

Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh)

Policy Manual

Policy Number:	02/25
Effective Date:	June 9, 2025
Approval:	June 9, 2025
Subject:	Board Composition, Appointment, Terms of Office, and Remuneration

1. Purpose

The purpose of the Board Composition, Appointment, Terms of Office, and Remuneration Policy is to detail the composition, appointment process, terms of office, and remuneration for the Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh), in accordance with legislative requirements.

2. Policy Statement and Legislative Authority

- 2.1 Section 67(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1* (the “Act”) requires that there be an O.P.P. detachment board, or more than one O.P.P. detachment board, in accordance with the regulations made by the Minister, for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve.
- 2.2 Section 67(2) of the *Act* requires that the composition of the O.P.P. Detachment Board shall be as provided in the regulations made by the Minister.
- 2.3 Section 67(3) of the *Act* requires that the term of office and remuneration and expenses of the members of the O.P.P. Detachment Board shall be as provided in the regulations made by the Minister.

3. Definitions

- 3.1 “Act” means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*;

- 3.2 “Administrative Support” means the permanent, part-time position for the Board;
- 3.3 “At-Large Community Representative” means the Member appointed in accordance with section 6.4;
- 3.4 “Board” means the Essex County OPP Detachment Board - North (Lakeshore, Essex, Tecumseh), as referred to in section 67 of the *Act* and further defined in Ontario Regulation 135/24;
- 3.5 "Chair " means the Member identified in accordance with subsection 36(1) of the *Act* ;"Vice-Chair" means the Member identified in accordance with subsection 36(2) of the *Act*;
- 3.6 “Councils” means collectively the Councils of the Municipality of Lakeshore, Town of Essex, and Town of Tecumseh, and “Council” means any one of them as the context requires;
- 3.7 “Host Municipality” means the Municipality responsible for the Board’s administration;
- 3.8 “Member(s)” means a person(s) appointed to the Board;
- 3.9 “Minister” means the Solicitor General or such other member of the Executive Council as may be assigned the administration of the *Act* under the *Executive Council Act*;
- 3.10 “Municipal Liaison” means a representative from each of the three Municipalities that provides governance support to the Board in an advisory capacity;
- 3.11 “Municipalities” means collectively the Municipality of Lakeshore, Town of Essex, and Town of Tecumseh and “Municipality” means any one of them as the context requires;
- 3.12 “O.P.P. Detachment Board” means a board referred to in section 67 of the *Act*
- 3.13 “Travel Policy” means the Board approved policy set forth in the Town of Tecumseh Travel Policy – Council, Policy No. 127, as amended.

4. Scope

This policy applies to all Members of the Board.

5. Board Composition

As approved by the Municipalities, the Minister, and in accordance with Ontario Regulation 135/24, the composition of the Board shall be as follows:

- 5.1 One Member shall be appointed by each of the Municipalities, who is a member of the Council of the Municipality, for a total of three (3) Members;
- 5.2 One Member shall be appointed by each of the Municipalities who is neither a member of the Council of, nor an employee of, the Municipality, for a total of three (3) Members;
- 5.3 One (1) Member who is neither a member of the Council of, nor an employee of, any of the Municipalities, jointly appointed by all of the Municipalities (“At-Large Community Representative”); and
- 5.4 Two (2) Members appointed by the Minister.

6. Board Appointment

- 6.1 In accordance with the *Act*, appointment or re-appointment of a Member to the Board shall consider:
 - 6.1.1 The need to ensure that the Board is representative of the area it serves, having regard for the diversity of the population in the area;
 - 6.1.2 The need for the Board to have Members with the prescribed competencies, if any, and;
 - 6.1.3 Any applicable diversity plan.
- 6.2 Each Municipality shall appoint one (1) Member of Council to the Board;
- 6.3 Each Municipality shall appoint one (1) community representative to the Board who:
 - 6.3.1 Lives in the respective Municipality;
 - 6.3.2 Is a Canadian citizen;
 - 6.3.3 Is 18 years of age or older;
 - 6.3.4 Possesses a demonstrated knowledge and understanding of community issues;

- 6.3.5 Has experience working on a committee/board or volunteer involvement;
- 6.3.6 Is a strategic thinker with proven communication and interpersonal skills.
- 6.4 The Municipalities shall jointly appoint one (1) Community At-Large Representative to the Board who may live in any of the Municipalities subject to the selection criteria set out in Section 6.3. Concurrence must be achieved by the Municipalities for the successful candidate. Commencing with the 2026 term of office, an At-Large Community Representative will be appointed from the Town of Essex followed by an appointment from the Municipality of Lakeshore in the next term and then by an appointment from the Town of Tecumseh in the next term after that, with this rotation repeated in ensuing terms;
- 6.5 The Minister shall appoint two (2) provincial representatives;
- 6.6 A person who is described in this policy as being appointed by a Municipality shall be appointed by the Council of the Municipality.

7. Terms of Office

- 7.1 The term of office for a Member of the Board shall be set out by the Municipality in the Member's appointment, but shall not exceed the term of office of the Council of the Municipality that appointed the Member.
- 7.2 The term and rotation of the At-Large Community Representative for the remainder of the 2022 to 2026 term of office shall be: for 2024: Tecumseh; for 2025: Lakeshore; for 2026: Essex. Going forward, the geographic rotation of the At-Large Community Representative shall be in accordance with Section 6.4 and the term of office will be determined by the Municipalities prior to the posting of a call for applications for the At-Large Community Representative.
- 7.3 A Member appointed by one or more Municipalities shall sit until the earlier of:
 - 7.3.1 Six months after the expiry of their term of office; or
 - 7.3.2 The day the Member's successor is appointed by the Municipality.
- 7.4 The term of office for a Member of the Board that is appointed by the Minister shall be set out by the Minister in the Member's appointment.

8. Remuneration & Reimbursement for Expenses

- 8.1 The Board's operational budget shall provide sufficient funds for Board remuneration;
- 8.2 All Members (Council, Community, and Provincial Members) shall be compensated for their duties through the Board's annual budget, as approved by the respective Councils and administered by the Host Municipality;
- 8.3 The Host Municipality assigned to provide financial services to the Board shall have responsibility for overseeing the remuneration process in accordance with this policy, the policies and procedures of the Board, and governing legislation in a timely manner. Remuneration shall be processed through the Finance department of the Host Municipality;
- 8.4 The Chair, Vice-Chair, and Members shall receive set annual remuneration as compensation for attending Board, Committee, Special and Emergency Meetings, with such remuneration established in the annual operating budget. The remuneration set for the Chair's position recognizes the additional commitments to attend community events and meetings with Municipal Councils, Municipal Liaisons, and Administrative Support;
- 8.5 Members shall be compensated for Professional Development in accordance with the stipends set out in the approved Travel Policy;
- 8.6 Members shall be reimbursed for authorized travel expenses in accordance with the provisions of the approved Travel Policy.

9. Remuneration for Members Appointed by the Minister

- 9.1 The *Act* makes specific provisions regarding the amount of remuneration to be paid to a Member of the Board appointed by the Minister as follows:
 - 9.1.1 The amount of remuneration shall be determined by the unanimous agreement of the Municipalities;
 - 9.1.2 If the Municipalities are unable to reach a unanimous agreement for the purposes of subsection 9.1.1, then the Minister shall determine the remuneration to be paid to said Members;
 - 9.1.3 Each Municipality shall pay an equal share of the remuneration of said Members;

- 9.1.4 Despite subsection 9.1.3, the Municipalities 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;
- 9.2 The Host Municipality shall, periodically throughout each year, provide the Municipalities with a statement identifying the amount that the Municipality owes towards the remuneration of said Members up to that time;
- 9.3 A Municipality that receives a statement under subsection 9.2 shall pay the amount set out in the statement to the Host Municipality within 30 days after receiving the statement, and the Host Municipality shall remunerate the Member from the amounts received from the Municipalities.
- 9.4 Members appointed by the Minister shall be remunerated and reimbursed in accordance with Section 8.0 of this policy.

10. Policy Review

- 10.1 This policy shall be comprehensively reviewed every five years by the Municipal Liaisons with any substantive changes reported to the Board for approval;
- 10.2 Authorization is granted to the Municipal Liaisons to review and undertake minor housekeeping amendments to ensure the smooth administration of the policy.