

OPP Detachment Boards

Getting Ready for the CSPA

Welcome

CSPA first of many sessions

Training- Webinars, Conferences

Tools- App, Website

Support- Schedule a session with OAPSB to assist with transition

Zone meetings

OAPSB membership



Ontario
Association of
Police Services
Boards

Webinar Housekeeping



Please enter any questions you have into the Zoom chat



You will be on mute, so we can get through all of the information.



You will have a chance to ask questions at the end.



Copy of presentation will be posted to the OAPSB Members Portal

68 (1) The O.P.P. detachment board shall,

(a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations, 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. 2019, c. 1, Sched. 1, s. 68 (1).

Local Policies in the CSPA

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.

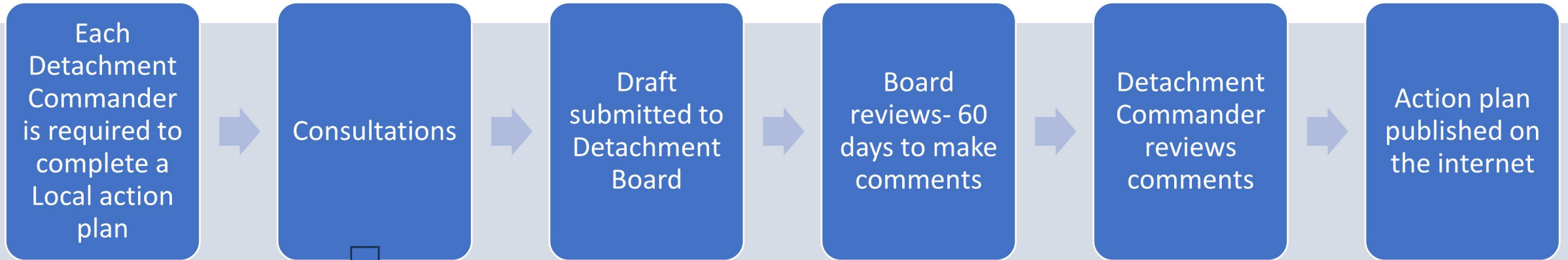
The Internet

- **Publication**

- 69 (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.



*Local Action Plan CSPA (Sec 70)



Boards should be doing consultations with community partners on local priorities

- (a) his or her O.P.P. detachment board;
- (b) the municipal council of any municipalities that receive policing from the detachment;
- (c) the band councils of any First Nations that receive policing from the detachment;
- (d) groups representing diverse communities in the area that receives policing from the detachment;
- (e) school boards, community organizations, businesses and members of the public in the area that receives policing from the detachment; and
- (f) any other prescribed persons, organizations or groups.

Estimates -CSPA

71 (1) An O.P.P. detachment board shall prepare estimates, 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.

Submit to Municipalities

(2) The O.P.P. detachment 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.

Budget

(3) Subject to subsection (4), the municipalities shall contribute their share of the costs to the O.P.P. detachment board's budget in accordance with the estimates.

Arbitration in case of dispute

(4) If a municipality is not satisfied that the total amount set out in the estimates is required to pay the expenses of the O.P.P. detachment board's operation, it may give the board written notice referring the matter to arbitration.



Starting point for Transitioning to Detachment Board



Current Board members- Who are they- Section 10 Boards



List of Municipalities

Have 5.1 members been appointed by the Municipality?



Initial meetings

1. Meeting of current Board members (Section 10's)
2. Meet with Municipalities
3. Meeting with Detachment Commander

Current Board Members Meeting

The OAPSB would recommend that the current Board members meet.

The next few slides will guide you through some areas to discuss as a Board.



Initial Board meeting topics

- 1) Letter from Province confirming application
 - Do you have the Ministry confirmation letter
 - Is a member of the Board copied? And or Administrator/ Board Secretary?
- 2) What are the expectations under CSPA- Roles and Responsibilities
 - Code of conduct, training under the act s35(2)
- 3) Where are the Board gaps - members?
 - If you have a section 5.1 Municipality, do they have an individual appointed to the Board?
 - Provincial appointees? Jan 30th OAPSB will reach out for status of appointees
- 4) Will the Board need an Administrator/ Board Secretary?

Who currently does that role?

 - What will they be paid, not covered under CSPA?
 - Where will they work from? Office? Remote?
 - Create and post agenda? CSPA Sec 43 (6) &(7) (Seven days prior to meeting)
 - Who will take minutes?
 - Post the minutes
 - Manage communication
 - Track expenses
 - Track training
 - Freedom of Information requests
 - Estimates consolidation/ reports
 - Grant applications



Initial Board meeting topics

5) Strategic Plan- Not the local action plan

- Boards needs a mission, vision and strategic direction
- Community safety and well being plan

6) List of initial policies needed?

- Board terms of references
- Board By-laws/ policies
- Board structure- Chair/Vice-Chair...
- # of meetings (CSPA 43(1) “...shall hold at least four meetings per year.”)
- Where will they be held? (discussion with detachment commander)
- Policy on complaints and handling them in relation to CSPA

7) What are the current individual budgets/estimates?

- What does it look like consolidated?
- Reserves? Do you currently have one?
- Grants that currently active

8) Who is responsible on the Board for estimates?

- Finance committee? S42 delegation



Initial Board meeting topics

9. Provincial appointee remuneration- how will this be managed?

10. Annual report

- OPP Detachment Commanders complete an annual report.
- Boards should contribute to this report for submission to their Municipalities.

11. Information Technology

- Where will Board documents be housed/stored? Physical and virtual storage
- Website- will the Board be posting to all municipal websites
- What Assets are needed? Computers, printers, cell phone?
- Email addresses for Board members? Contact information?



Detachment Board and Municipalities Discussion

The OAPSB recommends once the Board has had a chance to meet and identify key items that the Board set up a meeting with the Municipality/ Municipalities.

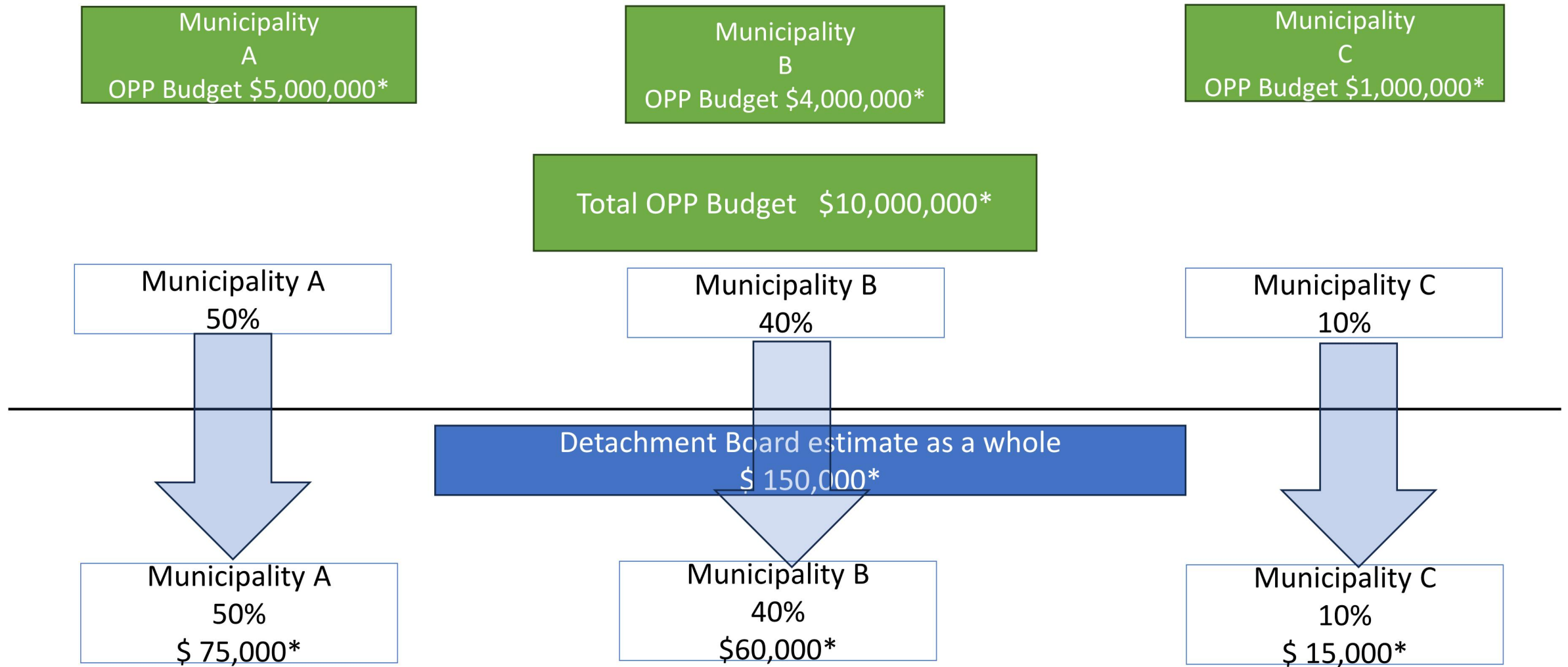
The next few slides will discuss what items to include in those discussion.



Detachment Board and Municipality Discussion

- Confirm municipal appointments and Board members to the Detachment Board
- What will be the estimate breakdown: how will costs be apportioned? (example next slide)
- How will the other municipalities make payments, one upfront, two payments?
- What will be the process for the expense payments?
- Remuneration- once Ministry regulations are posted
 - Amounts will need to be confirmed- especially if currently Board members are being paid different amounts.
 - All appointees will need to be added to the Municipality paying the expenses? Or a process set up, contract?
 - What will the Administrator be paid, not covered under CSPA? Will Administrator be submitting invoices? Cost sharing?

Example of Breakdown



* Note: Numbers are for illustration purposes only

Detachment Board and Municipality Discussion

- Insurance
 - Municipalities will need to work with their respective insurance companies to understand coverage for the Detachment Board, noting there could be an Administrator, Provincial appointees and Board members from other municipalities
- Estimates (Budget) process
 - What will be the format for the estimates to be sent to the Municipalities, what specific processes need to be followed
- Assets
 - Will Board assets be from one Municipality and a shared cost?
 - Where will Board documents be housed/stored? Physical and virtual storage?
 - What Assets are needed? Computers, printers, cell phone?

Detachment Board and Municipality discussion

- Information Technology
 - Will a Municipality provide IT support services? Cost sharing?
 - Website- will the Board be posting to all municipal websites? Or will the Municipality that provides It support Services host the Board website?
 - Email addresses for Board members? Public contact information?



Detachment Board discussions with the Detachment Commander

The Board will need to work closely
with the Detachment Commander

Next slides will walk you through some
items to discuss and have alignment
with your detachment commander on.

Discussions with the Detachment Commander

- 1) What will the meeting cadence be? (how often, recurring)
- 2) Agenda and reports will be due when for the meetings?
CSPA Sec 43 (6) &(7) (Seven days prior to meeting)
When is OPP Detachment commander able to download reports?
- 3) When and where will be meeting be held?
Location?
- 4) Format and content of reports by Detachment Commander to Board.
- 5) Review the current local action plan?
Plan for consultation and development of the next one?



Discussions with the Detachment Commander

- 6) What are the Detachment commander's thoughts on process/ public engagement in collaboration with the Board.
- 7) What is the process for the Annual reporting to Municipalities
Detachment Commander and Board chair presentation?
- 8) Expectations related to monitoring of Detachment Commander performance
Formal process? Informal process?



Outcomes of Discussions



Based on discussions the Board will need to update/ create Board policies/ terms of reference.



These policies will need to be approved and voted on by the Board and published as per section CSPA 67(7)



The Detachment Board should also be providing updated contact information to the Ministry and the OAPSB.

The OAPSB is here to help

Email us if you would like us to assist your Detachment Board
Schedule a meeting

Contact OAPSB

OAPSB@oapsb.ca

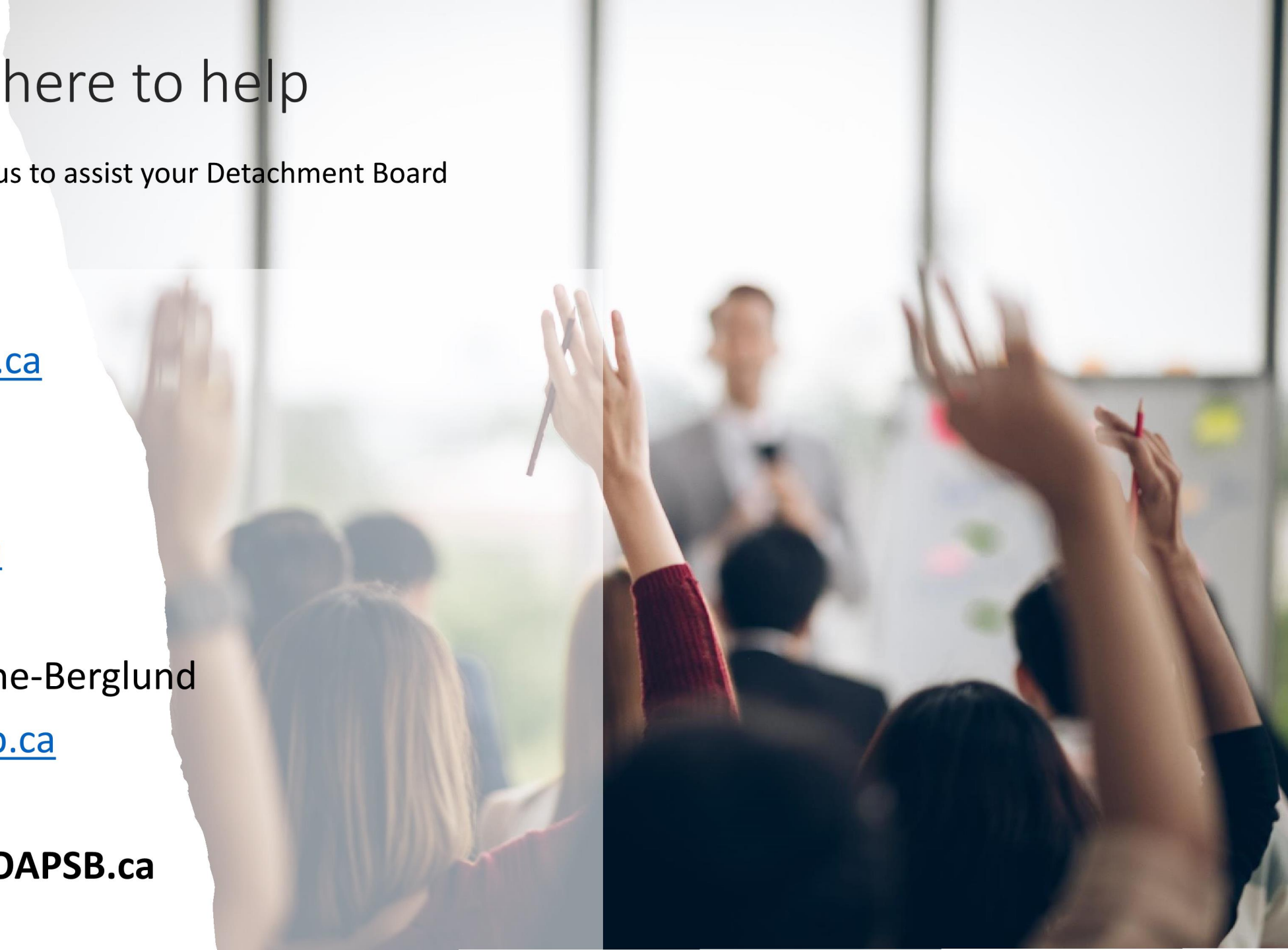
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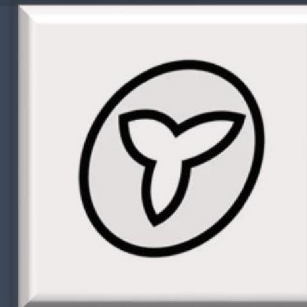
Learn more at **OAPSB.ca**



Thank You

Connect with us on our new APP!

Available for Apple & Android



Key Events and Dates

- November 15 & 16 2023- OAPSB Information session: [Budget for New Detachment Boards- online](#)
- December 2023 OAPSB Information session: [Policies, Procedures, Bylaws and Terms of Reference for OPP Detachment Boards, Municipal Boards and First Nations Boards- online](#)
- January 2024 OAPSB Information session: [Strategic Planning for OPP Detachment Boards, Municipal Boards and First Nations Boards online](#)
- February 27 & 28 2024: OAPSB with OACP, PAO & OSOPA: [CSPA Summit Toronto Marriott Airport Hotel](#)

<https://oapsb.ca/events/>