasurer, if required:

- i. manages the grant funds according to the approved budget.
- ii. prepares and submits required progress and final reports to the grantor and the Board.

4.1.8 Review of Outcomes and Impact of Grant -- The Board and the Board Administrator shall review the outcomes and impact of the funded project.

5.0 Compliance

5.1 All applications must be completed honestly and accurately.

5.2 All parties must adhere to all requirements and conditions specified by the grantor.

6.0 Available Grants

Some grants that may be available are shown on the Appendix attached to this Procedure.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

APPENDIX

Grants – Applying For Grants (Provincial, Federal, etc.) Procedure

This information is current as of May 22, 2024. For further information or for updates, please go to:

<https://www.ontario.ca/page/community-safety-initiatives-and-resources#section-3>

There may be other grants available as well.

Current grant programs

The Ministry [of the Solicitor General] provides grants, primarily to police services, in collaboration with community partners, in support of local and provincial community safety priorities. Police services and community partners can apply to these grants when a call for applications is announced. These grants include the:

- **Safer and Vital Communities Grant** provides funding to community-based, not-for-profit organizations and First Nations Chiefs and Band Councils to address local risks to safety and well-being in the community.
- **Proceeds of Crime – Frontline Policing Grant** uses assets seized by the provincial and federal governments during criminal prosecutions to help the police carry out specific crime prevention projects in the community.
- **Reduce Impaired Driving Everywhere (RIDE) Grant** provides funding to enhance regular RIDE spot-check Activities carried out by local police services.
- **Constable Joe MacDonald Public Safety Officers’ Survivors Scholarship Fund** recognizes the sacrifice made by our public safety officers and their families to keep Ontario safe, and is available to the spouses and children of public safety officers who have died in the line of duty ([*see below for agency accountability information](#)).
- **Hate Crimes and Extremism Investigative Team Grant** supports a network of 19 municipal police services, the Parliamentary Protective Service and the Ontario Provincial Police. The network focuses on crime involving hate propaganda, the promotion of genocide, hate-motivated crimes and criminal extremism.
- **Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet** protects children from online exploitation, with the help of municipal police services, the OPP, crown attorneys, and victim service providers.
- **Ontario Association of Crime Stoppers Program** is a partnership between the public, the police and the media that allows citizens to anonymously help the police solve crimes. Funds go towards operating an answering service that receives crime-related tips outside of regular business hours.

- **Court Security and Prisoner Transportation Program** provides funding to municipalities to assist in partially offsetting their court security and prisoner transportation costs.
- **Community Safety and Policing Grant** provides police services with the necessary tools and resources to enable deployment of front-line officers where and when they are needed most, as well as support police services as they implement public safety and community policing initiatives that focus on local or provincial priorities.
- The **Ontario Closed Circuit Television (CCTV) Grant Program** supports the expansion of CCTV systems in municipalities across the province, as part of [Ontario's guns, gangs and violence reduction strategy](#). The grant supports police services and communities in increasing public safety. It is available to all municipal and First Nations police services as well as the Ontario Provincial Police.
- **Victim Support Grant (VSG) Program** provides funding to build resources and address the needs of victims and survivors of intimate partner violence/domestic violence, human trafficking, and/or child exploitation. The grant enables police services, in collaboration with community-based agencies, organizations or Indigenous communities, to develop new or enhance existing community initiatives.
- **The Mobile Crisis Response Team (MCRT) Enhancement Grant** offers funding to police services to increase crisis workers on their teams. This grant supports the on-going need for additional mental health assistance on calls involving individuals experiencing a mental health and/or addiction crisis, as well as to better leverage local mental health expertise.
- **Preventing Auto Theft (PAT) Grant** provides funding to support police services/boards in combatting and preventing vehicle thefts and associated violent crimes across the province. Through the PAT Grant, police services/boards will be able to undertake local policing initiatives unique to their needs to combat auto thefts in their communities, as well as educate the public on how to avoid these crimes.
- **Bail Compliance and Warrant Apprehension (BCWA) Grant** offers funding to support police services/boards in strengthening their bail compliance and warrant apprehension enforcement programs. Through the BCWA Grant, police services/boards can address issues of bail compliance by expanding the resources needed to monitor and apprehend high-risk repeat offenders violating bail conditions, and help ensure that both sentencing and bail processes work to reduce violent Acts and keep communities safe.

For more information about Community Safety and Well-being planning, the RTD, or any of the grant programs listed, please email SafetyPlanning@ontario.ca.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Remuneration – Provincial Appointee; Community Member Appointees; Council Appointees; Legislation; Process for Approval; Apportionment of Costs; Billing Statements and Payments		
SECTION	Finance	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(3)	NO. OF PAGES	6
APPLICABLE REGULATION NO. (attached as Appendix)	135/24	ALSO SEE	The Board – Appointments, etc.; Remuneration Finance – Estimates/Budget

1.0 Remuneration for Provincial Appointee

1.1 Section 67(3) of the *CSPA* states that the term of office and remuneration and expenses of members of OPP detachment boards shall be as provided in the regulations made by the Minister.

1.2 In accordance with O.Reg. 135/24, the Detachment Board shall pay remuneration to ministerial appointees serving on the Board. The amount of remuneration will be determined by unanimous agreement by the municipalities within the Detachment area.

1.3 If the municipalities receiving policing services from the Sioux Lookout OPP Detachment are not able to mutually determine the amount of remuneration to be paid to ministerial appointees serving on the Board, the Minister shall determine the amount to be paid by all municipalities within the Detachment area.

1.4 Municipalities receiving policing services from the OPP Detachment may also decide to distribute the costs among themselves in a manner different from equal shares. As long as unanimous agreement is maintained, the costs will be shared according to the agreed-upon arrangement among the municipalities within the Detachment area.

1.5 Applicable Legislation, Process, Apportionment of Costs, Billing Statement, and Payments – PROVINCIAL APPOINTEE REMUNERATION

1.5.1 As per decision, by Motion, of the Councils of Pickle Lake and Sioux Lookout, the Provincial Appointee shall be paid \$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 this rate shall be in effect until November 14, 2026 (to coincide with the end of the term of Council).

1.5.2 Applicable Legislation – PROVINCIAL APPOINTEE REMUNERATION -- Determine and Approve

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

- 1.5.2.1 The amount of remuneration to be paid to the Board's Provincial Appointee shall be determined by unanimous agreement of the Municipalities making appointments to the Board.
- 1.5.2.2 If the Municipalities are unable to reach unanimous agreement, then the Minister shall determine the remuneration to be paid to the Member.

1.5.3 Process – Determine and Approve -- PROVINCIAL APPOINTEE REMUNERATION

- 1.5.3.1 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.
- 1.5.3.1 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.
- 1.5.3.2 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 by motion.
- 1.5.3.3 Either Municipality, on motion of its 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.

1.5.4 Apportionment of Costs -- PROVINCIAL APPOINTEE REMUNERATION

1.5.4.1 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.

1.5.4.2 Process – Apportionment of Costs – PROVINCIAL APPOINTEE REMUNERATION

- 1.5.4.2.1 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.
- 1.5.4.2.2 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.

1.5.5 Billing Statement and Payments -- PROVINCIAL APPOINTEE REMUNERATION

1.5.5.1 Applicable Legislation – Billing Statement and Payments -- PROVINCIAL APPOINTEE REMUNERATION

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

- 1.5.5.1.1 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.
- 1.5.5.1.2 A Municipality that receives a statement under 1.5.5.1.1 shall pay the amount set out in the statement to the Board within 30 days after receiving the statement; and
- 1.5.5.1.3 The Board shall remunerate the Provincial Member from the amounts received from the Municipality.

1.5.6 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 1.5.5.1.1 above to be prepared by the Treasurer and sent to the Municipality of Sioux Lookout and the Township of Pickle Lake on a quarterly basis, as agreed to by the Councils.

1.5.7 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.

2.0 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.

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

2.1.3 As per decision, by Motion, of the Councils of Pickle Lake and Sioux Lookout, the Community Representatives shall be paid the same as the Provincial Appointee, i.e. \$2,000 per year ($\$2,000 \times 2 = \$4,000/\text{year}$) 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 this rate shall be in effect until November 14, 2026 (to coincide with the end of the term of Council.

2.1.4 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

2.2.2 Applicable Legislation – Apportionment of Costs – COMMUNITY REPRESENTATIVES' REMUNERATION

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

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

2.2.3 Process – Apportionment of Costs – COMMUNITY REPRESENTATIVES' REMUNERATION

2.2.3.1 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.

2.2.3.2 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.

2.2.4 Billing Statement and Payments -- COMMUNITY REPRESENTATIVES' REMUNERATION

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

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

2.2.4.1.2 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.

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

2.2.4.1.4 The Board shall, periodically throughout the year, provide each Municipality making appointments to the Board with a statement identifying the amount that each Municipality owes towards the remuneration of the Community Representatives.

2.2.4.1.5 A Municipality that receives a statement under 2.2.4.1.4 shall pay the amount set out in the statement to the Board within 30 days after receiving the statement.

2.2.4.1.6 The Board shall remunerate the Community Representatives from the amounts received from the Municipalities.

2.2.5 Process – Billing Statement and Payments – COMMUNITY REPRESENTATIVES' REMUNERATION

2.2.5.1 The Board, through the Board's Administrator, shall cause the statement referred to in Section 2.2.4.1.4 above to be prepared by the Treasurer and sent to the Municipality of Sioux Lookout and the Township of Pickle Lake on a quarterly basis, as agreed to by the Councils.

2.2.6 Other – COMMUNITY REPRESENTATIVES' REMUNERATION

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

3.0 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.

4.0 REMUNERATION – DEDUCTIONS

- 4.1. The Provincial Appointee and the Community Representatives shall be paid as "contractors", i.e. their remuneration will not be processed as "payroll" or as "employees".
- 4.2 The Provincial Appointee and the Community Representatives will not be eligible for pension or benefits.
- 4.3 Remuneration shall be subject to CPP (Canada Pension Plan) deductions and Income Tax deductions; however, it is likely that the amount will not meet the threshold for deductions and the basic exemption will apply.
- 4.4 The Provincial Appointee and the Community Representatives are responsible to claim the remuneration as income.

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SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

INFORMATION TECHNOLOGY

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Information Technology -- Various		
SECTION	Information Technology (IT)	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION		NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)		ALSO SEE	Communications – External - Webpage

1.0 Information Technology (IT) Support Services

1.1 Information Technology (IT) Support Services shall be provided by the Municipality of Sioux Lookout, unless the Board determines otherwise.

1.2.1 For the first year of the Board’s operation – April 1, 2024 – December 31, 2024 (approximately) -- staff time for administrative support shall be provided in-kind by the Municipality of Sioux Lookout.

1.2.2 Administrative support after December 31, 2024 (approximately) shall be addressed in the Board’s 2025 Estimates/Budget.

1.2 Any “hard costs” or “out-of-pocket” IT costs, e.g. new programs, costs for domain name, email address, etc., will be itemized on the invoices submitted to the Municipalities for cost-sharing in accordance with the apportionment as agreed to by the Councils.

1.3 IT Support Services shall include, but not necessarily be limited to, the following:

a. Hosting, creation, populating and maintenance of the Detachment Board webpage, and providing the appropriate link to the Township of Pickle Lake and the Sioux Lookout OPP Detachment to be posted on their individual websites linking them to the Detachment Board webpage.

b. Assistance with any technical issues with virtual meetings and the Municipality’s equipment.

c. Providing an email contact on the Board’s webpage for the public to use to contact the Detachment Board.

1.2.1 IT Support Services do not extend to assistance with personal devices equipment of the Members, i.e. computers, cell phones, printers, etc.

- 1.3 It is not anticipated that Board Members will require separate email addresses at this time as all Board emails should be directed to the public email address; however, the Board can direct otherwise in the future.
- 1.4 It is not anticipated that Board Members will require cell phones at this time; however, the Board can direct otherwise in the future.
- 1.5 It is not anticipated that the Board will require computers, printers, etc. Staff and Elected Official representing the Township and the Municipality will use their existing equipment for any Board activities; the Community Representatives and the Provincial Appointee will be required to supply their own equipment, Internet connection, etc. The Board can direct otherwise in the future.

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SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

MEETINGS

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Absence of Rule and Procedure With Regard to a Procedural Matter		
SECTION	Meetings	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Absence of Rules and Procedures

If a procedural matter that isn't covered in these Rules and Procedures arises during a meeting, the procedure set out in The Corporation of the Municipality of Sioux Lookout's Procedural By-law shall be used.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Adjournment (Length/Duration)		
SECTION	Meetings	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Rules and Procedures – Suspension/Waiving of Rules and Procedures

1.0 Adjournment (Length/Duration of Meetings)

- 1.1 All Detachment Board meetings shall adjourn no later than three hours after the designated start time of the meeting unless there is a motion to extend the time by a maximum of one hour by a two-thirds (4) majority vote of the Members present and voting.
- 1.2 There shall be no further extensions, i.e. the meeting shall adjourn after the fourth hour and any business still to be conducted shall be referred to the next meeting. If there are urgent matters to be dealt with, a Special Meeting shall be called.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Agendas		
SECTION	Meetings	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2 + Agenda Template (3)
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings -- Notice

1.0 **Agendas: Compilation, Materials, Deadline, Order of Business, Additions, Etc.**

- 1.1 The Administrator, in consultation with the Chair, shall cause an agenda to be prepared for all meetings.
 - 1.1.1 Any matters that, in the opinion of the Administrator, and in consultation with the Chair if necessary, should properly come before the Board, shall be placed on the Detachment Board Agenda.
 - 1.1.2 All correspondence addressed to the Board shall appear on a "Sioux Lookout OPP Detachment Board Correspondence List" and shall be provided to the Member at the same time as the Agenda.
 - 1.1.3 Any matters, communication, etc., that, in the opinion of the Administrator, fall within the jurisdiction of the Detachment Commander, shall be forwarded to him/her as soon as possible for necessary Action and subsequent report to the Board, if applicable.
- 1.2 The Agenda Package shall include any supporting material, i.e. reports, documents, etc., related to the Agenda items, if applicable. The Agenda Package shall be provided to the Board Members no less than seven calendar days prior to the meeting, and posted on the Detachment Board webpage as soon as possible, and ideally two calendar days before the scheduled meeting.
- 1.3 The deadline for submission to the Administrator of any items and supporting material for the Agenda, including the quarterly report from the Detachment Commander, shall be two weeks prior to the meeting.
- 1.4 If a Member wishes to have an item or motion placed on the Agenda for discussion at a meeting, the Member shall notify the Administrator no less than one month prior to the meeting and shall provide an outline of the issue, their concern and a draft recommended motion to be considered at the meeting. A Staff Report shall accompany the item for the Agenda. Any item for inclusion on an Agenda must be within the scope of the Board.

- 1.4.1 Staff Reports on complicated and/or time-intensive issues may be deferred to a future meeting at the discretion of the Administrator.
- 1.5 Where deemed appropriate by the Administrator, agenda headings may be added to provide clarity as may be required, or to achieve additional efficiency in the governing of the meeting.
- 1.6 As noted in "Meetings – Notice of Regular Open Meetings; Timing; Contents" Procedure herein, a Notice of Meeting shall be published at least seven days before the meeting, except in extraordinary circumstances. The notice of a meeting must also include the proposed Agenda for the meeting; and
- 1.6.1 either,
- a. the record of the most recent meeting of the Detachment Board that was open to the public, other than the record of any part of the meeting that was closed to the public, or
 - b. instructions on how a member of the public may access the record referred to in the previous clause.
- 1.6.2 Notwithstanding Section 1.6 and 1.6.1, if the Notice of Meeting is posted seven days before the meeting, it shall include the Agenda. If the Notice is posted more than seven days in advance of the meeting, it does not need to include the Agenda if it is not yet finalized.
- 1.7 Once an agenda is released to the Board Members, the Recording Secretary shall maintain at least one copy of the Agenda Package for review by members of the public, and shall post the Agenda Package on the Detachment Board webpage.
- 1.8 The Business of the meeting shall be taken up in the following order, unless otherwise decided by a two-thirds (4) majority of the Members present and voting (see Agenda template attached):
1. Call Meeting to Order
 2. Land Acknowledgement
 3. Agenda – Amendments; Confirmation
 4. Declarations of Pecuniary Interest
 5. Adoption of Minutes
 6. Delegations/Presentation/Committee Presentations
 7. Items for Discussion/Reports (*this includes the report from the Detachment Commander*)
 8. Closed Session (if applicable)
 9. Report Out from Closed Session (if applicable)
 10. Next Meeting Date
 11. Motion to Adjourn
- 1.9 Additions to a Regular Meeting Agenda at the meeting may only be for matters of a time sensitive or urgent nature and require a two-thirds (4) majority approval of the Members present and voting.
- 1.10 Additions may not be made to a Special Meeting Agenda.

[need logo – in process by OPP]

**SIoux LOOKOUT OPP DETACHMENT BOARD
MEETING AGENDA**

[date]

<https://www.youtube.com/@SiouxLookoutON>

(to livestream current meeting or view previous meetings)

1. CALL MEETING TO ORDER

- a. Call Meeting to Order
- b. Attendance/Motions to Excuse (if any)

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. APPROVAL OF AGENDA

- a) Introduction of Amendments to the Agenda
- b) Motion to Approve Agenda as Presented/Amended

4. DECLARATIONS OF PECUNIARY INTEREST

5. ADOPTION OF MINUTES – [date]

- a) Errors and omissions
- b) Approve Minutes

6. DELEGATIONS/PRESENTATIONS

7. ITEMS FOR DISCUSSION/REPORTS

- a) OPP Report/Statistics for [1st, 2nd and 3rd Quarter, XXX XX, XXXX]
- b) Financial Report for Quarter Ended XXX XX, XXXX

8. CLOSED SESSION

THAT, in accordance with Section 44 of the *Community Safety and Policing Act*, the move into Closed Session at _____ am/pm to discuss subject matter(s) as noted below: [refer to attached for specific item(s) in Section 44 (attached to Agenda Template for reference only)]:

9. REPORT OUT FROM CLOSED SESSION

10. NEXT MEETING DATE

11. MOTION TO ADJOURN

Community Safety and Policing Act, Section 44

When meetings may be closed to public

Consideration

44 (1) Before holding a meeting, a police service board, or a committee of the board, shall,

- (a) consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed in subsections (2) and (3); and
 - (b) if the board or committee decides to close the meeting or part of the meeting, state by resolution,
- (i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or
 - (ii) in the case of a meeting under subsection (6), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

Subject matter

(2) The meeting or part of the meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;

- (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
- (k) information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or
- (l) an ongoing investigation respecting the police service board.

When meetings must be closed to the public

(3) A meeting or part of a meeting of a police service board, or of a committee of the board, shall be closed to the public if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Attendance/Absences		
SECTION	Meetings	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	

1.0 Attendance at Board Meetings

1.1 Members shall attend and actively participate in all Board meetings. Attendance at meetings is important in order to move the business of the Board forward and in order for the Board to meet its legislated requirement of a minimum of “four meetings per year”.

2.0 Board Member Absences From Meetings

2.1 A Member cannot have more than two unexcused absences in a year.

2.2 “Regrets” (i.e. notification in advance) that a Member cannot attend a meeting must be provided within 24 hours after receipt of the Agenda for a particular meeting.

2.2 “Sending Regrets” is considered to be an “excused” absence, not requiring a motion of the Board.

2.3 Notwithstanding Sections 2.1 and 2.2, should a Member “Send Regrets” for a third meeting, the Board must pass a motion in order for the Member to “be excused” from that particular meeting.

2.4 If a Member has more than three unexcused absences in a year, his/her seat shall be declared vacate, and the appointing organization shall be notified and requested to appoint a new Member.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Closed Meetings/Sessions (In-Camera Meetings/Sessions) – When Meetings May Be Closed to the Public		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	44(1), (2), (3), (6)	NO. OF PAGES	3
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board – Confidentiality;

1.0 **Closed Meetings/Sessions (In-Camera Meetings/Sessions) – When Meetings May Be Closed to the Public**

- 1.1 Before holding a meeting, the Detachment Board, or a committee thereof, shall,
- a. consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed in Sections 2.0 and 3.0 below; and
 - b. if the Board or committee decides to close the meeting or part of the meeting, state by resolution,
 - i. the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or
 - ii. in the case of a meeting under Section 5.0 below (Section 44(6) of the CSPA - educational or training sessions), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under Section 44(6) of the CSPA.
- 1.2 The motions to move into a Closed Session and to Report Out From a Closed Session shall include the times of moving into and out of the Closed Session.

2.0 **Subject Matter That May Be Discussed in Closed Meeting**

- 2.1 The meeting or part of the meeting may be closed to the public if the subject matter being considered is,
- a. the security of the property of the board (44(2)(a));
 - b. personal matters about an identifiable individual, including members of the police service or any other employees of the Board (44(2)(b));
 - c. a proposed or pending acquisition or disposition of land by the Board (44(2)(c));
 - d. labour relations or employee negotiations (44(2)(d));
 - e. litigation or potential litigation affecting the board, including matters before administrative tribunals (44(2)(e));
 - f. advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose (44(2)(f));

- g. information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation (44(2)(g));
- h. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (44(2)(h));
- i. a trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value (44(2)(i));
- j. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board (44(2)(j));
- k. information that Section 8 (law enforcement) of the *Municipal Freedom of Information and Protection of Privacy Act* (see Appendix to Administration Section -- Records of the Board, Item 3) would authorize a refusal to disclose if it were contained in a record (44(2)(k)); or
- l. an ongoing investigation respecting the police service board (44(2)(l)).

3.0 When Meetings Shall Be Closed to the Public

A meeting or part of a meeting of a Detachment Board, or of a committee thereof, shall be closed to the public if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act* (44(3)).

4.0 Agendas for Closed Meetings

- 4.1 For any meeting at which there are items to be considered in a Closed Session, the public agenda for that meeting shall identify the relevant section(s) of the *CSPA* or other applicable legislation that authorizes each item to be considered at the Closed Meeting, and the general nature of the topic being discussed.
- 4.2 An Agenda shall be prepared for each Closed Meeting, and shall generally follow the same rules, timelines, etc., as have been set out for Open Session Meetings, with necessary changes.

5.0 Educational or Training Sessions (44(6))

A meeting of a Detachment Board, or of a committee thereof, may be closed to the public if the following conditions are both satisfied:

- c. the meeting is held for the purpose of educating or training the Members of the Board or a committee thereof; and
- d. at the meeting, no Member of the Board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Location of Meetings		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings – Virtual, etc.

1.0 Location of Meetings

- 1.1 Due to the distance between Pickle Lake and Sioux Lookout (approximately 270km), it is not practical, time-efficient or cost-effective to hold “in-person” meetings on a regular basis. Therefore, the Board shall conduct Regular or Special Meeting, Open or Closed, virtually.
- 1.2 Refer to the “Meeting – Virtual, etc.” procedure herein for further details of meetings.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Minutes/Record of Meetings		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	43(4)	NO. OF PAGES	1 + Minutes Template (3)
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Minutes/Record of Meetings

- 1.1 The Detachment Board shall record without note or comment all resolutions, decisions and other proceedings at the meeting, whether it is open to the public or not.
- 1.2 The Recording Secretary of the Board shall be responsible for recording the proceedings of meetings.
- 1.3 The format of the Minutes may be as per the attached Minutes Template.
- 1.4 Approved Minutes, signed by the Chair and the Administrator, shall be posted on the Board’s webpage and forwarded to the Municipalities and the Detachment Commander for their information.

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**SIOUX LOOKOUT OPP DETACHMENT BOARD
MEETING MINUTES
[date]**

**This Meeting was held Virtually via Zoom
(Recording Available Here: <https://www.youtube.com/watch?v=2tDjq2MS3t8>)**

ATTENDANCE [as present]

Board:

- Ms. Darlene Angecone,
Community Appointee, Sioux Lookout
- Mayor Doug Lawrance,
Council Appointee, Sioux Lookout
- Councillor John Millar,
Council Appointee, Pickle Lake
- Mr. Robert Rasmussen,
Community Appointee, Pickle Lake
- Vacant,
Provincial Appointee, Ministry of the Solicitor General

OPP:

Staff:

- Brian P. MacKinnon, Board Administrator,
CAO & Clerk, Municipality of Sioux Lookout
- Lynda Colby, Deputy Board Administrator
Clerk, Township of Pickle Lake
- Tiffany Thompson, Board Recording Secretary
Executive Assistant, Municipality of Sioux Lookout

Guest: [if applicable]

1. CALL MEETING TO ORDER – [Chair --]

- 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.

6. APPROVAL OF AGENDA

- a) Introduction of Amendments to the Agenda
- b) Motion to Approve Agenda as Presented/Amended

SLODB-XXX-202X

Moved By:

Seconded:

THAT the Agenda for the [date] Sioux Lookout OPP Detachment Board meeting be approved, as [presented/amended].

CARRIED

7. DECLARATIONS OF PECUNIARY INTEREST

8. APPROVE MINUTES OF PREVIOUS MEETING

- a) Motion to approve Minutes dated [date]:
 - i) Errors and omissions
 - ii) Approve Minutes

SLODB-XXX-202X

Moved By:

Seconded:

THAT the Minutes from the [date] Sioux Lookout OPP Detachment Board meeting be approved, as [presented/amended].

CARRIED

9. DELEGATIONS/PRESENTATIONS

10. ITEMS FOR DISCUSSION

- a) OPP Report/Statistics for [1st, 2nd and 3rd Quarter, XXX XX, XXXX][as applicable]
- b) Financial Report for Quarter Ended XXX XX, XXXX [as applicable]

11. NEXT MEETING DATE

[date] at 2:00 p.m.(CDT) via Zoom, available on YouTube:

- <https://www.youtube.com/watch?v=hxaltxYsnGc>

12. MOTION TO ADJOURN

SLODB-XXX-202X

Moved By:

Seconded:

THAT the [date] meeting of the Sioux Lookout OPP Detachment Board meeting adjourn at [time].

CARRIED

Adopted as presented this _____ day of _____, 202X

[name], Chair

[name], Board Administrator

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Notice of Regular Open Meetings; Timing; Contents		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	43(5), (6), and (7)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board – Support Staff; Communications – External – Webpage; Meetings – Special Meetings; Closed Sessions

1.0 Notice of Regular Open Meetings

The Board or a committee thereof, as applicable, shall publish notice of a meeting that is open to the public on the Internet, subject to the regulations made by the Minister, if any.

2.0 Timing of Notice

The notice shall be published at least seven days before the meeting, except in extraordinary circumstances.

3.0 Contents of Notice

3.1 The notice must include,

- a. The proposed agenda for the meeting; and
- b. either,
 - i. the record of the most recent meeting of the Detachment Board that was open to the public, other than the record of any part of the meeting that was closed to the public, or
 - ii. instructions on how a member of the public may access the record referred to in the previous clause.

3.2 Notwithstanding Section 3.1 above, if the Notice is posted seven days before the meeting, it shall include the Agenda. If the Notice is posted more than seven days in advance of the meeting, it does not need to include the Agenda if it is not yet finalized.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Open Meetings/Meetings Open to the Public		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	43(3)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings – Closed Sessions; Notice

1.0 Open Meetings/Meetings/Proceedings Open to the Public

Subject to Section 44 of the CSPA and the Closed Meeting provisions of these Rules and Procedures, meetings conducted by the Detachment Board, or by a committee thereof, shall be open to the public, meaning members of the public may view the proceedings of the Board.

DRAFT – SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Quorum		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	43(2)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Quorum

- 1.1 A majority of the Members of the Board (3) constitutes a quorum.
- 1.2 A quorum of the Board (3) must be present in order for a meeting to proceed.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Regular Meetings – Frequency		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	67(6) and 43	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings -- Virtual

1.0 Regular Board Meetings – Frequency

- 1.1 The Board shall hold at least four Regular meetings each year at such time and place as determined by the Board.
- 1.2 Meetings shall be held virtually as determined by the Board and in accordance with these Rules and Procedures.
- 1.3 Once determined, the list of meeting dates shall be posted on the Detachment Board's webpage. Any changes/updates must also be posted.
- 1.4 When scheduling meeting dates, the Board shall have regard to the requirement in Section 68(1)(f) of the *CSPA* re providing an annual report of policing provided by the Detachment, and the development of its annual Estimates/Budget.

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Special Meetings – Calling, Notice, Etc.		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	(43)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Special Board Meetings

A Special Board Meeting:

- a. may be called by the Chair, or, in the absence of the Chair, the Vice-Chair, at any time.
- b. shall be called by the Chair or Administrator if requested by a majority (3) of the Members of the Board.

2.0 Notice of Special Meeting

2.1 Notice of a Special Meeting, whether verbal or written, shall:

- a. set out the time and place of the meeting;
- b. how the meeting will be conducted (i.e. virtually or in-person);
- c. include the matter(s) to be considered; and
- d. shall be provided no less than 24 hours prior to the meeting.

2.1.1 Notwithstanding 2.1(d) herein, if necessary “Emergency Meetings” may be called when an emergency relating to the Municipality of Sioux Lookout or the Township of Pickle Lake has been declared under the Emergency Management and Civil Protection Act (EMCPA).

2.2 Notice and the Agenda of a Special Meeting that is open to the public shall be posted on the Board’s webpage.

2.2.1 If the only item(s) being discussed are Closed Session items, that shall be indicated on the Notice, on the Agenda, and on the webpage.

2.3 No business shall be transacted at a Special Meeting other than that specified in the Notice or on the Agenda.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Virtual, Live-Streamed/Video-Recorded Meetings, Posting of Web-link for Access for Meeting; Posting of Notice, Agendas, Web-link; Other Options for Meeting Format		
SECTION	Meetings	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	3
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Communications – External – Webpage; Meetings – Notice; Agendas, etc.

1.0 Virtual Meetings

- 1.1 Due to the distance between Pickle Lake and Sioux Lookout (approximately 270km), it is not practical, time-efficient or cost-effective to hold “in-person” meetings on a regular basis. Therefore, the Board shall conduct Regular or Special Meetings, Open or Closed, virtually.
 - 1.1.1 Virtual Meeting -- A virtual meeting allows for people in different physical locations to use their mobile or internet connected devices to meet in the same “virtual room”. Attendees join the meeting via a virtual meeting platform, such as Microsoft Teams or Zoom.
- 1.2 Virtual meetings are subject to the provisions of these Rules and Procedures including proper notice of the meeting, distribution and posting of the agenda, attendance (regrets, absences), the Rules of Debate, decorum, etc.
- 1.3 If technology is available and if authorized by the Board, by motion, the Municipality of Sioux Lookout and the Township of Pickle Lake may alternate “hosting” virtual meetings; otherwise, the Municipality of Sioux Lookout will host all meetings.
- 1.4 Members may participate by means of video-enabled conference telephone, electronic devices, or other communications devices as available.
- 1.5 A quorum (3) of the Board must participate in a virtual meeting in order for a meeting to proceed.
- 1.6 Members shall be required to be present for the duration of the meeting, with their cameras turned on and situated in a venue that is conducive to meeting expectations (e.g. privacy, confidentiality, etc.). Should a Member be required to leave the meeting for any reason, permission shall be sought from the Chair, and the Member shall be excused (see 1.6.1 below), at which time the Member shall turn their audio and video off. The Member shall announce her/his return to the meeting by turning on his/her audio and video and advising the Chair that s/he

has returned to the meeting. The departure and return times shall be noted in the Minutes.

- 1.6.1 If quorum is lost as a result of the Member being excused, the meeting shall be deemed to be adjourned.
- 1.7 Should the connection for electronic participation be lost or interrupted, the meeting shall continue and the affected Member's time of departure from the meeting will be noted in the Minutes.
 - 1.7.1 If quorum is lost as a result of disconnected or interrupted connection, the Board shall wait five minutes while the Member tries to rectify the situation. If the Member is unable to reconnect, the meeting shall be deemed to be adjourned.
- 1.8 For the purposes of voting, Members present at a virtual meeting shall ensure that their intentions are clear and understood, e.g. verbalizing their vote, raising their hand, etc., pursuant to the direction from the Chair.

2.0 Posting Notice, Agendas, Web-links, etc.

For virtual meetings, the web link, phone number or other electronic connection information to access the meetings will be published on the Board's webpage and on the meeting Agenda. Should circumstances exist that the Board's webpage is not available, notice shall be provided in a manner that will provide access to the largest number of members of the public possible in the circumstances.

3.0 Live-Streamed and Video-Recorded Meetings

- 3.1 Detachment Board meetings that are open to the public will be live-streamed on an appropriate internet-based platform that is generally available to the public. Should internet services not exist or be unavailable, meetings may be held by telephone conference or other available electronic means. The open portion of the meeting will be recorded and the link to the recording posted on the Board's webpage as soon as practicable.
- 3.2 For live-streamed and/or video-recorded meetings, the following shall apply:
 - 3.2.1 At the start of the meeting, the Chair shall advise all in attendance that:
 - a. the meeting is being live-streamed and video-recorded;
 - b. the opinions individuals representing a Delegation/Presentation are their own, and the Board is not responsible for Delegates'/Presenters' comments or any materials delegates choose to provide;
 - c. the link to the livestream is posted on the Agenda so that the public can view the live proceedings, which is also the link to the video recording.

3.2.2 Whenever possible, the Board will advise all Delegates/Presenters in advance of the meeting that the meeting and their presentation will be live-streamed and video-recorded, and the recording posted for public viewing.

3.3 A recorded video of a Board meeting is not an official record of that meeting. The official record of the Board meeting shall consist solely of the Minutes approved by the Board.

4.0 Other Options for Meeting Format -- In-person and Hybrid Meetings

4.1 Notwithstanding Section 1.0 above, the Board may hold an in-person or hybrid meeting at any time, subject to a motion of the Board approved by a two-thirds majority vote and proper notice.

4.1.1 Hybrid Meeting -- A hybrid meeting involves a mixture of in-person and remote attendees. Remote attendees join the meeting via a virtual meeting platform, such as Microsoft Teams or Zoom. In-person attendees sit together in a dedicated meeting room.

4.2 In-person and/or hybrid meetings are subject to the provisions of these Rules and Procedures including proper notice of the meeting, distribution and posting of the Agenda, attendance (regrets, absences), the Rules of Debate, decorum, etc., with necessary changes.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures



SIoux LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

MISCELLANEOUS

DRAFT -- SLE OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Duties of a Police Officer		
SECTION	Miscellaneous	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	82	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board – Role and Responsibilities

1.0 Role of the Detachment Board

In exercising its functions to provide civilian input into how policing is provided by the OPP in their local communities, Board Members must be aware of the Duties of a Police Officer.

2.0 Definition of “Police Officer”

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

3.0 Duties of a Police Officer

It is important to note that police officers are required to do more than just enforce the law. In the *CSPA*, the duties of a police officer include:

- a. preserving the peace;
- b. preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;
- c. assisting victims of crime;
- d. apprehending criminals and other offenders and others who may lawfully be taken into custody;
- e. laying charges and participating in prosecutions;
- f. executing warrants that are to be executed by police officers and performing related duties;
- g. performing the lawful duties that the chief of police assigns;
- h. completing training required by the *Act* or the regulations;
- i. complying with the prescribed code of conduct; and
- j. performing such other duties as are assigned to him or her by or under this or any other Act, including any prescribed duties.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Ontario Police Arbitration and Adjudication Commission (OPAAC)		
SECTION	Miscellaneous	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	Part IX (Sec. 147-150)	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	403/23	ALSO SEE	N/A

1.0 Ontario Police Arbitration and Adjudication Commission (OPAAC)

- 1.1 OPAAC is an independent agency whose role is to foster and maintain harmonious labour relations in Ontario policing. To do this, the Commission maintains a list of conciliation officers and a register or registers of arbitrators who provide conciliation and mediation-arbitration services. OPAAC also maintains a roster of adjudicators for police disciplinary hearings.
- 1.2 The OPAAC is a neutral body and neither becomes involved in the issues between the parties nor influences the outcome of a conciliation or arbitration.
- 1.3 The Commission administers the appointment of available conciliation officers and arbitrators who are appointed by the Commission Chair.
- 1.4 Conciliation officers and arbitrators deal with:
- rights, interest and duty of fair representation (DFR) grievances for municipal and First Nation (Opted In) police services;
 - First Nations Police Severance Pay Arbitration;
 - municipal and First Nation (Opted In) Budget Dispute Conciliation and Arbitration;
 - OPP Detachment Board Budget Disputes; and
 - Workplace reprisal arbitration affecting members of police services and special constables.
- 1.5 OPAAC will maintain a roster of adjudicators to hear matters relating to:
- The imposition of the following disciplinary measures on police officers (including chiefs and deputy chiefs of police): suspension, forfeiture of pay, reprimands, work performance, demotion and termination of police officers;
 - Adjudication regarding the expungement of a disciplinary record;
 - Adjudication where suspension without pay is imposed; and
 - Transition appeals from Ontario Civilian Police Commission (OCPC) that continue under the *Police Services Act*.



STYX LOOKOUT OPP DETACHMENT BOARD

RULES AND PROCEDURES

as required under Section 46 of the
Community Safety and Policing Act, S.O. 2019

RULES AND PROCEDURES

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RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Applicability		
SECTION	Rules and Procedures	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings

1.0 Applicability

These Rules and Procedures apply to the operation and all proceedings of the Board and must be observed at all times. In the event of conflict between the Rules and Procedures and legislation, the provisions of the legislation shall prevail.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Future Rules and Procedures		
SECTION	Rules and Procedures	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	

1.0 Future Rules and Procedures

1.1 In addition to these Rules and Procedures, others may be required in the near and not-so-near future, at the discretion of the Board. These include, but are not limited to, the Rules and Procedures covering the following:

- Operationalizing the Roles and Responsibilities of the Board (per Section 68(1) of the CSPA. For example:
 - Procedure for establishing the Board's, mission statement, vision statement, goals and strategic objectives
 - Procedure for the participation in the selection of a Detachment Commander (if applicable)
 - Procedure, expectations, etc., and guiding documents/form for Detachment Commander Performance Appraisal
 - Procedure for Board evaluation and Board Member Self-Assessment
- Reserves (if any)
- Social Media (should the Board determine it wishes to utilize Social Media)
- Asset Management
- Procedure for development of the Local Action Plan (in accordance with Section 70 of CSPA)
- Procedure to be followed if a Member breaches the Code of Conduct or confidentiality, etc.

1.2 Sample documents of some of these procedures are on file with the Board Administrator for future reference.

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Rules and Procedures -- Review; Location and Maintenance of Master Binder		
SECTION	Rules and Procedures	DATE LAST REVISED	N/A
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	2
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	The Board Onboarding (Orientation; Binders)

1.0 Review of Rules and Procedures (RAP) -- Timing

- 1.1 Rules and Procedures can be reviewed and amended by the Board on an ongoing basis, based on its needs and requirements. During the first year of operation of the new Sioux Lookout OPP Detachment Board, it is anticipated that changes will be required to the Rules and Procedures (RAPs) and/or new RAPs added.
- 1.2 A comprehensive review of all the Rules and Procedures Manual shall take place in approximately May 2026, after the Board has had time to work with the Rules and Procedures, to be completed no later than September 30, 2026. The Board may appoint a subcommittee comprised of Members and Staff to undertake the review, if desired.
- 1.3 After the initial review, subsequent comprehensive reviews will take place every three years beginning on May 1 to be completed no later than September 30. (The next review will begin May 1, 2029.) The Board may appoint a subcommittee comprised of Members and Support Staff to undertake the review, if desired.

2.0 Approval Process

Revised RAPs will be presented to the Board for approval. Once approved, the RAP will be distributed to Board Members, Staff and the Detachment Commander for inclusion in their Detachment Board Information Binders.

3.0 Location and Maintenance of Master Rules and Procedures Binder

A Master Binder of all of the RAPs and supporting documents will be retained at the Board's Administrative Headquarters (the Sioux Lookout Municipal Office). Updating and maintenance of the binder will be the responsibility of the Board's Recording Secretary in conjunction with the Administrator.

4.0 Location and Maintenance of Members' Detachment Board Information Binders

Location and maintenance of the Members' Detachment Board Information Binders is the responsibility of the Members.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Severability		
SECTION	Rules and Procedures	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Severability

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

DRAFT -- SLKT OPP Detachment Board Rules and Procedures

RULES AND PROCEDURES MANUAL

Sioux Lookout OPP Detachment Board

PROCEDURE NAME	Suspension/Waiving of Rules and Procedures		
SECTION	Rules and Procedures	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	N/A	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	Meetings

1.0 Suspension/Waiving of Rules and Procedures

- 1.1 No provision of these Rules and Procedures shall be suspended/waived except by an affirmative vote of a two-thirds majority (4 Members) of the Detachment Board, for each incidence of suspension/ waiving of these Rules and Procedures.
- 1.2 The suspension/waiving shall only apply to the rule(s) or procedure(s) which are stated within the motion to suspend/waive and only during the meeting in which such motion was approved.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures



SIoux LOOKOUT OPP DETACHMENT BOARD

LOCAL POLICIES

Per Section 69 of the
Community Safety and Policing Act, S.O. 2019

DRAFT – SLK/OPP Detachment Board Rules & Procedures

LOCAL POLICIES – EXPLANATION

Section 69 of the *Community Safety And Policing Act*

69 (1) An O.P.P. detachment board may establish local policies, after consultation with the detachment commander or his or her designate, with respect to policing in the area receiving policing from the detachment.

Local policy requirements

(2) A local policy established under subsection (1) must meet the following requirements:

1. The local policy must not be inconsistent with,
 - i. the strategic plan prepared by the Minister,
 - ii. any policies established by the Minister under section 60,
 - iii. any procedures established by the Commissioner, or
 - iv. the local action plan prepared by the detachment commander.
2. The local policy must not relate to specific investigations, the conduct of specific operations, the management or discipline of specific police officers or other prescribed matters.
3. The local policy must not require a member of the Ontario Provincial Police to do something or refrain from doing something where this would be inconsistent with his or her duties under this Act or the regulations.
4. The local policy must not prohibit a member of the Ontario Provincial Police from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of an offence.
5. The local policy must not require a member of the Ontario Provincial Police to provide any policing that is not required as a component of adequate and effective policing.
6. The local policy must comply with any prescribed requirements.

Detachment commander to comply with local policies

(3) Every detachment commander shall ensure that his or her detachment provides policing in accordance with the local policies of his or her O.P.P. detachment board.

Dispute

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

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

- (b) despite subsection (3), he or she is not required to ensure that policing is provided in accordance with the policy unless directed to do so by the Commissioner under subsection

Application for review

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

Commissioner to consider submissions

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

Publication

- (7) The O.P.P. detachment board shall publish any local policies established under subsection (1) on the Internet in accordance with the regulations made by the Minister, if any.

DRAFT -- SLKT OPP Detachment BC

LOCAL POLICY

Sioux Lookout OPP Detachment Board

POLICY NAME	Reporting of Serious Incidents by Detachment Commander; Reports by Detachment Commander		
SECTION	Local Policies	DATE LAST REVISED	New
DATE CREATED	April 1, 2024	NEXT REVIEW DATE	May 2026
APPLICABLE CSPA SECTION	69	NO. OF PAGES	1
APPLICABLE REGULATION NO. (attached as Appendix)	N/A	ALSO SEE	N/A

1.0 Reporting Serious Incidents

1.1 If a serious incident occurs in either Sioux Lookout or Pickle Lake, the Detachment Commander shall, as soon as practicable, report such occurrence to the Sioux Lookout OPP Detachment Board Administrator (the CAO/Municipal Clerk of Sioux Lookout) or the Deputy Administrator of the Board (the Town Clerk of Pickle Lake), depending on where the incident took place.

1.2 As soon as practicable, the Administrator (or the Deputy Administrator in the absence of the Administrator) shall then inform the Board Chair of the incident, and shall also inform the Mayor or designated contact person in the respective Municipality.

1.3 Serious Occurrences include, but are not limited to, the following:

- Weapons-related occurrences and/or active shooters
- Serious assaults
- Serious occurrences on Municipal or Township property, as the case may be
- Any serious occurrence that may generate concern on the part of the public in the respective Municipality
- (Others to be determined by Board, if required)

1.3.1 This reporting is important so that Municipal or Township Staff can respond with basic information should they receive inquiries from the public. Media or other inquiries for in-depth information about an incident will be referred to the Detachment Commander or other OPP personnel as directed by the OPP for response.

2.0 Reporting Issues of Significant Public Interest

- 2.1 When emergent operational matters under the jurisdiction of the Detachment Commander are likely to cause significant public interest, the Detachment Commander shall inform the Administrator (or the Deputy Administrator in the absence of the Administrator) as far in advance as possible and before issuing a public statement, if possible. The Administrator (or the Deputy Administrator in the absence of the Administrator) shall inform the Board and the respective Mayor as soon as possible.
- 2.2 If warranted by the significance and seriousness of the matter, the Detachment Commander may consult with the Administrator and/or the Board Chair, who may consult with the Board before the information is released to ensure public release of the information is appropriate and justified, and to receive advice on the format and tone of the communication.

3.0 Reports

- 3.1 The Detachment Commander shall provide the Board with reports regarding policing provided by the Detachment for its quarterly meetings and/or at the Board's request.
- 3.2 The Detachment Commander may delegate, in writing, any of his or her powers and duties with respect to the Board to another person in writing, subject to any limitations, conditions or requirements set out in the delegation, and shall inform the Administrator (or Deputy Administrator in the absence of the Administrator) of such delegation, who shall inform the Board.

DRAFT -- SLKT OPP Detachment Board Rules & Procedures

**SIOUX LOOKOUT OPP DETACHMENT BOARD
SPECIAL (INAUGURAL) MEETING MINUTES
Thursday, June 27, 2024**

This Meeting was held Virtually via Zoom

(Recording Available Here: <https://www.youtube.com/watch?v=2tDjq2MS3t8>)

ATTENDANCE

- Board:** Ms. Darlene Angeconeb,
Community Appointee, Sioux Lookout
- Mayor Doug Lawrance,
Council Appointee, Sioux Lookout
- Councillor John Millar,
Council Appointee, Pickle Lake
- Mr. Robert Rasmussen,
Community Appointee, Pickle Lake
- Vacant,
Provincial Appointee, Ministry of the Solicitor General
- OPP:** OPP Staff was not present, as the Board dealt with administrative matters only.
- Staff:** Brian P. MacKinnon, Board Administrator,
CAO & Clerk, Municipality of Sioux Lookout
- Lynda Colby, Deputy Board Administrator
Clerk, Township of Pickle Lake
- Tiffany Thompson, Board Recording Secretary
Executive Assistant, Municipality of Sioux Lookout
- Guest:** Mary MacKenzie, Advisor
Special Projects Consultant, Municipality of Sioux Lookout

1. **CALL MEETING TO ORDER** – Brian P. MacKinnon, Administrator
 - a. **Call Meeting to Order**

B. MacKinnon called the meeting to order at 2:10 p.m.
 - b. **Attendance/Motions to Excuse** – Brian P. MacKinnon, Administrator

B. MacKinnon advised that the Ministry of the Attorney General has not yet appointed the Provincial Appointee to the Board.
2. **LAND ACKNOWLEDGEMENT**

B. MacKinnon provided a 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**

All members of the Sioux Lookout OPP Detachment Board briefly introduced themselves to each other.
4. **ADMINISTERING OF OATH; ACKNOWLEDGMENT OF CODE OF CONDUCT** –

B. MacKinnon administered the Oath, as prescribed within Ontario Regulation 416/23, made under the *Community Safety and Policing Act, 2019*, to each Board Member, as follows:

I solemnly 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.

Commissioned copies of each Board Member’s Oath, as well as signed copies acknowledging the Board Members’ understanding of the Code of Conduct, are on file with the Board Administrator.
5. **ELECTIONS** – Brian P. MacKinnon, Board Administrator
 - a. **ELECTION OF CHAIR**

B. MacKinnon called for nominations for the role of Board Chair a total of three times. Mayor Lawrance nominated Ms. Angeconeb, and Ms. Angeconeb accepted the nomination on the first call. There were no further nominations on the second or third call, and as such, **Ms. Angeconeb was acclaimed the Chair of the Sioux Lookout OPP Detachment Board until elections are held again, at the first Regular Board Meeting in 2025**, pursuant to Section 36(1) of the *Community Safety and Policing Act, 2019*.

b. ELECTION OF VICE-CHAIR (optional)

The Board briefly discussed the immediate need for a Vice Chair and chose to defer this option until a later date and/or until such a role is deemed necessary.

Ms. Angeconeb, Chair, took over Chairing the meeting from B. MacKinnon.

6. APPROVAL OF AGENDA

- a. Introduction of Amendments to the Agenda - NONE
- b. Motion to Approve Agenda as Presented/Amended

SLODB-001-2024

Moved By: Mr. Rasmussen
Seconded: Mayor Lawrance

THAT the Agenda for the June 27, 2024, Sioux Lookout OPP Detachment Board meeting be approved, as presented

CARRIED

7. DECLARATIONS OF PECUNIARY INTEREST - NONE

8. RECEIVE MINUTES OF FORMER POLICE SERVICES BOARDS

Sioux Lookout Police Services Board – Minutes dated January 17, 2024

SLODB-002-2024

Moved By: Mayor Lawrance
Seconded: Councillor Millar

THAT the Minutes from the January 17, 2024, Sioux Lookout Police Services Board meeting be received, as presented.

CARRIED

9. DELEGATIONS/PRESENTATIONS - NONE

10. ITEMS FOR DISCUSSION

- a. Staff Report from Brian P. MacKinnon, Board Administrator, addressing several administrative matters. The Board reviewed the Report and passed the following motions:

- i. Review of Partnership Agreement**

- The Board discussed a suggested (and draft) Partnership Agreement between the Municipality of Sioux Lookout and the Township of Pickle Lake.

SLODB-003-2024

Moved By: Mayor Lawrance
Seconded: Mr. Rasmussen

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.

CARRIED

ii. Motion to approve remuneration for Provincial Appointee in principle and to submit to Councils for approval

The Board discussed the proposed remuneration amount for the Provincial Appointee and passed a motion to bring the suggested amount to the respective Councils for approval.

SLODB-004-2024

Moved By: Mayor Lawrance
Seconded: Councillor Millar

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).

CARRIED

iii. Motion to approve remuneration for Community Representatives in principle and to submit to Councils for approval

The Board discussed the proposed remuneration amount for the Community Appointees and passed a motion to bring the suggested amount to the respective Councils for approval.

SLODB-005-2024

Moved By: Mayor Lawrance
Seconded: Councillor Millar

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).

CARRIED

iv. Motion to approve remuneration for Council Member appointees (none) in principle and to submit to Councils for approval

The Board discussed the proposed remuneration amount for the Council Appointees and passed a motion to bring the suggested amount to the respective Councils for approval.

SLODB-006-2024

Moved By: Councillor Millar
Seconded: Mr. Rasmussen

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 Council Member Appointees to the Sioux Lookout OPP Detachment Board not receive additional remuneration beyond their regular Council compensation.

CARRIED

v. Motion to approve in principle the 2024 Estimates/Budget and to submit to Councils for approval

The Board discussed the proposed 2024 Estimates/Budget amounts for the and passed a motion to bring the suggested amount to the respective Councils for approval.

SLODB-007-2024

Moved By: Mayor Lawrance
Seconded: Councillor Millar

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.

CARRIED

- 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**

The Board discussed the proposed apportionment amounts to Sioux Lookout and Pickle Lake and agreed, in principle, on a 50/50 apportionment of costs.

SLODB-008-2024

Moved By: Councillor Millar
Seconded: Mr. Rasmussen

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 50% (Pickle Lake) - 50% (Sioux Lookout) split.

CARRIED

- vii: **The Board passed another motion regarding billing statements to the respective funding communities (Sioux Lookout and Pickle Lake)**

SLODB-009-2024

Moved By: Mr. Rasmussen
Seconded: Mayor Lawrance

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.

CARRIED

- b. Staff Report from Brian P. MacKinnon, Board Administrator, to determine Regular Meeting Date/Schedule of Meetings for 2024 (minimum four/year).

The Board discussed the dates for the remaining three meetings for 2024.

August 8, 2024 at 2:00 pm (CDT) via Zoom - to review, and possibly approve, the Board's "Rules and Procedures" that are required under Section 46 of the Act.

September 24, 2024 at 2:00 pm (CDT) via Zoom - to resume "regular" meetings with the Detachment Commander and reporting; Board Orientation; and to start the 2025 Estimates/Budget process.

November 28, 2024 at 2:00 pm (CST) via Zoom - continue with "regular" meetings and finalization of the 2025 Estimates/Budget for submission to the Councils (if not completed at the September meeting).

The Board Secretary will send out calendar invitations to all the Board members for the upcoming meetings.

SLODB-010-2024

Moved By: Mr. Rasmussen
Seconded: Ms. Angecone

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 2:00 .p.; and further,

THAT notwithstanding the foregoing, meetings for the remainder of 2024 shall be held on Thursday, August 8, 2024 (to review (and approve) Rules and Procedures); Tuesday, September 24 (resume "regular" meeting (with Detachment Commander; Orientation; Start 2025 Estimates/Budget process); and Thursday, November 28 ("regular" meeting; budget finalization, if necessary).

CARRIED

11. NEXT MEETING DATE

August 8, 2024 at 2:00 p.m. via Zoom, available on YouTube:

- <https://www.youtube.com/watch?v=hxaltxYsnGc>

12. MOTION TO ADJOURN

Moved By: Councillor Millar
Seconded: Mr. Rasmussen

THAT the June 27, 2024 meeting of the Sioux Lookout OPP Detachment Board meeting adjourn at 3:37 p.m.

CARRIED

Adopted as presented this _____ day of _____, 2024.

Darlene Angeconeb, Chair

Brian P. MacKinnon, Board Administrator