



To: His Worship the Mayor and Members of Council
From: Will Jaques, Corporate Services Manager, Clerk
Report Number: CSM2024-02
Subject: Oxford Rural Detachment Joint Board
Meeting Date: June 19, 2024

Recommendation:

Whereas, the Province of Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68), which established the Community Safety and Policing Act, 2019 (CSPA, 2019), on March 26, 2019; and,

Whereas, the Community Safety and Policing Act, 2019 (CSPA, 2019), was proclaimed on April 1, 2024; and,

Whereas the Ministry of the Solicitor General has approved the creation of a joint, Oxford Rural Police Services Detachment Board, governing Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township, Zorra Township; and,

Whereas the Oxford Rural Detachment Joint Board must be established and formalized; and,

Whereas the Oxford Rural Detachment Joint Board will be composed of one elected official from each of the participating municipalities, one jointly appointed Community Member, and one Provincial Appointee;

Now therefore, Council hereby appoints _____ to represent the Township of East Zorra-Tavistock on the Oxford Rural Detachment Joint Board; and,

That an ad-hoc selection committee, herein known as the Oxford Rural Detachment Joint Police Services Board Community Appointee Selection Committee, be formed to select and appoint the required community representative to the Joint Board for a two-year period to rotate through the area municipalities in alphabetical order; and,

That the same Member of Council appointed to the Oxford Rural Detachment Joint Board be appointed to the Oxford Rural Detachment Joint Board Community Appointee Selection Committee; and,

That Council supports Blandford-Blenheim advertising for one Community Appointee.

Report:

As background, on March 26, 2019, Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68) and established the Community Safety and Policing Act, 2019 (CSPA), which will repeal the Police Services Act, 1990 (PSA).

Following extensive feedback sessions and variously structured roundtable sessions, the Ministry of the Solicitor General forwarded correspondence to all impacted municipalities, including those of Oxford County, outlining amendments to existing Section 10 and 5.1 Board structures as a result of the CSPA. Specifically, the CSPA will dissolve all existing Section 10 and 5.1 Boards, to create one Joint Board per detachment.

Previous Status - Police Services Act

- Municipalities in Oxford County were all policed by the OPP.
- Those municipalities that had an agreement with the Ministry/OPP as per PSA s.10 were required to have a police services board.
 - The Township of East Zorra-Tavistock had an Agreement with the Ministry/OPP as per PSA s.10.
- Those municipalities without an agreement were not required to have a police services board.

Current Status – Community Safety and Policing Act

- The Community Safety and Policing Act came into force on April 1, 2024.
- CSPA s.67 requires there be at least one OPP detachment board for each OPP detachment that provides policing in a municipality or First Nation.
- The composition, term of office, remuneration and expenses for the members will be as provided in regulations established by the Minister.
- OPP detachment boards were established by the regulation for each of the O.P.P. detachments.

East Zorra-Tavistock Council considered report #CSM2021-09, and passed a resolution at their meeting of May 19, 2021, supporting the formation of a Joint Board for the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford and Zorra and for Tillsonburg and Ingersoll to form their own individual Police Services Board. The Joint Board was approved by the Ministry in the summer of 2023, albeit that further direction was required from the Province regarding the new Board's establishment.

Effective April 1, 2024, the Police Services Act (PSA) was repealed and replaced with the new Community Safety and Policing Act (CSPA). Accordingly, the Ministry of the Solicitor General also proclaimed the Oxford Rural Police Service Board on April 1, 2024. This change means that all old boards have been dissolved, and new members are being selected. The Ministry has advised that the Board will legally be known as it is written within the legislation: *Oxford O.P.P. Detachment Board - Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township, Zorra Township*. For the purpose of this report, it will be referred to as "the Board".

As per Ministry approval and the regulations, the Board is required to include a minimum of seven (7) members – one elected member of Council for each of the 5 municipalities, along with one community representative and one provincial appointee. Under the CSPA, any elected member of Council can serve the role as Board member.

Given the above, and in accordance with the CSPA, the Board will be comprised of the following:

- Township of Blandford-Blenheim – one elected official;
- Township of East Zorra-Tavistock – one elected official;
- Township of Norwich – one elected official;
- Township of South-West Oxford – one elected official;
- Township of Zorra – one elected official;
- One Provincial Appointee; and,
- One Community Appointee.

Moving Forward

To ensure compliance, the below process should be followed:

- **Step 1** - Appoint Council Representatives and Establish Ad-Hoc Selection Committee;
- **Step 2** - Advertise for and appoint Community Representative and Administrative Support;
- **Step 3** - Formally establish the Board and create administrative procedures and policies;
- **Step 4** - Board members to complete required training.

For **Step 1**, upon presentation of this report, each respective participating Council in the Board will appoint one elected member to represent their municipality on the Board. Each appointed member will also form part of an Ad-Hoc Committee, formed to select the one Community Appointee.

As described in the Terms of Reference for the Ad-Hoc Selection Committee, attached to this report as 'Appendix A', the noted 'Community Appointee' to the Board will be appointed in alphabetical order throughout the detachment area, beginning with Blandford-Blenheim. Their appointment shall be for two years and as such, each participating community will not be represented during each term of Council. Over time, the goal of the appointment process for the Community Appointee is to provide balance and fairness to all communities represented by the Board. The process of selecting Community

Appointment in subsequent terms of the Board will be subject to the Board developing an approved procedure. The municipality who is next in alphabetical order will be the only one to advertise for the position.

East Zorra-Tavistock Council is requested to identify a member of Council who will be the elected representative for the Township on the newly formed Board. It is anticipated that the new Board will meet approximately six (6) times per year and that meetings will be held in person. The legislation requires a minimum of four (4) meetings per year. Meetings will be held in a location or locations across the service area of the Board, and staff are recommending the meetings take place during the day. The new Board Member will be required to undertake mandatory training. The timing for the first Board meeting has not yet been established.

For **Step 2**, following their appointment to the Board, and by extension, the Ad-Hoc Selection Committee, the respective Council representatives will meet to select the Community Appointee to the Board. Following their selection, the Committee will recommend to each participating Council, appointment of the chosen Community Appointee. As per guidance provided by the Ministry, community appointees to the Board must be ratified by all participating Councils.

The CSPA defines terms for ineligibility of Community Appointees, however, remains silent on any pre-qualification to hold a position on the Board. More specifically, the following persons are not eligible to be members of a Police Service Board:

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

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

1. The police service board does not maintain a police service that the person was a member of; and
2. At least one year has passed since the person ceased to be a member of any police service.

All members require a police record check. The OPP online police record check unit will be completing these police record checks and Board members are requested to apply online.

As noted above, an advertisement for interested community members to apply for a position on the Board will be circulated by the municipality who is appointing the community member (i.e. Blandford-Blenheim for the first two-year term). Any member of the public who resides within Blandford-Blenheim and is eligible as per the legislation, is welcome to apply.

For **Step 3**, Section 35 of the CSPA outlines training requirements for all members, elected, Community and Provincial, appointed to the Board. As noted previously, all Board members must successfully complete training approved by the Minister. The Ontario Police College has prepared the required web-based mandatory training and it is now available online. The training is expected to take each member approximately 1.5 hours to complete.

For **Step 4**, the CSPA and its regulations therein define establishment procedures of the Board, rendering a separate Terms of Reference unnecessary. Upon appointment of the municipal elected officials, one Community Appointee and one 'Provincial Appointee' (to be appointed by the Ministry), the new Board will be considered established and host its first meeting. It is anticipated that the Board will meet on a bi-monthly basis. At their first meeting, the Board will be expected to elect a Chair and Vice-Chair, adopt a Procedure By-law and establish procedures for operations of the Board. Staff recommend that administrative support be hired for the committee to provide long-term administrative support to the Board. The Township of South-West Oxford has offered the Board to utilize a member of their support staff on a trial basis for this position to provide administrative support to the Board. Oxford County IT has agreed to assist in the creation of a website for the Board so that the area municipalities can link to one shared site with all the necessary correspondence.

Additional Requirements

Insurance coverage is another important component of the Board. At this time, the insurance process remains unknown. Zorra Township (on behalf of the other municipalities who will be forming the Board) received advice from their insurance company that the Board should be formed as a new entity with a management liability policy created to protect the Board members. While the cost of this is unknown at this time, it would be split equally between the five rural area municipalities. As well, the Ontario Association of Police Services Boards (OAPSB) is also looking into the topic of insurance coverage as this issue affects many new Joint Boards across the Province. While the Board will be unable to hold their first official meeting until insurance coverage has been finalized, staff are still recommending to proceed with the above four steps at this time.

Financial Implications:

As each participating party will have only one elected representative on the Board, expenses related to meeting remuneration and mileage will be shared equally. However, as the administrative operations and training impact remain unknown, total costs to each participating party remain approximate.

Budget information will be provided to Council at a later date to allocate costs associated with the Board, including, but not limited to, meeting remuneration, mileage, training opportunities and staff resources. It is also important to note that any surplus received from court security costs could be applied to the Board expenses.

Additional costs associated with administering the Board including, but not limited to, meeting hosting, administrative services and staffing costs, are anticipated. At this time, the administrative support for the new Board being recommended by staff are unknown. The hourly wages for South-West Oxford support staff, who would be performing the administrative support duties, would be a shared cost by the rural municipalities.

Regarding financial administrative support, the rural area municipalities currently have various other joint ventures and share in the responsibilities for financial services. The Township of South-West Oxford has offered to manage the Board finances, which would be at no cost to the area municipalities.

Strategic Plan Linkage:

- None.

Attachments:

- Appendix 'A' – Terms of Reference (Oxford County Rural Detachment Joint Police Services Board) – Community Appointee Selection Committee

Respectfully Submitted by:



Will Jaques
Corporate Services Manager/Clerk

Approved for Submission:



Karen DePrest
CAO/Treasurer

Appendix 'A'

Terms of Reference: Oxford County Rural Detachment Joint Police Services Board

Community Appointee Selection Committee

1. Purpose

These Terms of Reference are to guide the proceedings and undertakings of the Oxford County Rural Detachment Joint Police Services Board Community Appointee Selection Committee.

2. Mandate of the Committee

The Oxford County Rural Detachment Joint Board Community Appointee Selection Committee is established to review community member applications to the Oxford County Rural Detachment Joint Police Services Board.

Community representation on the joint board shall move on a rotating basis, with new communities given priority in alphabetical order. All community appointees will be appointed for a two-year term.

The request for applications of community members shall be advertised by the host municipality.

Following their review of all applications received, the Committee will make recommendations to participating municipalities regarding the community member appointment to the Oxford County Rural Detachment Joint Police Services Board.

3. Term

The Oxford County Rural Detachment Joint Police Services Board Community Appointee Selection Committee shall be an ad-hoc Committee established with its sole purpose to review community member applications and make recommendations to the participating Councils. The Term shall begin upon formal appointment of all elected officials from the participating Councils, with the Committee immediately disbanded following formal establishment of the larger Joint Board.

4. Composition of Committee

Shall be comprised of one (1) elected official from each participating municipality including:

Township of Blandford-Blenheim – 1 elected official

Township of East Zorra-Tavistock – 1 elected official

Township of Norwich – 1 elected official

Township of South-West Oxford – 1 elected official

Township of Zorra – 1 elected official

A Chair and Vice-Chair shall be elected by the committee membership. Members that are appointed to the Oxford County Rural Detachment Joint Police Services Board will, by default, be appointed to the ad-hoc selection committee. Above all, members of the Oxford County Rural Detachment Joint Police Services Board Community Appointee Selection Committee should be committed to acting in an ethical manner with the avoidance of conflict of interest as a body and as individuals, while meeting legislative requirements.

Members are expected to attend meetings as scheduled. In the event a member is unable to attend a meeting, the member must contact and advise the Chair and the committee administrator in advance.

5. Meetings

All meetings shall follow a written agenda with minutes kept of all decisions. A quorum comprised of more than 50% of appointed members will be required to hold a meeting. The Committee is subject to the open meetings requirements of the Municipal Act, 2001.

6. Activities

The Committee shall meet as many times as deemed necessary to complete the following activities:

- a) Thoroughly review all community applications to the Oxford County Rural Detachment Joint Police Services Board; and
- b) Prepare recommendations to Council regarding which applications to appoint to said Joint Board.