



Agenda

Renfrew and Area O.P.P. Detachment Board

Chair: Rob Tripp

Thursday, December 12, 2024

1:30 p.m.

O.P.P. Renfrew Detachment Office - Boardroom
450 O'Brien Road, Renfrew

1. Call to Order
2. Land Acknowledgement
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Approval of the Minutes
That the Renfrew and Area O.P.P. Detachment Board Meeting Minutes of November 21, 2024 be approved as distributed.
5. Delegations/Presentations
6. Items of Business
 - 6.1 Draft Policy Review
 - 6.1.1 Abuse, Discrimination, Harassment and Violence Policy
 - 6.1.2 O.P.P. Detachment Board Code of Conduct
 - 6.1.3 Signing and Delegated Authority Policy
 - 6.1.4 Hiring and Recruitment Policy (New)
 - 6.1.5 Procurement Policy (New)
 - 6.2 Renfrew and Area O.P.P. Detachment Board Rename
 - 6.2.1 Identification within O.Reg 135/24 / By-Law Requirement
 - 6.3 Secretarial Administration Update
 - 6.4 Website Set Up Options
 - 6.5 Proposed ROMA Delegation Follow Up

6.6 2025 Meeting Schedule

7. Reports

7.1 Chairs Report (Tabled at meeting)

7.1.1 Banking and Corporate Structure Update

7.1.2 2024 Budget

7.1.3 Mobile Crisis Response Team (MCRT) Enhancement Grant

7.2 Vice-Chair OAPSB Zone 2 Meeting Recap (Verbal Update)

7.3 Detachment Commander

7.3.1 Detachment Update (Tabled at meeting)

7.3.2 2023-2025 Annual Plan

8. Closed Session

9. Correspondence

9.1 OAPSB Zone 2 Meeting Minutes – November 29, 2024

9.2 OAPSB Monthly Bulletin: December 2024 News and Updates

9.3 Letter from Honourable Michael Kerzner, Solicitor General, Re: Mobile Crisis Response Team (MCRT) Enhancement Grant

10. Notice of Upcoming Business

10.1 Annual General Meeting – 1st Meeting of the Year

10.2 Board Position Nominations

10.3 Board Meeting Agenda Format

11. Date of Next Meeting

TBD - based on an approved 2025 Meeting Schedule

12. Adjournment



Minutes of the Renfrew and Area OPP Detachment Board

November 21, 2024, 10:00 a.m.

**Renfrew Town Hall – 127 Raglan Street South, Renfrew
Council Chambers (2nd Floor)**

Members Present: Scott Brum, Municipal Representative (Vice Chair)
Glen Campbell, Municipal Representative
Angela Field, Municipal Representative (arriving at 10:07)
Jason Legris, Municipal Representative
Lisa McGee, Municipal Representative
Steve Parker, Community Representative
John Proctor, Community Representative
Robert Tripp, Municipal Representative (Chair)

Members Absent: Connie Tabbert, Municipal Representative

Non Members Present:Carolynn Errett (Recording Secretary)

1. Call to Order:

The Regular Meeting of the Renfrew and Area O.P.P. Detachment Board was called to order at 10:06 a.m. by Chair Tripp. Apologies were made for the late change in location due to a scheduling conflict at the O.P.P. Detachment Office.

2. Land Acknowledgement

3. Disclosure of Pecuniary Interest and General Nature Thereof

None were noted.

4. Approval of the Minutes

**Moved by Scott Brum
Seconded by Angela Field**

**That the Renfrew and Area O.P.P. Detachment Board approve the
Meeting Minutes of November 21, 2024, as distributed.**

Carried

5. Delegations/Presentations

5.1 Mayor Michael Donohue, Township of Admaston Bromley Re. Proposed 2025 Budget Cost Sharing

Mayor Donohue brought forward concerns about the cost sharing allocation of the proposed 2025 Renfrew and Area O.P.P. Detachment Board budget. Request was made to consider the proportionate O.P.P. billing model which accounts for population and calls to service allocation.

Members discussed the structure of the board and the legislative challenges that have been identified. It was encouraged that all seven municipalities discuss collectively to come to an agreement, noting that the shared billing model is the default legislative requirement.

It was noted that future budgets could be revised to incorporate a new model if agreed to by all seven municipalities.

Mayor Donohue noted a willingness to host a joint CAO, Clerk, Treasure, Heads of Council meeting in Admaston Bromley to further discuss the billing model in the hopes of establishing a more suitable agreement. Further details on the meeting will be provided.

6. Items of Business

6.1 Upcoming OAPSB Zone 2 Meeting: November 29, 2024, Meeting Attendance

It was noted that the draft 2025 budget allows for up to three board members to attend zone meetings. However, due to the proximity of the November meeting, all members were encouraged to attend on their own accord. The following members expressed interest in attending; Scott Brum, Glen Campbell, Steve Parker, Connie Tabbert (noted in writing prior to meeting), and Robert Tripp. RSVP will be provided to the Zone 2 administrator.

6.2 Draft Policy Review

- 6.2.1 Abuse, Discrimination, Harassment and Violence Policy**
- 6.2.2 O.P.P. Detachment Board Code of Conduct (reformatted)**
- 6.2.3 Signing and Delegated Authority Policy**

The draft policies were presented to the Board for review. Comments are to be provided to the recording secretary in advance of the December meeting. Final copies will be brought forward in December for approval.

6.3 Administrative Service Agreement with the Town of Renfrew

At the October 16, 2024 board meeting, the board agreed to establish an administrative service agreement with the Town of Renfrew for up to 5 hours a week for dedicated administrative services.

Renfrew Town Council approved the concept at its Regular Meeting of Council dated October 22, 2024, with an agreement to be passed by By-Law at the Regular Meeting of Council dated November 26, 2024.

Notice was provided by Clerk Errett that effective December 31, 2024 she will no longer be available to assist the board and that alternative arrangements for the new year will need to be established.

6.4 Secretarial Administration

Requirements of the position were discussed. A request was made for members Scott Brum and Steve Parker to take the lead in establishing a job description which is to be brought forward in December for further discussion.

6.5 Website Set Up

Request was made for member Jason Legris to source suitable options for a new board website.

6.6 Proposed ROMA Delegation

It was proposed that the board provide delegation at the upcoming 2025 ROMA Conference for short term financial aid in the administrative and development of O.P.P. Detachment Board related policies. It was noted that the following members would be in attendance of the conference and that a joint municipal delegation could be possible; Scott Brum, Angela Field, Jason Legris, Robert Tripp.

**Moved by Steve Parker
Seconded by Glen Campbell**

That the Renfrew and Area OPP Detachment Board approve the application for a joint municipal delegation at the upcoming 2025 ROMA Conference for a grant request to fund O.P.P. Detachment Board policy development.

Carried

7. Reports

7.1 Chairs Report

7.1.1 Bank and Corporate Structure Update

No further update was provided at this time.

7.1.2 2025 Budget Update – Number of municipalities having meetings.

It was noted that members of the Finance Sub-Committee attended municipal council meetings to provide explanation on the proposed 2025 Renfrew and Area O.P.P. Detachment Board budget. It was noted that although many shared concerns, more than half of the seven municipalities have approved the proposed budget and shared billing model. Admaston Bromley, Horton, and Renfrew have not provided confirmation at this time.

8. Closed Session

9. Correspondence

9.1 OASPB Detachment Board Remuneration Survey

9.2 Ministry of the Solicitor General - Provincial Appointee Update

Correspondence was noted and filed as information.

10. Notice of Upcoming Business

10.1 2025 Meeting Schedule

It was recommended that the board establish a 2025 Meeting Schedule to ensure that proper measures are taken to schedule meetings, secure meeting space, and provide adequate notice to the public.

Through discussion, it was recommended that the board consider the third Monday of the month at 10:00 a.m.

Request was made to host the meetings at the Renfrew O.P.P. Detachment Office when possible.

11. Date of Next Meeting

Due to a noted conflict, the board agreed to reschedule the December 19th Board meeting to December 12th at 1:30 p.m.

12. Adjournment

The Renfrew and Area OPP Detachment Board adjourned at 11:51a.m.

Robert Tripp, Chair

Carolynn Errett, Recording
Secretary

Renfrew and Area O.P.P. Detachment Board

Policy: Abuse, Discrimination, Harassment and Violence Policy

Date: November 21, 2024

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1. Purpose

The Renfrew and Area O.P.P. Detachment Board is committed to providing and maintaining a professional working environment that is based on respect for the dignity and rights of everyone. It is the Board's goal to provide and maintain a healthy and safe work environment that is free of any form of abuse, discrimination, harassment or violence. The Board will not tolerate or condone types of abuse, discrimination, harassment or violence in the workplace.

This policy is intended to identify behaviours that are unacceptable and establish a procedure to receive, investigate and manage complaints.

It is everyone's responsibility to ensure that a workplace free from abuse,

discrimination, harassment and violence is created and maintained, and to address violence or the threat of violence from all possible sources (including individuals who are not employees of the Board, such as suppliers and all members of the public).

2. Scope

The Renfrew and Area O.P.P. Detachment Board recognizes the potential for abuse, discrimination, harassment and violence in the workplace. The Board is committed to providing a safe, healthy and supportive work environment by treating others with respect, fairness and sensitivity. The Board will make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through a workplace abuse, discrimination, harassment and prevention program. The Board will not tolerate any form of abuse, violence or harassment within the workplace or during work-related activities. The Board is committed to allotting whatever time, attention and authority and resources necessary to ensure a safe and healthy working environment for all.

3. Definitions

'Abuse' means any action, act omissions or incident in which an employee, Board Member, contractor or volunteer are abused, threatened, harmed, injured, or assaulted in circumstances arising from their employment or volunteering, as a direct or indirect action or omission of another employee, volunteer or third party. This includes but is not limited to physical, psychological, emotional, verbal or sexual abuse. Examples include:

- swearing, put-downs/name calling over a period of time
- labeling the victim in a derogatory way such as stupid, crazy or irrational
- acts of humiliation, extreme jealous behaviour, or attacking the victim's self-esteem in other ways

'Board' means the Renfrew and Area O.P.P. Detachment Board

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Board Vice-Chair' means the Renfrew and Area O.P.P. Detachment Board Vice-Chair who is elected annually by the Board and having the same role and responsibilities of the Board Chair in the absence thereof.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'Discrimination' means workplace discrimination which includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human

Rights Code (“the Code”) which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- Race, colour, ancestry, citizenship, ethnic origin or place of origin
- Creed, religion
- Age
- Sex (including pregnancy and breastfeeding)
- Gender identity and gender expression
- Sexual orientation
- Family, marital (including same-sex partnership_ status
- Disability or perceived disability
- A record of offences for which a pardon has been granted under the federal Criminal Records Act and has not been revoked, or an offense in respect of any provincial enactment.

‘Discriminatory Harassment’ means comments or conduct based on the protected grounds in the Code which the recipient does not welcome or that offends them. Some examples of discriminatory harassment include:

- Offensive comments, jokes, or behaviors that disparage or ridicule a person’s membership in one of the protected grounds, such as race, religion or sexual orientation
- Imitating a person’s accent, speech or mannerisms
- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children
- Inappropriate comments or jokes about an individual’s age, sexual orientation, person appearance or weight

‘O.P.P.’ is to mean the Ontario Provincial Police

‘Poisoned Work Environment’ means harassing comments or conduct can poison someone’s working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment. Some examples of actions that can create a poisoned work environment if they are sufficiently serious or occur repeatedly include:

- deliberately excluding or socially isolating another individual from the team; for example,
- extending lunch invitations and deliberately omitting to ask the individual
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers
- distributing offensive e-mail messages or attachments, such as pictures or video files
- practical jokes that embarrass or insult someone

- jokes or insults that are offensive, racist or discriminatory in nature

‘Workplace Bullying’ is repeated and persistent negative acts towards one or more individuals, which involved a perceived power imbalance and create a hostile work environment.

‘Sexual Harassment’ means “Workplace sexual harassment” as defined in the Ontario Occupational Health and Safety Act (“the OHSA”) as:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is able to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

‘Workplace Harassment’ means, in accordance with the OHSA,

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b. workplace sexual harassment.

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient’s psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person’s dignity or psychological integrity
- it results in a poisoned work environment
- it intimidates, isolates or discriminates against the recipient

‘Workplace Violence’ means, in accordance with the OHSA,

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

4. Policy Statement

- 4.1 The Renfrew and Area O.P.P. Detachment Board will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment.

5. Roles and Responsibilities

5.1 Board

Board members are expected to assist in creating a harassment-free workplace and ensure that measures and procedures in the abuse, discrimination, harassment, violence policy are carried out. Board members will also ensure that this policy is made readily available and be accountable for responding to and resolving complaints of violence.

- Ensure compliance by all who have a relationship with the board;
- Hold staff accountable to responding to and resolving complaints;
- Conduct regular risk assessment;
- Establish control measures;
- Establish and delivery training and education to employees/volunteers;
- Integrate safe behaviour into day-to-day operations;
- Maintain and follow this policy including any procedures related to the investigation, reporting, and follow-up incidents, as necessary;
- Take corrective action, debrief those involved in the incident either directly or indirectly and provide response measures, as required;
- Identify and alert staff to violent person and hazardous situation;
- Facilitate medication attention and support for those involved directly or indirectly;
- Immediately report a death or critical injury to a Ministry of Labour (MOL) inspection, WSIB, and the police, as required and follow all timelines and reporting requirements;
- Track and analyze incidents for trending and prevention initiatives;

5.2 Employee/Volunteers/Board members

Employees/volunteers/board members must do their part by ensuring that their behavior does not violate this policy and by fostering a work environment that is based on respect and is free of harassment. Employees shall:

- Participate in education and training programs so you can respond suitably to any incident of workplace abuse, discrimination, harassment, violence;
- Report to the Board the existence of any workplace abuse, discrimination, harassment or violence or threat of workplace abuse, discrimination, harassment or violence;
- Understand and comply with the violence and harassment prevention policies and related procedures;

- Contribute to risk assessments;
- Seek support when confronted with violence/harassment or threats of violence, and get medical attention when required; and

6. Reporting and Investigating

- 6.1 Employees/volunteers/board members are to report all abuse, discrimination, harassment or violent-related incidents, hazards or threats to the Board Chair or supervisor. In instance where the supervisor or the Board Chair is the person engaging in abuse, discrimination, harassment, or violence the complaint should be brought to the Vice-Chair and the Vice Chair is responsible for these procedures.

The report can be made confidentially at the employee's request. However, the sharing of information to ensure the safety of others and prevent recurrence may be necessary (e.g. contents of a police report).

- 6.2 A formal complaint should be submitted in writing as soon as possible, and should include the complainant's name, the name of the alleged harasser, the place, date, frequency and time of the incident(s), and the names of any possible witnesses and their contact information (if known) and should be completed on the Harassment and/or Discrimination Complaint Form or the Violent Incident Report Form, as applicable
- 6.3 The Board Chair upon receiving the report is to arrange for an investigation and ensure that measures are taken to safeguard employees/volunteers/board member and curtail the violence or harassment. No report of workplace violence or harassment or risks of violence may be the basis of reprisal against the reporting employee. However, the Board will not tolerate a false and malicious complaint.
- 6.4 The Board is to report all injuries to the MOL and WSIB as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.
- 6.5 The Board is to make all reasonable efforts to address the issue and prevent further problems from arising.

7. Investigation and Response Procedures

- 7.1 The Board Chair will ensure that an investigation is commenced as quickly as possible. If the resolution of the complaint is beyond the authority of the Board Chair, they shall make the Board aware of the report.
- 7.2 The Board may use an internal or external investigator, depending on the nature of the complaint, and the Board will ensure that the investigator is not the

respondent, or under the direct control of the respondent, and is able to conduct an objective investigation.

7.3 The Board Chair, or the Board as applicable, will review all incident reports, monitor trends and review recommendations for prevention and enhancements to the Abuse, Discrimination, Harassment and Violence Policy and Procedures, as necessary.

7.4 The investigation shall include the following measures:

- Interviewing the complainant and respondent to ascertain all the facts and circumstances relevant to the complaint, including dates and locations
- Interview witnesses, if any
- Review all related documentation
- Make detailed notes of the investigation and maintain records in a confidential file.

7.5 Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings and provide the Board. The report shall include the following:

- A summary of the steps taken in the investigation
- A summary of the complaint, allegations and response
- A summary of the evidence of witnesses (if any) and documentary evidence gathered
- The investigator's findings of fact
- The investigator's conclusion as to whether or not workplace harassment has occurred

7.6 A summary of the findings will be provided to the complainant and respondent in writing, within 10 calendar days of the investigation being concluded.

8. Corrective Action

8.1 The Board will determine what action should be taken as a result of the investigation.

8.2 The complainant and respondent will be informed of the results of the investigation and whether corrective measures were taken, if any were necessary. If a finding of workplace violence is made, the Board will take appropriate corrective measures, regardless of the respondent's seniority or position.

8.3 Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning or suspension of duties without pay;
- Termination with or without cause;

- Referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- Financial penalties, such as the denial of a bonus or performance-related salary increase; and/or
- Any other disciplinary action deemed appropriate under the circumstances.

8.4 If upon investigation there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

9. Confidentiality of Complaints and Investigations

- 9.1 The Board recognizes the sensitive nature of complaints of harassment and violence and will keep all complaints confidential, including identifying information about any individuals involved in the complaints, to the extent that the Board is able to do so.
- 9.2 The Board will only release as much information as is necessary to investigate and respond to the complaint or situation to take corrective action, to protect employees/volunteers/board members, or if required to do so by law.
- 9.3 Complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint will maintain confidentiality throughout the investigation and afterwards.

10. Record Keeping

- 10.1 Records related to all complaints or incidents of workplace harassment, investigations, and reports will be subject to the confidentiality requirements of this policy.
- 10.2 Records will be kept for a minimum of three years from the resolution of the complaint, or in accordance with any other Act or external investigation as required.

11. Education

- 11.1 All employees/volunteers/board members shall review this policy and sign Schedule A – Attestation.
- 11.2 New employees/volunteers/board members will receive orientation to the workplace abuse, discrimination, harassment and violence policy.
- 11.3 Notice of all changes shall be provided to all employees/volunteers/board members should changes to the abuse, discrimination, harassment and violence

policy be made.

12. Protection from Retaliation

- 12.1 That Board will not tolerate retaliation, taunts, or threats against anyone who complains about harassment or workplace violence or takes part in an investigation.
- 12.2 Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined, up to and including termination with or without cause.

13. Accountability

- 13.1 The Board is accountable for establishing and implementing the policy and procedures related to workplace violence and harassment.
- 13.2 Complying with the policy is part of an employee's/volunteer's and board member's responsibility.
- 13.3 The Board's responsibility is to ensure enforcement of the policy and procedures, and to investigate and respond to workplace violence and harassment.

14. Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act, 2019* and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations.

[O.P.P. Detachment Board - application of other provisions, section 67(6)8]

15. Monitoring

This policy is to be reviewed each Term of Council and updated by the Board as required.

16. Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

17. Change History

Policy Name	Effective Date	Significant Changes	Policy No.
Abuse, Discrimination, Violence and Harassment Policy	XX	New	X

Schedule 'A' – Attestation

With my signature, as a member of the Board, employee or volunteer of the Board, I confirm that I have read, understand, and accept the requirements of this 'abuse, discrimination, harassment and violence policy and agree to abide by its terms.

Date:

Name:

Position:

Signature:

Renfrew and Area O.P.P. Detachment Board

Harassment and/or Discrimination Complaint Form

Related to Policy X.X – Abuse, Discrimination, Harassment and Violence Policy

This complaint form is for employees to report an incident or a complaint of harassment and/or discrimination.

Name of the Complainant: _____

Contact Information:

Cell Phone: _____

Email: _____

Address: _____

Name of the Respondent and contact information, if available:

Details of the complaint of harassment/discrimination

Please describe in as much detail as possible the bullying, harassment and/or discrimination incident(s), including:

- (a) the names of the parties involved;
- (b) any witnesses to the incident(s);
- (c) the location, date and time of the incident(s);
- (d) details about the incident(s) (behaviour and/or words used);
- (e) any additional details. (Attach additional pages if required)

Relevant documents/evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Lined area for listing relevant documents or evidence.

Signature: _____

Date: _____

Note: The employer is obligated to conduct an investigation appropriate in the circumstances into incidents of harassment and/or discrimination, whether or not a formal complaint is filed.

Renfrew and Area O.P.P. Detachment Board

Violent Incident Report Form

Related to Policy X.X – Abuse, Discrimination, Harassment and Violence Policy

DRAFT

Renfrew and Area O.P.P. Detachment Board

Policy: O.P.P. Detachment Board Code of Conduct

Date: November 21, 2024

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1. Purpose

The code of conduct aims to ensure public trust and confidence in the detachment board's decision making and operations. The public should expect the highest standards of conduct from the members that are elected as well as members serving on the board. In turn, adherence to these standards will protect and maintain the board's reputation and the integrity of its decision-making process.

2. Scope

2.1 The O.P.P. Detachment Board Code of Conduct applies to all members of the Renfrew and Area O.P.P. Detachment Board. In addition to the policy, members are required to comply with Ontario Regulation 409/23: code of conduct for O.P.P. detachment boards, and applicable provincial and federal legislation, including but not limited to:

1. Community Safety and Policing Act, 2019
2. Municipal Freedom of Information and Protection of Privacy Act
3. Provincial Offenses Act
4. Ontario Human Rights Code
5. Ontario Occupational Health and Safety Act
6. Criminal Code of Canada
7. Controlled Drugs and Substances Act (Canada)
8. Cannabis Act (Canada)

2.2 The existence of a good faith exception in the O.Reg 409/23 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.

3. Definitions

'Board' means the Renfrew and Area O.P.P. Detachment Board

'Board Administrator' is identified as the employee or subcontractor hired by the board to perform all administrative tasks required by the board.

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'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.

'O.P.P.' is to mean the Ontario Provincial Police

'Personal relationship' includes, but is not limited to, a relationship with any of the following persons:

- A current or former spouse or common-law partner of the board member.

- A current or former intimate partner of the board member.
- The board member's children, including biological and adoptive children and stepchildren.
- The legal dependents of the board member.
- A child in the board member's care.
- The board member's grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law.

4. Policy Statement

The Renfrew and Area O.P.P Detachment Board is committed to achieving the highest quality of administration and governance by encouraging high standards of conduct from all members of the board.

5. Confidentiality

5.1 Every member must hold strict confidence all confidential information acquired as a direct or indirect result of the Member's role with the Municipality. Confidential information shall not be disclosed except when required by law, or when authorized by the Board.

5.2 Every Member shall keep confidential any information:

(a) Disclosed or discussed at a meeting of the Board or part thereof, that was closed to the public; and

(b) That is circulated to members of the Board that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at the time be destroyed by the member of the board or returned to the recording secretary for destruction.

5.3 The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

6. Conduct Becoming of a Board Member [O.Reg 409/23, s.3-16]

6.1 (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.

6.2 A member of an O.P.P. detachment board shall comply with the Act and the regulations made under it.

- 6.3 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.
- 6.4 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.
- 6.5 A member of an O.P.P. detachment board shall not substantially interfere with the conduct of O.P.P. detachment board meetings.
- 6.6 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.
- 6.7 (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.
- 6.8 (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.

7 Statements and Attendance [O.Reg 409/23, s.11-16]

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.

- 7.5 (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.
- 7.6 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.

8 Misconduct and Conflicts of Interest [O.Reg 409/23, s.17-22]

- 8.1 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.
- 8.2 (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.
- 8.3 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.
- 8.4 (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.

- 8.5 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.
- 8.6 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.
- 8.7 Omitted (provides for coming into force of provisions of this Regulation).

9 Communications and Media Relations

- 9.1 A Board Member, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Board or Committee, even if a member disagrees with a majority decision, so that there is respect for and integrity in the decision-making process.
- 9.2 Information related to decisions and resolutions of the Board or Committee will normally be communicated to the community by the Chair and/or authorized delegate of the Board.
- 9.3 It is not the intent of this Code of Conduct to restrict the ability of a board member to express a personal opinion on matters of general interest. In such cases, the board member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Board. In no event should a member express a position that is disrespectful of the decision of the majority of the Board or Committee.
- 9.4 Any use of social media in any form by a board member constitutes communication with the public that is governed by this section. The board member shall identify in any social media communication that the views expressed by the member are the views of that member personally, and do not represent the views of the Board.

10 Interaction with Staff

- 10.1 A Board Member shall not:
- (a) Maliciously or falsely injure the professional or ethical reputation of staff;
 - (b) Compel Staff to engage in partisan political activities or be subject to

- threats of discrimination for refusing to engage in such activities; or
- (c) Use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.

10.2 A Board Members shall recognize and respect that staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interest of the Board, Detachment and Community.

10.3 The Board, acting as a body, can direct staff to perform such duties as are necessary for the efficient administration of the Board, and/or research such matters as the Board deems necessary. Individual board members do not have the authority to direct Staff. The Board shall direct staff by resolution.

10.4 Questions or issues surrounding administration and operations of the Board should be directed to the Chair.

11 Use of Board or Detachment Property

11.1 No board member shall for personal purposes or profit, use or permit the use of a board (or detachment) property, equipment, services, or supplies other than for purposes connected with the discharge of Board/Detachment duties or associated community activities of which the Board has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, etc., where the Board incurs no additional costs relating to such use, and the use is of limited duration and frequency.

11.2 No board member shall obtain financial gain from the use of Board/Detachment developed intellectual property, computer programs, technological innovations or other patentable items, which a member or thereafter. All such property remains the exclusive property of the Board/Detachment.

12 Expenses

12.1 Board Members are required to adhere to any related policies, procedures and guidelines with respect to any expenses including the budget (such as, but not limited to: mileage reimbursement, conferences and seminar attendance, and corporate promotional products).

12.2 Falsifying of receipts or signatures by a board member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

13 Gifts and Hospitality and Other Benefits

- 13.1 The objective of these policies is to ensure that board members make Board decisions based on impartial and objective assessments of each situation, free from the influence of Gifts.
- 13.2 Any stipend paid to a board member is intended to fully remunerate the board member for services to the board.
- 13.3 Board members are prohibited from soliciting, accepting, offering or agreeing to accept any Gifts, personally or through a family member or associated (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the board member.
- 13.4 The above policy does not preclude board member from accepting:
- (a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service a board, for speaking at an event or for representing the Board at an event;
 - (b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law.
 - (c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events.
 - (d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - (e) Reimbursement of reasonable expenses incurred in the performance of office;
 - (f) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office.

14 Advice and Opinions

- 14.1 The Board shall adhere to the advice and recommendations prescribed by the Ministry through the Inspector General.
- 14.2 The Board shall participate fully in any investigation or request made by the Inspector General.
- 14.3 Board members may reach out directly to the Inspector General for advice or opinions from the Inspector General with respect to:
- (a) the operation and administration of the detachment board;
 - (b) the detachment commander

(c) complaints and investigations

15 Complaints and Investigation

15.1 Any person can make a complaint to the Inspector General in accordance with the regulations, if any, regarding,

- (a) A failure of a O.P.P. Detachment Board to comply with the CSPA or the regulations, other than misconduct, including a systemic failure; or
- (b) The policies of an O.P.P. Detachment Board

15.2 The Inspector General has the direct authority to inspect and determine if the O.P.P. detachment board has:

- (a) committed or is committing misconduct;
- (b) complied with or complying with the CSPA and regulations.

15.3 Any breach of this Code or regulation may be investigated to determine whether to impose any penalty or sanction on a Board Member found to have breached any provision of this Code.

15.4 Every board member has an obligation to cooperate with any investigation.

15.5 As a result of an investigation, the Inspector General may impose orders or sanctions, these may include, but are not limited to:

- (a) The suspension of powers or duties of the board member for a subscribed period of time;
- (b) The removal of a board member's appointment to the O.P.P. Detachment Board.

16 Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act, 2019* and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations.

[*O.P.P. Detachment Board - application of other provisions, section 67(6)8*]

17 Monitoring

Any person who has reasonable grounds to believe that a board member has breached this Code of Conduct or regulation may proceed with a complaint and request an investigation. Complaints must be submitted in writing to the Chair of the O.P.P. Detachment Board, or directly to the Inspector General.

Updates to this policy will comply with all necessary updates made to O.Reg 409/23, and be reviewed at each new Term of Council and reappointment of the

Renfrew and Area O.P.P. Detachment Board.

18 Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

19 Change History

Policy Name	Effective Date	Significant Changes	Policy No.
O.P.P. Detachment Board Code of Conduct	XX	New	X

Renfrew and Area O.P.P. Detachment Board

Policy: Signing and Delegated Authority

Date: November 21, 2024

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1. Purpose

This policy ensures that payment of Renfrew and Area O.P.P. Detachment Board funds to settle obligations are properly reviewed and approved in a manner that protects the assets of the Renfrew and Area O.P.P. Detachment Board and is operationally efficient.

2. Scope

2.1 This policy applies to all financial transactions of the Renfrew and Area O.P.P. Detachment Board with the following exceptions:

- a) The policy does not apply to the transfer of funds between Renfrew and Area O.P.P. Detachment Board bank accounts, should more than one exist.
- b) The policy does not apply to petty cash accounts which are setup to process small expense reimbursements of up to \$100.00. Signing authorities for these accounts are determined by Board Approval.

2.2 This policy applies to all, grant applications.

3. Definitions

'Board' means the Renfrew and Area O.P.P. Detachment Board

'Board Administrator' is identified as the employee or subcontractor hired by the board to perform all administrative tasks required by the board.

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'Delegated Authority' means authority appointed by the Renfrew and Area O.P.P. Detachment Board to carry out certain actions on behalf of the Board, as previously approved and/or agreed to by the Board or as identified direction within the Community Safety Policing Act, 2019.

'Finance Committee Chair' means the Chair of the Finance Sub-committee, appointed annually by the Renfrew and Area O.P.P. Detachment Board.

'O.P.P.' is to mean the Ontario Provincial Police

4. Policy Statement

4.1 The Board shall determine the signing officers of the Renfrew and Area O.P.P. Detachment Board. All cheques, electronic transfers, drafts or other orders for the payment of money or grant applications will be signed by two authorized signatories, unless otherwise specified.

5. The Board has delegated signing authority to:

- a) The Board Administrator and the Board Chair
- b) The Board Administrator and the Finance Committee Chair, in the absence of the Chair.
- c) The Board Chair and the Finance Committee Chair in the absence of the Board Administrator.

6. Execution of Documents:

6.1 The Board Chair's signature and the signature of any other member with delegated signing power may be written, engraved, printed, lithographed, or reproduced in electronic means or measures to execute a document as approved by the Board and/or mandated through the CSPA.

7. Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act, 2019* and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations.

[*O.P.P. Detachment Board - application of other provisions, section 67(6)8*]

8. Monitoring

The Board Administrator, in coordination with the Board will cause this policy to be periodically reviewed and updated as required.

9. Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

10. Change History

Policy Name	Effective Date	Significant Changes	Policy No.
Signing and Delegated Authority Policy	XX	New	X

Renfrew and Area O.P.P. Detachment Board

Policy: 1.X. Hiring and Recruitment Policy
Last Revision Date: December 12, 2024

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1. Purpose

The purpose of this policy is to establish consistent recruitment and selection practices which support continuing efforts to hire qualified candidates while maintaining objectivity in evaluating qualifications, skill, ability and merit, and ensuring the principles of equal treatment in employment opportunities are observed.

2. Scope

This policy applies to all Renfrew and Area O.P.P. Detachment Board staff and candidates.

3. Definitions

‘Board’ means the Renfrew and Area O.P.P. Detachment Board

‘Board Administrator’ is identified as the employee or subcontractor hired by the board to perform all administrative tasks required by the board.

'Board Chair' means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'Delegated Authority' means authority appointed by the Renfrew and Area O.P.P. Detachment Board to carry out certain actions on behalf of the Board, as previously approved and/or agreed to by the Board or as identified direction within the Community Safety Policing Act, 2019.

'Immediate Family' is defined as spouse, common-law spouse, same sex partner, mother, stepmother, father, stepfather, people standing in loco parentis, child, stepchild, grandchild, grandparent, sister, stepsister, half sister, brother, stepbrother, half-brother, mother-in-law, father-in-law, daughter-in-law, sister-in-law, son-in-law, and brother-in-law.

'O.P.P.' is to mean the Ontario Provincial Police

4. Policy Statement

4.1 All employees shall exercise their duties and responsibilities for the Board consistent with the Community Safety and Policing Act.

4.2 The Board recognizes that its effectiveness as a detachment board to the joint seven municipalities of Town of Arnprior, Township of McNab Braeside, Township of Horton, Township of Greater Madawaska, Town of Renfrew, Township of Admaston Bromley and Township of Whitewater Region is determined largely by quality of its workforce. The Board is an equal opportunity employer that:

- a) Provides equality of opportunity for employment without discrimination, consistent with the Ontario Human Rights Code, Pay Equity Act, Employment Standards Act, and regulations developed under the Accessibility for Ontarians with Disability Act, 2005;
- b) Hiring and promotes on the basis of merit, compensates fairly according to the value of the work performed and creates a climate of mutual respect for the dignity of each individual;
- c) Encourages promotion from within its workforce subject to the qualifications, experience and skills required to successfully perform the duties of the position;
- d) Does not tolerate acts of favouritism, discrimination, or influence in the selection process. Appointed members, elected officials, members of the

- O.P.P. Detachment or employees of the Board shall not attempt to influence the hiring of any applicant; and
- e) The policy may be revised from time to time as deemed necessary.

- 4.3 Exceptions relating to the policy may only be permitted with the express written permission of the Chair or Vice Chair of the Board, and or Joint Municipal consent from the seven municipal councils.

5. Minimum Age for Employment

The minimum age for hiring of an employees and/or volunteers shall be in accordance with the Occupational Health and Safety Act, R.S.O. 1990, Industrial Establishments, Regulation 851, Part I, Sec. 4. (1).

6. Recruitment of Summer Students / Co-op Students

- 6.1 All summer/paid student positions require board support and are subject to the budget approval process and the provisions of this policy.
- 6.2 The Board reserves the right to undertake unpaid co-op Students at any time throughout the year, subject to board approval and the provision of this policy.

7. Recruitment of Relatives

- 7.1 The Board will not provide a preference, nor discriminate in favour of or against, the employment of a member of an employees', elected officials' or appointed representatives' immediate family for employment which is paid for by the Board. The principle of skill, ability and merit shall prevail and shall be the deciding factor in the selection and appointment of successful candidates.
- 7.2 The Board will only consider an employee's immediate family for full-time employment, at the discretion of the Board.
- 7.3 Notwithstanding the above, relatives of an employee's immediate family will not be hired into positions if any of the following circumstances exist:
 - a) The reporting structure would be such that one family member has direct supervision and/or significant influence over the relative;
 - b) The relative would have input and/or ability to influence the work schedule and/or performance of the said employee; or
 - c) Where both relatives have access to financial information and/or revenues.
- 7.4 In the event that employees working in the same functional division becomes related after being hired, creating a situation as detailed above, the Board shall make every effort to effect transfers to place one of the employees in a different functional division.

8. Disclosure

8.1 The Board retains the right to require applicants to disclose pertinent relationship issues should they be in conflict with the **requirements** of this policy.

9. Persons with Disability

9.1 The Board is an Equal Opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process and is in compliance with the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11, (made under the Accessibilities for Ontarians with Disabilities Act, 2005). Accommodations will be provided to individuals, upon request.

9.2 The Board shall post information about the availability of accommodations from applicants with disabilities during the job posting process.

9.3 The Board shall notify job applicants, when they are individually selected to participate in an assessment of selection process that accommodations are available upon request in relation to the materials or processes to be used. The Board shall consult with any applicant who requires an accommodation and provide or arrange for the provision of a suitable accommodation in a matter that takes into account the applicant's accessibility needs due to disability.

10. Execution of Documents

10.1 The Board Chair's signature and the signature of any other member with legated signing power may be written, engraved, printed, lithographed, or reproduced in electronic means or measures to execute an employee agreement as approved by the Board and/or mandated through the CSPA.

11. Authority

Section X of the Community Safety and Policing Act, 2019 states the role of the Detachment Board includes the development and evaluation of policies and programs of the Detachment Board.

12. Monitoring

The Board Administrator, in coordination with the Board will cause this policy to be periodically reviewed and updated as required.

13. Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

14. Change History

Policy Name	Effective Date	Significant Changes	Policy No.
Hiring and Recruitment Policy	XX	New	X

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Renfrew and Area O.P.P. Detachment Board

Policy: 1.X. Procurement Policy
Last Revision Date: December 12, 2024

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1. Purpose

The purpose of this policy is to improve the efficiency of the procurement process;

- Promote the purchasing methods and purchasing 'tools' outlined in the policy and procedures to allow staff and board members to effectively carry out their

- responsibilities and acquire goods on time;
- Ensure vendors be treated in a fair and equitable fashion;
- Ensure openness, accountability and transparency while protecting the financial integrity of the Board;
- Ensure the integrity of the procurement process is adhered to, thereby ensuring that the board members receive the best value and/or product for the best prices possible;
- Ensure accountability to the public for procurement decisions, acquiring goods, services or facilities in a manner that incorporates, as requested, the provision of the Ontario Human Rights Code, Ontarians with Disabilities Act, 2001, Accessibility for Ontarians with Disabilities Act, 2005, and its regulations as amended from time to time.

2. Scope

This policy shall apply to the Renfrew and Area O.P.P. Detachment Board and staff.

3. Definitions

‘Accessibility’ is defined by the Ontario Government as giving people of all abilities opportunities to participate fully in everyday life.

‘Acquisition’ means the process of obtaining goods and services.

‘Agreement’ means a formal written legal agreement or contract for the supply of goods, services, equipment or construction.

‘Barrier’ means anything that prevents a person with a disability from fully participating in all aspects of society because of the person’s disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”).

‘Bid Deposit’ means currencies, certified cheques, bond surety issued by a surety company or other form of negotiable instrument to ensure the successful bidder with enter into an agreement.

‘Bidder’ means the person, firm or corporation submitting an offer to the Renfrew and Area O.P.P. Detachment Board.

‘Board’ means the Renfrew and Area O.P.P. Detachment Board

‘Board Administrator’ is identified as the employee or subcontractor hired by the board to perform all administrative tasks required by the board.

‘Board Chair’ means the Renfrew and Area O.P.P. Detachment Board Chair who is elected annually by the Board.

'Committee' or 'Sub-Committee' means a committee established by the Renfrew and Area O.P.P. Detachment Board where one or more members of the Board are appointed and approved by the Board.

'Community Safety Policy Act' ('CSPA') or ('Act') means the statute in which provides the legislative terms of reference, mandate and authority of the O.P.P. Detachment Board [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1]

'Consulting and Professional Services' means services requiring technical skills provided for a fee on the basis of a defined project or undertaking to recommend and assist in implementing solutions; and may include management and financial consultants, and other consulting and professional services rendered on behalf of the Board.

'Co-operative Purchasing' refers to the participation of two or more public agencies in a tender call.

'Delegated Authority' means authority appointed by the Renfrew and Area O.P.P. Detachment Board to carry out certain actions on behalf of the Board, as previously approved and/or agreed to by the Board or as identified direction within the Community Safety Policing Act, 2019.

'Disability means' means any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device

- a) a condition of mental impairment or a developmental disability,
- b) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- c) a mental disorder, or
- d) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap")

'Emergency' means a situation with potential to cause harm, death to persons; accrue liability to the Board; cause damage to property; or hamper the Board's operation and thus warrants operating outside of the requirements.

'Goods and Services' - includes supplies, equipment, labour, materials, products, maintenance and service to be done, furnished or performed by a company or individual that are the subject of the contract with accessibility considerations for

persons with disabilities

'Informal bid' means a bid containing an omission or variation which does not adhere to the Information to Bidders, and which may be cause to disqualify the bid.

'Information to Bidders' means the instructions and information given to prospective bidders in a request for quotation, tender or proposal

'Irrevocable Letter of Credit' means an irrevocable letter which shall be unconditional and on Renfrew and Area O.P.P. Detachment Board's standard form containing a request that the party to whom it is addressed pay the bearer or a person named therein money as a result of failure to perform or fulfil all the covenants, undertakings, terms, conditions, and agreements contained in a contract.

'Labour and Materials Payment Bond' means a bond issued by a surety company to ensure that the contractor has paid his or her suppliers and thereby protects the Renfrew and Area O.P.P. Detachment Board against items which might be granted to suppliers should the contractor not make proper payments.

'Performance Bond' means a bond issued by a surety company executed in connection with a contract and which secures the performance and fulfilment of the undertakings, covenants, terms, conditions and agreements contained in the contracts.

'Personal Purchases' means a purchase of goods or services requested by a Board Member or by any employee of the Renfrew and Area O.P.P. Detachment Board in which the purchase is not for the boards or its purpose but is for the benefit and use of the person requesting such purchase.

'Proposal' means a sealed bid which contains an offer to perform a specified function or service or supply goods at a particular price where specifications may be difficult to define or are restrictive in nature.

'Purchase Order' means the purchasing document used to formalize a purchasing transaction with a supplier.

'O.P.P.' is to mean the Ontario Provincial Police

'Qualified Bid' means a limited or conditional offer that modifies or does not meet some important terms, condition or specification of the bid invitation, which limitation or condition may constitute grounds to disqualify the bid.

'Quotation' means a sealed bid received as a result of a written or verbal request by the Renfrew and Area O.P.P. Detachment Board for the supply of goods or services.

'Requisition (or Purchase Requisition)' means a written or electronically produced request in an approved format and duly authorized to obtain goods or services.

'Sealed Bid' means a formal sealed response received as part of a quotation, tender or proposal.

'Security' means cash, certified cheque, bid bond, performance bond, labour and materials payment bond, irrevocable letter of credit or any other form as deemed necessary and stated in the terms and conditions within a tender.

'Systems Contract' refers to a master agreement between the Renfrew and Area O.P.P. Detachment Board and a supplier to facilitate the re-ordering of repetitive use material and place it at the point of consumption with the lowest possible administration costs. The process involves the supplier carrying inventory.

'Tender' means a sealed bid which contains a written offer in a specified form received from a supplier in response to a public invitation to supply goods or services at a particular price and which is opened publicly and subject to final approval by the Board.

4. Authorities and Dollar Limits

- 4.1 The acquisition process shall be performed in accordance with the general principles of the Professional Code of Ethics, established by the Purchasing Management Association of Canada ([see Appendix C](#)) and shall apply to all staff and board members involved in the procurement process. Where funds are provided as defined in the appropriate budget, the Board Administrator or their designate shall purchase the goods and services in accordance with the following policies.
- 4.2 Where a requirement for goods and services is estimated to have a total purchase price less than \$500 and is not covered by a blanket order, staff have the choice of obtaining requirements themselves on the understanding that staff use established procedures. Staff must use the "blanket order" when these have been established for specific goods and services.
- 4.3 Goods and services with an estimated total purchase greater than \$500 and not exceeding \$1,000 shall be obtained by whatever method of communication deemed appropriate by the Chair or their designate. After consultation with the Chair, an award shall be determined based upon terms and conditions beneficial to the Renfrew and Area O.P.P. Detachment Board.
- 4.4 Three informal quotations shall be obtained, if possible, for purchases between \$1,000 and \$10,000 and shall be so documented. The Board Administrator, upon consultation with the Chair or their designate shall approve an award upon such terms and conditions that are deemed beneficial to the Renfrew and Area O.P.P. Detachment Board on the understanding that

- the objectives of the purchasing policy in any competitive or direct purchase are met. A report to the Board is only required if cost exceeds budget.
- 4.5 The Board Administrator shall solicit a minimum of three formal written quotations for goods and services with an estimated total purchase price greater than \$10,000 and not exceeding \$15,000. Where the compliant quotation meeting the specifications and offering the best value to the Renfrew and Area O.P.P. Detachment Board is acceptable, and subject to consultation with the Chair, The Board Administrator shall approve the award. A report to the Board is only required if cost exceeds budget.
 - 4.6 Goods and services with an estimated total purchase price greater than \$15,000 shall be obtained by the Board Administrator by sealed public tender. Tenders will be advertised in a publication of general circulation, on the Internet, or by invitation from a list of qualified bidders, or a combination thereof. Tenders will be issued, received and opened by the Board Administrator and Chair or their designate in public in accordance with established procedures, including the determination of tender irregularities included in **Appendix "B"**. Tenders that are late, illegible, unsigned, contain insufficient deposit, contain non certified cheques, or do not include a deposit, bond or surety, shall be rejected. The terms and conditions of the deposit, bond or surety are subject to the approval of the Board, when appropriate.
 - 4.7 In case of purchase arrangements that exceed one year or allow for extension for more than one year subject to satisfactory negotiations, and the value of the original term or value of any extension will result in the total contract price exceeding \$15,000 the report recommending acceptance shall reflect this.
 - 4.8 After consultation with the Chair or their designate, the Board Administrator will prepare a Report to the Board for consideration of the recommendation.

5. Exemptions

- 5.1 Items listed in **Appendix "A"** are excluded from the requirements of this policy and are not governed by the issuance of a purchase requisition or purchase order. These items must have been provided for in the Current or Capital Budgets of the Renfrew and Area O.P.P. Detachment Board and shall be subject to all other limitations and conditions within this policy.
- 5.2 Notwithstanding, the employee or board member is expected to provide details to the board of any contractual arrangements **(under Appendix "A")** with third parties that exceed \$15,000 annually or are for more than one year. These includes, but is not limited to arrangements for insurance and brokerage, counseling, banking, audit, and legal.

6. Proposals

- 6.1 Purchases may be made through the use of proposals (Request for Proposals) in those specific situations where a product and/or service cannot be adequately specified (i.e. technical products or specialty services). When appropriate, proposals shall be called by public advertisements and/or invitation. Quality, technical criteria, references and fees are some of the weighted criteria to be specified in a proposal call and shall be the basis for the evaluation of all submissions. The proponent with the highest overall weighted score is recommended for selection by an evaluation committee. The broad criteria may vary from project to project but should encompass experience, knowledge, professional reputation and integrity, stability, financials and specialty capabilities. Proposals shall be issued, received, opened and checked by the Board Administrator or designate in accordance with established procedures. An evaluation committee will normally include up to three board members, one of which is the Chair of the Finance Committee and the Board Administrator.
- 6.2 Where it has been determined that proposals are to be used and the total purchase price is not greater than \$25,000 three informal proposals shall be obtained. The evaluation committee members shall analyze the proposals, tabulate the results and recommend an award. The Renfrew and Area O.P.P. Detachment Board shall be consulted when appropriate. A Report to the Board is only required if cost exceeds budget.
- 6.3 Where it has been determined that proposals are to be used and the total purchase price is greater than \$25,000 at least three written formal proposals shall be obtained, wherever possible. The evaluation committee members shall analyze the proposals, tabulate the results and determine a recommendation for award. The Renfrew and Area O.P.P. Detachment Board shall be consulted when appropriate. A Report setting out the recommendation shall be submitted to the Board for consideration of the recommendation.

7. Consulting and Professional Services

- 7.1 Where it is estimated that Consulting and Professional Services cost is not greater than \$25,000 and the funds are provided as defined in the appropriate budget, the Board Administrator shall obtain written approval from the Board to acquire the services of a particular company or individual.
- 7.2 Where it is estimated that Consulting and Professional Services will cost over \$25,000 and the funds are provided as defined in the appropriate budget, the Board Administrator shall;
- a) submit a report to the Board to obtain approval to acquire the services of a

- particular company or individual; OR
- b) obtain written proposals and obtain Board approval of the recommended Consultant.
- c) Where it is decided to obtain written proposals, established procedures must be followed.

8. Repetitive Projects/Assignments for Consultants for Continuous Service

- 8.1 Where it has been deemed beneficial to the Renfrew and Area O.P.P. Detachment Board to retain a consultant on a project where previous involvement in earlier stages of the project may have ensued, the funds are provided as defined in the appropriate budget, and the cost shall not exceed \$25,000; the Chair may approve an exemption from the terms of this policy outlining the reasons for so doing. For projects over \$25,000 the Chair shall submit a report to the Board requesting an exemption from the terms of this policy outlining the reasons for so, doing.

9. Bid Opening, Evaluation and Award

- 9.1 Bid submissions are opened in public in accordance with the closing time, date and location specified in the bid request. Members of the public may attend bid openings or may receive the information via the tender results phone line made available after the bid opening.
- 9.2 All bid submissions are subject to evaluation after opening and before award of contract.
- 9.3 Bids may be evaluated not only on the price submitted but also on quality, delivery, service, equipment and facilities, and the capability of the bidder to meet the requirements and/or criteria specified in the document.
- 9.4 After contracts have been awarded, information is available to the public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

10. Pre-Qualification

- 10.1 Suppliers of goods, services and construction may be pre-qualified prior to the issuance of a call for tenders. The qualification process must be consistent with the principles of open and fair access to the opportunity as specified in this policy.
- 10.2 The purpose of the pre-qualification process is to select a number of bidders prior to the competitive sealed bid process. The process further ensures that each bidder can demonstrate that they have the ability to provide the necessary resources and expertise to satisfactorily complete the work required. The following provide some circumstances where the pre-qualification process would be considered:

- a) the work involved is complex
- b) may contain multi-faceted activities
- c) may require specialized expertise, equipment, materials or financial requirements.

10.3 Whether a competitive sealed bid or a proposal call will follow, the pre-qualification is the first step and would set out the criteria requiring bidders to provide information such as:

- a) experience on similar work, specifying the firm and the staff that were assigned
- b) references provided from previous clients on similar work performed
- c) resumes of key supervisory personnel who would be assigned to the work
- d) verification of applicable licenses and certificates
- e) health and safety policies
- f) financial capabilities
- g) indication of the firm's liability insurance limits
- h) a completed Canadian Standard Form of Contractor's Qualification Statement (CCDC-11 -1996). This is an industry-accepted form which outlines the contractor's qualifications and allows for the inclusion of details of experience related to this type of work

10.4 The pre-qualification process is advertised (either in the Daily Commercial News, local paper or both) and specifies all of the information addressed above. Further, the advertisement makes two important statements, as follows:

- a) "Any incomplete submission or submission that fails to provide all of these requirements may be subject to disqualification".
- b) "The Renfrew and Area O.P.P. Detachment Board reserves the right to reject any or all submissions and to limit the number of general contractors who will be invited to tender this project, and to select only those contractors which the board deems most appropriate and most qualified to undertake this project."

10.5 Prior to the submissions being received, the evaluation committee will establish the weighting to the criteria that has been specified in the advertisement and come to agreement as to the number of respondents that will be shortlisted. Upon receipt of the submissions, the committee then evaluates and ranks the submissions and recommends the short list of acceptable bidders to participate in the subsequent competitive sealed bid.

11. Negotiations

11.1 A board appointed member or employee shall be authorized to enter into negotiations without formal competitive bids, under the following circumstances:

- a) Where there is only one known source of supply;
- b) Where two or more identical bids are received;
- c) When bids have been solicited and no responsive bid has been received, or the lowest bid received exceeds the estimated cost;

- d) When all bids fail to comply with the specifications or conditions and it is impractical to recall;
- e) Where the extension or reinstatement of an existing contract would prove most cost-effective or beneficial;
- f) When due to market conditions, required goods or services are in short
- g) supply;
- h) Emergencies, which could not be foreseen, that could be a threat to public health or safety, and require immediate delivery of supplies and/or performance of service;

11.2 The methods of negotiation shall be those accepted as standard negotiating procedures that employ fair and ethical practices. The information pertinent to and the results of all such negotiations shall be reported to the Finance Sub-Committee.

12. Sole Source Procurement and Justification

12.1 The procurement of materials, parts, supplies, equipment or services without competition, is done under exceptional and limited circumstances.

12.2 Sole source items require detailed documentation to justify the purchase and to ensure that the cost proposed by the vendor is reasonable. A Sole Source justification letter or memo must accompany the requisition and be signed by Chair. A recommendation to approve a purchase under a sole source justification for an amount in excess of \$25,000 must be approved by the Board.

12.3 Sole source suppliers may be used in the following instances:

- a) When products or services can be obtained from only (1) person or firm;
- b) The expertise of an individual organization or individual is deemed specifically required by the Board;
- c) Patents, copyrights, control of raw material or other such conditions preclude competition;
- d) Regulations by utility companies prohibiting unrelated companies to perform work on their systems ;
- e) When the procurement is for technical services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature;
- f) then the procurement is for parts or components to be used as replacements in support of equipment specifically designed by the manufacturer;
- g) The contractor is already at work on the site (based on existed contracted job and/or service);
- h) Health and Safety/emergency situations

13. Emergency Purchase

13.1 Under circumstances where the immediate purchase of goods or services is

essential to prevent serious delays, further damage, threat to life, restore minimum service, the employee shall, on the approval of the Chair (or their designate) obtain such goods and services at the lowest attainable prices given considering the emergency nature of the situation

13.2 In the event that the purchase amount exceeds \$500, the Chair is to be notified at the earliest possible time.

13.3 In the event that the purchase amount exceeds \$5,000 the Chair and the Board shall be notified, and report of the incident shall be submitted.

14. Co-operative Purchasing

14.1 The employee or Board may enter into arrangements with the joint municipalities, local boards and other public bodies or public authorities on a co-operative or joint venture basis where there are economic advantages and where the best interests of the Board would be served in so doing; providing that under such arrangements the method of acquisition used is a competitive method similar to that described in this policy; and the awarding and reporting of such contracts is generally in accordance with the requirements of this policy. In such cases, the Board will not be required to obtain further quotes.

15. Accessibility

15.1 When procuring goods, services and facilities, the Renfrew and Area O.P.P. Detachment Board will incorporate accessibility considerations.

15.2 Where applicable, procurement documents will specify the desired accessibility considerations to be met and provide guidelines for the evaluation of proposals in respect of those considerations. Where it is impractical for the Renfrew and Area O.P.P. Detachment Board to incorporate accessibility considerations when procuring or acquiring specific goods, services or facilities, the member or employee will provide a written explanation, on request.

16. Disposal of Surplus Goods and Equipment

16.1 The Board shall authorize the dispose of surplus or obsolete goods and equipment if no longer useful for Renfrew and Area O.P.P Detachment Board purposes by:

a) direct contact with appropriate dealers to view the used goods and submit offers to purchase; public auction; or

b) other methods as deemed appropriate

17. Prohibitions

17.1 No employee or Board member of the Renfrew and Area O.P.P. Detachment Board shall bid on the sale of goods except those disposed of by public auction. This restriction shall not apply to the disposal of used equipment at a fixed price less than \$100.00;

17.2 No personal purchases shall be made by the Renfrew and Area O.P.P. Detachment Board for any employee or member of the Board, unless specifically authorized by the Board; and

17.3 No requirement for goods or services shall be divided to avoid the requirements of this policy and the total project or annual requirement shall be considered.

18. Confidentially

18.1 No employee or any Board Member shall divulge unit prices paid by the Renfrew and Area O.P.P Detachments Board for goods, works and/or services unless the Board may otherwise direct, except that the total price in the case of public tenders or quotations may be revealed.

19. Code of Purchasing Ethics

19.1 In order to maintain and promote simplified standards and specifications, all board members and staff must be involved in the procurement process subscribe to the general principles and purchasing ethics guidelines established by the Purchasing Management Association of Canada (see Appendix C).

20. Execution of Documents

20.1 The Board Chair's signature and the signature of any other member with legated signing power may be written, engraved, printed, lithographed, or reproduced in electronic means or measures to execute an employee agreement as approved by the Board and/or mandated through the CSPA.

21. Authority

Section X of the Community Safety and Policing Act, 2019 states the role of the Detachment Board includes the development and evaluation of policies and programs of the Detachment Board.

22. Monitoring

The Board Administrator, in coordination with the Board will cause this policy to be periodically reviewed and updated as required.

23. Contacts

Renfrew and Area O.P.P Detachment Board
127 Raglan Street South
Renfrew, Ontario
Email: psdb@renfrew.ca

24. Change History

Policy Name	Effective Date	Significant Changes	Policy No.
Procurement Policy	XX	New	X

DRAFT

From: Jennifer Williams <membership@oapsb.ca>
Sent: October 31, 2024 11:41 AM
To: Carolynn Errett
Subject: REVISED ****Important**** Notification regarding OPP Detachment Board Name and Logos for your Detachment Board



OAPSB Support With OPP Detachment Board Branding



With the support of OPP Corporate Communications, the Strategy Management Unit (SMU) is developing standardized OPP detachment board branding that will align with the overall OPP branding strategy.

In 2021, the Ministry requested that each detachment catchment area submit one or more board compositions(s) for review and approval. At that time, the naming convention of each board was not required. Ontario Regulation 135/24 (O. Reg. 135/24) made under the Community Safety and Policing Act

(CSPA), 2019 outlines the number and composition of each OPP detachment board established for each OPP detachment. It identifies each board by the OPP detachment that services it, followed by its composition. For submissions that included more than one detachment board, O. Reg. 135/24 included an "area labelled on the map" along with an number for each board. As an example, "Dryden OPP Detachment Board 2." Boards have requested the ability to create a more professional name that better represents the catchment area of their detachment board.

As provided to all of you in a previous email, the OAPSB was advised by the Ministry that they are supporting the local naming of detachment board(s). The name of the detachment board must represent the catchment area that the board is responsible for. For boards with more than one municipality within the catchment area, OAPSB is recommending that the Terms of Reference document with the municipalities include:

- The name the board will be operating as locally
- How the board is identified and described within O.Reg. 135/24

Further, OAPSB is recommending that detachment board(s) create a bylaw that states:

As outlined in Ontario Regulation 135/24, This board is an OPP Detachment Board in the _____ geographical area serviced by the _____ Detachment.

Until such time as the CSPA or O. Reg. 135/24 is amended to reflect the name of our Detachment Board in the corresponding table within O. Reg. 135/24, this Board will be operating as _____ Board.

This recommendation does not preclude boards from seeking their their own legal advice regarding the naming of the OPP Detachment Board(s).

In order to expedite the creation of the OPP Detachment Board logos, once your board has met to confirm your board name, we ask that ALL OPP Detachment Boards provide an email stating the Detachment Board name along with a copy of the associated bylaw (bylaw only required if operating name is different than what is in OReg 135/24) to both oapsb@oapsb.ca and opp.strategy.management@opp.ca.

****Please title this email OPP Detachment Board Name - the name of your board**.**

If possible we are asking that you please submit your OPP Detachment Board name to both emails above no later than November 30, 2024.

The OAPSB will compile the information and provide it to the Ministry. The OPP SMU will provide a copy of the updated board logo/branding to each board, along with the associated standard operating procedure. The same process is required for any future board name change request.

[OPP Board Naming Flow Chart](#)

[Connect With Us!](#)



This email was sent on behalf of Ontario Association of Police Services Boards located at PO Box 43058, London RPO Highland, ON N6J 0A7. [To unsubscribe click here](#). If you have questions or comments concerning this email contact Ontario Association of Police Services Boards at oapsb@oapsb.ca.

Renfrew and Area O.P.P Detachment Board

2025 Meeting Schedule

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

February						
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March						
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30	31					

April						
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May						
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June						
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July						
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August						
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September						
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November						
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December						
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28	29	30	31			

	Board Meetings		ROMA (Jan 19-21)
			Ontario Good Roads Conference (March 30-April 2)
			Ontario Small Urban Municipalities (April 30 - May 2)
			Federation of Canadian Municipalities (May 29 - June 1)
			Association of Clerks & Treasurers (June 8-11)
	Office Closed - Holiday		Assoc. of Ontario Municipalities (August 17-20)

**Based on 3rd Monday of the month - January, February, April, May and August all have conflicts



RENFREW DETACHMENT

2023-2025 ACTION PLAN

OUR VISION

Safe Communities... A Secure Ontario

OUR MISSION

To serve our province by protecting its citizens, upholding the law and preserving public safety.



OUR VALUES

Serving with
**PRIDE,
PROFESSIONALISM
& HONOUR**

Interacting with
**RESPECT,
COMPASSION
& FAIRNESS**

Leading with
**INTEGRITY,
HONESTY
& COURAGE**

Always doing the right things for the right reasons

RENFREW Detachment Action Plan Table of Contents

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Message from the Detachment Commander

“The Ontario Provincial Police (OPP) continues to have a clear path forward with the implementation of the 2023-2025 Strategic Plan. As an extension of, and building upon, the 2020-2022 Strategic Plan, we remain focused on and committed to our three strategic priorities, specifically our people, our work, and our communities. The plan will continue to guide our organization’s priorities, strategies, initiatives and the requirements expected with the enactment of the regulations associated to the new Community Safety and Policing Act (CSPA),” OPP Commissioner Thomas Carrique.



On behalf of the dedicated uniform and civilian members of the Renfrew Detachment, I am pleased to present our 2023-2025 Action Plan. The Renfrew Detachment continues to focus on building collaborative and sustainable partnerships throughout our communities to ensure that our service delivery supports the OPP's vision of “Safe Communities...A Secure Ontario.”

Renfrew Detachment remains dedicated to the reduction of harm and victimization, specifically violent crime, property crime, illicit drugs and cyber-crime. We are committed to a multi-sector collaboration to develop co-response models that focus on prevention, harm reduction and risk intervention strategies to improve the overall well-being of our communities. Through these partnerships, we will shift our focus from incident-driven to a risk-driven perspective for community safety planning. As with other communities, we are not immune to the impacts of addiction and mental health.

Renfrew Detachment will continue to focus on enforcement and education to improve traffic safety on our roadways, highways, waterways and trails and to reduce traffic-related fatalities and injuries.

Utilizing analytics, we will identify areas of concern, or hot spots, where officers will focus on enforcement and education measures. We will use the same analytical process to combat vandalism, property crime and other criminal activities, effectively working with our Community Street Crime Unit (CSCU).

We remain respectful of cultural differences and the ongoing development of skills and knowledge to build mutually effective relationships. With the continued support and governance of our Police Service Boards (PSB), municipal councils, Indigenous leaders, community partners and the public, we will seek opportunities to realign and reallocate resources to manage the increasing complexity of investigations and the demands placed on our members.

Renfrew Detachment members are invested in the communities they serve and with the support of our community partners, we will ensure our success in keeping our communities safe.

Inspector Dawn Ferguson
Detachment Commander
Renfrew OPP Detachment

Our Detachment

Renfrew Detachment is responsible for providing policing services in the eastern portion of Renfrew County for the following municipalities:

- Town of Renfrew
- Town of Arnprior
- Township of Admaston Bromley
- Township of Greater Madawaska
- Horton Township
- Township of McNab-Braeside
- Township of Whitewater Region

Renfrew Detachment covers a land area of approximately 2,200 square kilometres with approximately 65 inland lakes and three major rivers (Ottawa, Madawaska and Bonnechere). Members of the detachment are responsible for patrolling approximately 4,000 kilometres of municipal and county roadways and 150 kilometres of provincial highways. This includes a portion of Provincial Highway #17 which forms part of the Trans-Canada Highway and is the only direct major transportation link between the National Capital Region and Northern Ontario. Over the next few years, we will experience the continued development of Highway #17 with the ongoing construction of the four-lane extension into Renfrew. This continued expansion has also been a contributing factor to new housing developments and population growth in the eastern portion of the detachment area.

Renfrew County and the Renfrew Detachment area provide a predominantly rural backdrop for the residents and many visitors throughout the year. While the full-time population within the Renfrew Detachment catchment area is approximately 37,000, this number increases to approximately 47,000 during the summer months as many seasonal residents return to cottages and camps. As a four-season tourist destination with every imaginable activity available, increased traffic flows are normal throughout the year.

Action Plan Commitment Summary

The OPP’s action planning process ensures compliance with the Adequacy and Effectiveness of Police Services Regulation (Adequacy Standards) filed as O. Reg. 3/99 in 1999.

Through analysis and consultation, the following areas of focus were identified for the next three years. These are reflective of local issues; activities will be addressed, monitored and adjusted as needed.

Crime	Roadways, Waterways and Trails	Community Well-Being
The reduction in incidents of violent crime is a high priority of the Renfrew OPP Detachment (domestic assaults, sexual assaults and robbery).	Ensure that road safety is a priority utilizing education and enforcement activities across our roadways, waterways and trails.	Renfrew Detachment will continue to develop strategies and effective responses to mental health-related issues while working in partnership with a broad spectrum of community service providers.
To address and prevent property crime.	Focus on reducing the amount of impaired drivers on our roadways.	Enhance our relationship with victim services with the goal of providing the best possible care for victims of crime.
To address and prevent illicit drug crime throughout the Renfrew Detachment area.	Focus on waterway and trail safety.	To promote positive changes to workplace culture.
To address and prevent cyber and/or technology enabled crime through enforcement, engagement and education.		

Crime

The prevention and reduction of violent crime, property crime and cyber-crime remain priorities for Renfrew Detachment and its 2023-2025 Action Plan. Through a victim-centred approach, we will foster a relationship of trust and confidence with victims/survivors, which supports investigative excellence. We will strive to maintain and nurture our partnerships with Victim Services and other key stakeholders which will assist with the reduction of violent crime.

The sale of illicit drugs is often linked to violent and property related crime and the Renfrew Detachment remains committed to targeting persons responsible for the production and distribution of drugs in our district.

Commitment	Outcomes	Actions
<p>The reduction in incidents of violent crime is a high priority of the Renfrew OPP Detachment (domestic assaults, sexual assaults and robbery).</p>	<p>Reduction in incidents of assault, sexual assault and other crimes against person.</p> <p>A holistic community support-based approach for victims of intimate partner violence and sexual violence.</p>	<p>Utilize trends analysis of violent crime data in the determination of proactive deployment for police resources.</p> <p>Continue to collaborate with community-based agencies on behalf of victims to provide enhanced support mechanisms.</p> <p>Ensure that all victims of violent crime are offered victim services.</p>
<p>To address and prevent property crime.</p>	<p>Additional patrols and deployed resources will assist in preventing property crime but also identifying those responsible.</p> <p>Reduced victimization from break and enter, theft and mischief occurrences.</p>	<p>Continue to utilize intelligence-led policing approaches, including analytics, to aide in the efficient deployment of resources and identify those responsible for the property crime in our area.</p> <p>Conduct focused patrols in areas identified with high rates of property crime.</p>
<p>To address and prevent illicit drug crime throughout the Renfrew Detachment area.</p>	<p>Safer communities with reduction in crimes that are related to illicit drugs.</p>	<p>Collaboration with our CSCU, OPP Organized Crime Enforcement Bureau, and Crime Stoppers will assist in the apprehension of individuals involved in illicit drug activity.</p> <p>CSCU will work closely with internal and external agencies to facilitate information sharing on crime trends and suspect information.</p>

		<p>Conduct investigations focused on identifying individuals involved in the production, transportation, and sale of illicit drugs.</p> <p>Support public awareness and community engagement sessions related to opioid abuse.</p> <p>Collaborate with community-based addiction support groups and programming.</p> <p>Continue to work with our policing partners, both internal and external, to identify and target illicit drug activity in our communities.</p> <p>Ensure officers have access to necessary intelligence, training and resources to support drug investigations.</p>
<p>To address and prevent cyber and/or technology enabled crime through enforcement, engagement and education.</p>	<p>Reduction of victimization due to cyber and/or technology related crime.</p> <p>Students and members of the public will be better educated on how to prevent cybercrime.</p>	<p>Provide school programming to students with information on the dangers associated to social media and penalties for misuse.</p> <p>Deliver community presentations on strategies to reduce the risk of cyber fraud.</p> <p>Utilize social media and media releases to share information and safety tips to prevent cyber fraud.</p>

Roadways, Waterways and Trails

Motor vehicle collisions are preventable occurrences caused by driving behaviours which can be changed with education and enforcement. The “Big 4” casual factors of fatal, personal injury and property damage collisions on roadways, waterways and trails are: impaired (alcohol/drug), speeding/aggressive driving, inattentive/distracted driving and lack of occupant restraint and safety equipment.

The Renfrew Detachment will use high visibility and enforcement strategies to encourage compliance and change driving behaviours.

Commitment	Outcomes	Actions
<p>Ensure that road safety is a priority utilizing education and enforcement activities across our roadways, waterways and trails.</p>	<p>Safe driving practices followed by members of the public, leading to a reduction in the number of personal injury and fatal motor vehicle collisions across the detachment area.</p>	<p>Develop operational plans for each provincial traffic safety campaign, to identify the goals and provide instruction to our members on how to achieve the best results.</p> <p>Provide enhanced training to our frontline members in areas such as recognizing drug impairment.</p> <p>Increase driver contacts through regular enforcement of the “Big 4”.</p> <p>Continue to work with enforcement agencies such as the Ministry of Transportation to develop projects focusing on commercial motor vehicle enforcement. Engage truck companies to ensure that safety standards are met.</p> <p>Collaborate with community road safety partners to promote safe driving practices.</p>
<p>Focus on reducing the amount of impaired drivers on our roadways.</p>	<p>Reduction in the number of incidents of impaired drivers on our roadways.</p> <p>Reduction of alcohol and drug related personal injury and fatal collisions.</p>	<p>Increase officer training in standardized field sobriety testing and increase the number of drug recognition experts within detachment.</p> <p>Increase proactive measures such as educational sessions and key messaging to all media outlets to discourage the operation of vehicles while impaired.</p> <p>Conduct Reduce Impaired Driving Everywhere (R.I.D.E.) programs</p>

		<p>using analytics to identify areas that best target impaired drivers.</p>
<p>Focus on waterway and trail safety.</p>	<p>Reduce harm and victimization associated to waterway and trail activity.</p>	<p>Increase police presence on waterways and trails.</p> <p>Develop partnerships with the Snowmobile, All-Terrain Vehicle, Vessel Enforcement (SAVE) Unit as well as neighbouring detachments to share resources and increase our presence on waterways and trail systems.</p> <p>Plan and coordinate marine season patrols and set yearly goals related to patrols hours and enforcement targets.</p>

Community Well-Being

The Renfrew Detachment will strengthen our relationships with our communities and public service stakeholders to increase our effectiveness in responding to persons experiencing a crisis as a result of mental health and addictions.

Commitment	Outcomes	Actions
<p>Renfrew Detachment will continue to develop strategies and effective responses to mental health related issues while working in partnership with a broad spectrum of community service providers.</p>	<p>By addressing situations in which individuals find themselves in crisis and connecting them to the most appropriate community resource, we will reduce police-related calls for service.</p>	<p>Continue to partner with Pembroke Regional Hospital by supporting the Mobile Crisis Response Team (MCRT) in providing service to individuals in crisis across the Renfrew Detachment area.</p> <p>Continue to partner with Renfrew Victoria Hospital on a collaborative approach to providing the best possible care for patients during a mental health apprehension.</p> <p>Develop a transfer of care agreement with Arnprior Regional Hospital.</p> <p>Work cohesively with a broad range of stakeholders as a strategic alliance to review cases of acutely elevated risk at the Renfrew County Situation Table.</p> <p>Deliver on the priorities identified in the Community Safety & Well-Being Plans with a focus on mental health.</p>
<p>Enhance our relationship with Victim Services with the goal of providing the best possible care for victims of crime.</p>	<p>Victims' rights will be protected and a people-centered approach will be followed.</p> <p>Increased public trust in our policing services while supporting our community wellbeing.</p>	<p>Engage with community-based victim groups.</p> <p>Ensure proper training and reporting standards are adhered to.</p> <p>Ensure that domestic violence occurrences are investigated properly and that members are upholding the Victim's Bill of Rights.</p> <p>Continue to communicate and share information with Victim Services to ensure victims are fully supported.</p>

To promote positive changes to workplace culture.	Provincial, regional and detachment goals will be met and resources will be directed and used in the most appropriate places.	Conduct shift briefings to promote the leadership role of Sergeants in setting priorities and directing of resources.
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2023-2025

RENFREW DETACHMENT ACTION PLAN

PROGRAMS & SERVICES

Alcohol and Gaming Enforcement	Drug Evaluation and Classification	Provincial Operations Centre
Asset Forfeiture	DNA Coordination	Public Order
Auxiliary Policing/Chaplaincy	Emergency Management	Remotely Piloted Aircraft Systems
Aviation/Flight Operations	Emergency Response	Repeat Offender Parole Enforcement
Biker Enforcement	Explosives Disposal	RIDE (Reduce Impaired Driving Everywhere)
Blood Stain Analysis	Federal Firearms Program Delivery	Search and Rescue
Breath Analysis/Drug Recognition	Federal and Provincial Road Safety Countermeasures	Security Assessments and Enquiries
Canine Search, Rescue, Tracking and Detection	Forensic and Identification Services	Surveillance - Electronic and Physical
Chemical, Biological, Radiological, Nuclear and Explosive Response	Fraud, Corruption, Economic/ Financial Crime Investigation	Tactical and Emergency Medical
Child Exploitation Investigation	Hate Crimes/Extremism Investigation	Tactics and Rescue
Civil Litigation File Coordination	Illegal Gaming Investigation	Technological Crime/ Digital Evidence Forensics and Analysis
Civilian Data Entry	Incident Command	Threat Assessment
Collision Reconstruction and Investigation	Indigenous Policing	Traffic Safety
Commercial Vehicles and Dangerous Goods	Information Technology	Training
Communications	Intelligence	Underwater Search and Recovery
Community Policing	Justice Officials and Dignitary Protection Services	United Nations Policing Missions
Community Street Crime Units	Marine, Motorized Snow and Off-road Vehicle and Motorcycle Patrol	Urban Search and Rescue United Nations Policing Missions
Complaint Investigation	Media Relations	Video Forensics
Computer-Aided Dispatch	Missing Persons and Unidentified Bodies	Violent Crime Linkage Analysis
Contraband Tobacco	Offender Transportation	Victim Assistance, Support and Response
Court Case Management	Ontario Sex Offender Registry	Weapons Enforcement
Crime Analysis	Organized Crime Enforcement	Witness Protection
Crime Gun Analysis	Physical Security Services	
Crime Prevention and Community Safety	Polygraph	
Crime Stoppers	Provincial Anti-Terrorism	
Criminal Investigation Services and Major Case Management	Provincial Cybercrime Strategy	
Crisis Negotiation	Provincial Human Trafficking Strategy	
Drug Enforcement		

The above list corresponds with the *Adequacy and Effectiveness of Police Services Regulation (Adequacy Standards, O. Reg. 3/99)*. The list further provides an overview of various OPP programs and services but should not be considered complete.

CONTACT THE OPP

REACH THE OPP BY PHONE

- Call 9-1-1 for emergencies
- Don't hang up, stay on the line
- Call 1-888-310-1122 for non-emergency calls
- TTY 1-888-310-1133
(for the Deaf, Hard of Hearing and Speech Impaired)
- Know your location

SPEAK WITH AN OFFICER IN PERSON

To arrange to meet an officer at a detachment, go to www.opp.ca to use the Local Detachment Finder and follow the prompts.

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit www.crimestoppers.ca

REPORT ONLINE

You now have the option to report select occurrences to police from the convenience of a computer.

Visit www.opp.ca/reporting to use the Citizen Self Reporting system. Specific incidents can be reported online at your convenience without attending a detachment or waiting for an officer.

You can use this system to report:

- Driving Complaints
- Lost/missing property
- Mischief/damage to property
- Mischief/damage to vehicle
- Stolen licence plate(s) and/or validation sticker
- Theft From vehicle
- Theft

Do not use this system if this is an emergency! If it is, call 9-1-1.

9-1-1 is for police, fire, or medical emergencies only.

Every time an accidental or hang-up 9-1-1 call is received, OPP officers are dispatched.

You may be taking police officers away from a real emergency.

#KnowWhenToCall

If you've dialed in error, stay on the line and speak with the communicator. This will eliminate the need for the emergency operator to call back. As per OPP policy, officers will still be dispatched to ensure you are safe.

ACTION PLAN

2023-2025

**RENFREW
DETACHMENT**

410 OBrien Road
Renfrew, Ontario
K7V 3Z2

Tel: 613-432-3211
Fax: 613-432-7810



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**ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS (OAPSB)
ZONE 2 – EASTERN ONTARIO REGION MEETING**

MINUTES

A meeting of the OAPSB Zone 2 was held on Thursday, September 19, 2024 at 7:00 p.m. and Friday, September 20, 2024 at 9:30 a.m. at the Best Western in Pembroke hosted by the Pembroke Police Services Board.

PRESENT

For the Thursday evening session, there were a total of 25 people in attendance, 24 of them were members of the OAPSB Zone 2 representing 13 separate Zone 2 Police Services Boards and Detachment Boards. For the Friday morning session, there were a total of 33 people in attendance, 30 of them were members of the OAPSB Zone 2 representing 14 separate Zone 2 Police Services Boards and Detachment Boards. Attached please find a copy of the registration lists that were circulated at the meeting.

VISITORS

Dr. Gregory Brown, Adjunct Research Professor, Department of Law and Legal Studies, Carleton University
Colonel Jason Guiney, CFB Petawawa Base Commander
Superintendent Derek Needham, OPP
Graham Wight, Police Services Advisor, Inspectorate of Policing

THURSDAY, SEPTEMBER 19, 2024

1. Meeting Call to Order

Chairperson Dena Comley called the meeting to order at 7:07 p.m.

2. Welcome Remarks

Chairperson Comley welcomed everyone for attending the meeting.

3. Approval of Agenda

Moved by Denzil Ferguson, Lanark County

Seconded by Scott Brum, Renfrew

THAT the agenda be approved as circulated and read.

CARRIED

4. Delegation

a. Dr. Gregory Brown, Adjunct Research Professor, Department of Law and Legal Studies, Carleton University

Re: An evening with Dr. Brown provides an opportunity for the exchange of points of view and the ability to acquire knowledge on subjects of mutual interest. Among

the discussion points, Dr. Brown will address is that of attracting and retaining suitable police candidates.

Dr. Brown spoke about the following three (3) matters related to policing oversight:

- i. Recruiting and hiring the best policing candidates;
- ii. Improving frontline officers use of force
- iii. Over-policing of racialized communities

With respect to recruitment, Dr. Brown spoke about the deterioration in how police officers are viewed today and the impacts that it is having on policing. He suggested that a collective effort needs to be made including a public relations campaign including the Province, OAPSB and testimonials / personal stories from officers should be undertaken to change the current narrative.

Dr. Brown then spoke to improving frontline officers' use of force. He showed a video demonstrating very good use of force by an officer in Georgia, USA and spoke to an article in Blue Line Policing Magazine by Brian Nykon entitled "Rethinking Police Control Tactics" that he suggested people read. Dr. Brown is advocating for a better training system to allow officers to use force when required, both professionally and calmly. The limited training that is currently provided to frontline officers is not working and will continue to have tremendous consequences if it is not improved i.e. court cases, large awards to victims, etc. He spoke to having better and more frequent training. He would like to see the North Grenville Detachment used as a pilot project to offer free gym memberships, marshal arts training and compensation for time training time with a follow-up study of the impacts of the pilot project.

Dr. Brown then spoke to the topic of over-policing or disproportionate policing of racialized communities. He explained that from his discussions with officers, officers are either avoiding policing situations or entering data differently than what should be entered into databases in order to reduce the statistics that are being interpreted. Dr. Brown believes the issue is about how officers are deployed across municipalities.

After each topic, members in attendance were provided the opportunity to comment and offer insight.

Following Dr. Brown's talk and after everyone had had an opportunity to comment, Chair Comley called on Mayor Ron Gervais, Pembroke to come forward. Mayor Gervais thanked Dr. Brown for his insightful talk and provided a gift on behalf of Pembroke.

The meeting then recessed at 9:00 p.m.

FRIDAY, SEPTEMBER 20, 2024

1. Call to Order

Chair Comley resumed the meeting at 9:30 a.m.

2. Approval of Agenda

Moved by Scott Brum, Renfrew

Seconded by Denzil Ferguson, Lanark County

THAT the agenda for the Friday portion of the meeting be approved as circulated and read.

CARRIED

3. Approval of the Minutes

Moved by David Donaldson, Ottawa

Seconded by Heather Smith, Belleville

THAT the minutes of the OAPSB Zone 2 meeting held in Belleville hosted by the Belleville Police Services Board on Friday, June 14th, 2024 be approved as circulated.

CARRIED

4. Business Arising from the Minutes

None

5. Secretary-Treasurer's Financial Report

Diane Smithson, Secretary-Treasurer provided a summary of the financial statement indicating a bank balance of \$3,002.39 to September 19, 2024. The Treasurer circulated a copy of the financial statement outlining the revenues and expenses that had transpired since the last report.

Moved by Janet Harnden, Belleville

Seconded by John Beddows, Gananoque

THAT the financial report to September 19, 2024 showing a bank balance of \$3,002.39 be approved as presented by the Secretary-Treasurer.

CARRIED

6. Updates

a. King Yee, Zone 2 Director

Unfortunately, Mr. Yee was unable to attend today's meeting and sent his regrets.

b. Lisa Darling, OAPSB Executive Director

Unfortunately, Ms. Darling was unable to attend today's meeting in person though she sent an update which was read by Diane Smithson, Secretary-Treasurer. The update provided the following information to the members:

- apologized for not being able to make the meeting in person today but plans to attend the next meeting in Ottawa

- When the CPSA came into force on April 1st, it brought with it, some unique challenges. Many boards have had questions regarding remuneration and policy development and the formation of Detachment Boards brought an increased need for ongoing support to members.
- they have been meeting with individual boards and staff to support them with transitional matters, including facilitating communications between OPC regarding the mandatory roles and responsibilities training and in obtaining insurance
- the OAPSB is taking a leadership role to find viable insurance options and two options were provided to Boards in August. Boards can also check with their brokers for other insurance options.
- The OAPSB is offering a group policy which will be launched in late September with premiums of \$3600 + tax = \$3,888. Further details will be forthcoming
- The OAPSB has been having individual meetings with Boards and they have continued to have drop-in sessions. In the fall, drop-in sessions will be offered once a once a month for administration and municipal staff at noon on the third Tuesday of the month and board members will continue on the third Thursday of the month. These provide an opportunity for questions and for members to learn from each other.
- The OAPSB, lost our Curriculum Developer Pam Dhaliwal. They have now hired Linda Skoyles who has a background in the sector having been both an officer and a curriculum designer/trainer at OPC. Their training plan for 2025 is currently being developed and Linda is in the early stages of developing our first on-line learning course on “understanding police culture”. More information will be forthcoming on this training.
- The mandatory thematic training for boards and all members in the sector has now been launched. New appointments have six months to complete the training, however the majority of members on municipal boards (continued appointments from the PSA) have until September 30th to complete the training. Communications on how to access the training can be found under “News” on the OAPSB website.
- They had another successful AGM and Spring Conference and received positive feedback and will include recommendations in their planning for the 2025 Conference.
- They will be sending out a survey this fall requesting information on areas you think the OAPSB should focus. Results will be shared at the 2025 Spring Conference.
- The Board of Directors held a strategic planning meeting in late June to review the strategic plan (2023-2025) and laying the groundwork for their 2026-2028 strategic plan.
- The current Transfer Payment Agreement for their curriculum developer and training officer ends in March of 2025. The current fee structure is outdated no longer supports the operations of a “Working Association”. A new fee structure will be announced for 2025, A detailed communication will be released in the coming weeks. Detachment board fees will be based on 21 cents per property to align with the OPP billing process.
- Working groups and collaborative initiatives continue as do their meetings with the Ministry and the Inspectorate of Policing.

- They have meetings scheduled with the WSIB working group and the Recruitment Working Group in October and they will be sharing updates on these two files at the Fall Labour Seminar on November 26-27, 2024, at the Hilton Toronto Airport Hotel & Suites.

A copy of the OAPSB update will be circulated to the members.

c. Graham Wight, Inspectorate of Policing, Police Services Advisor

Mr. Wight's update provided the following information to the members:

- He is happy to have discussions with Detachment Board/Police Services members about what they can ask their Detachment Commander/Chief of Police. The CSPA does clarify the role of the respective Board with the Detachment Commander/Police Chief
- He is going to take a proactive role with Detachment Boards
- His role with the IoP is focussed on compliance, complaints, investigations of police matters. He will be excluding Ministry of the Solicitor General information from updates and suggested that the Zone may wish to obtain these from the Ministry.
- The IoP will be circulating a form to Detachment Boards (DB) so that they have a contact for each one. Graham will be in contact with each Board by the end of the year.
- The CSPA requires Boards to have at least 4 meetings per year and there may be consequences if the IP receives a complaint.
- The former All Chiefs Memo is being replaced with Inspector General (IG) Memos which commenced August 1. The decision was made that these be circulated by the IoP to Commissioner to Detachment Commanders to Boards. Graham will see if he can circulate the latest IG memos to the Secretary-Treasurer for circulation to Zone 2 members
- He advised that the obligation is now on the Board to request police assistance to deal with an incident i.e. Friday the 13th event in Gananoque. Assistance from 1 board to another is prohibited except in certain authorized circumstances. The reason is for the recouping of costs. The IoP does get notified when requests are made for assistance in dealing with policing functions. A template is being worked on by the OPP which will be shared with all other police services. This agreement template, once entered into, will avoid having to notify the IoP every time a request is made for assistance. The relevant sections of the CSPA that deal with assistance are Sections 14 and 19.
- Board training deadline is September 30. If not completed, this will be a compliance issue as well.
- He recommended that Boards have a policy with respect to interactions with police personnel and when it is appropriate to do so i.e. if a Board member wants to go on a ride-along. The policy provides protection for Board members should a complaint be made.

After all questions had been address by Mr. Wight, Chairperson Comley thanked him for his update.

7. Delegations

a. Colonel Jason Guiney, CFB Petawawa Base Commander Re: Military Policing and Law

Pembroke OPP Detachment Commander Stephen Neufeld introduced Colonel Guiney and spoke to the relationship between the garrison, the community and the OPP.

Col. Guiney's presentation included the following information:

- Thanked board members for their work.
- There are many similarities between military and police though there are many differences as well
- Bravery and courage are faced everyday on the frontline and it takes a remarkable person to put on the uniform everyday.
- Provided his background in terms of years served, postings and deployments
- Information on Garrison Petawawa – one of Canada's largest and busiest bases with 6000 soldiers. The base puts ½ billion dollars into the local economy and has 1600 residential units.
- The Base Commander is like being a Mayor of a small Town with responsibility for roads, arena, childcare, etc. The biggest challenge is the infrastructure and the age of it.
- Explained the role of Military Policing (MP) which is an independent police force. The Base Commander cannot direct. They are responsible for discipline, traffic, force protection. There are 22 uniformed officers with 12 patrol vehicles. They have one of the most highly trained officers and have their own academy.
- In 2023, they had 40,000 calls for service with 827 general occurrences and in 2024 they have had 27,000 calls for service so far and 608 general occurrences
- the working relationship between the MP and the OPP. They seek assistance from the OPP with holding people overnight and for access to information. The OPP also provided the dive team to assist with the investigation of the June 20, 2023 aircraft crash
- connection with the community is so important and public support is needed. The MP could not do their job without the support of police forces.

After all questions had been addressed, Chairperson Comley thanked Col. Guiney for his presentation and Mayor Gervais provided a gift on behalf of Pembroke.

b. Superintendent Derek Needham, Office of Professionalism, Respect, Inclusion and Leadership (OPRIL) Re: Basil Borutski triple homicide. Search and arrest of the perpetrator. The discussion will include the subsequent inquests, recommendations and implementing strategies

Superintendent Neeham's presentation included the following information:

- The incident started in Wilno on September 15, 2015. He spoke to the police response, challenges faced and how the OPP partnered with other police to help solve this incident
- The inquest related to this incident was held 2 years ago
- Provided some information on the size of the OPP force
- Outlined the role of critical incident command
- Importance of an integrated response
- Recent improvements in the ability of the police to notify the public today versus in 2015. They notified people via media and social media not like the alert system used today on people's cell phones, TV, etc.
- There were geographical challenges resulting in the distance to other resources, communications, size of the Killaloe Detachment
- Provided the timelines for each of the 3 incidents which all occurred in 3 hours
- The perpetrator was convicted of all 3 death of the victims
- The inquest in July 2022 resulted in 86 recommendations which included responsibilities on policing and the municipalities and the need for increased supports for victims of Intimate Partner Violence (IPV) in rural communities

Jackie Pearson has been hired as a Victim Specialist in the Upper Ottawa Valley (Pembroke and Petawawa). Her role is to provide investigative updates to victims, witnesses and next of kin. She is the only person in this role in Eastern Ontario. She is an internal resource to the OPP during an ongoing investigation.

Inspector Stephen Neufeld spoke to how some of the inquest's recommendations are being addressed. They are creating a situation table for high-risk cases. The message needs to start in the schools talking to youth to break the cycle of learned behaviours.

The members were provided an opportunity to ask questions of the presenters. After all questions had been addressed, Chairperson Comley thanked the presenters and Mayor Gervais presented gifts on behalf of the City of Pembroke.

8. New Business

- a. The following motion was made to request an extension to the September 30, 2024 deadline for training to be completed

Moved by David Donaldson, Ottawa

Seconded by Scott Brum, Renfrew

THAT a letter be sent to the Minister of the Solicitor General requesting an extension to the training deadline of October 31, 2024.

CARRIED

9. Membership Input

None

10. Upcoming Meeting Date and Location

November 29, 2024 – Ottawa

11. Adjournment

Moved by Sharon Dainty, Petawawa

Seconded by David Donaldson, Ottawa

THAT the meeting be adjourned at 12:38 p.m.

CARRIED

Dena Comley, Chairperson

Diane Smithson, Recording Secretary

Attendance Record		Host: OAPSB Zone 2 Meeting – Pembroke PSB	
Meeting Date:	September 19, 2024	Location: Pembroke, ON	
Name	Board Name	Email Address	Phone
D Ferguson	Lanark Co.	denmans2@lanark.ca	613 624 5435
S. Broom	Renfrew	Sbroom@renfrew.ca	613 612 4345
Connie Tabbint	Renfrew	ctabbint@whitlake-region.ca	613 433 4428
Michelle Chapin	Petawawa	jeffmichellechapin@gmail.com	843 544 7329
Graham Wight	TOP	graham.wight@ontario.ca	613 813 8970
Dave Donaldson	Ottawa	dave.donaldson@bell.net	613-302-9233
Doug Buckwald	KILLALOE DE.	doug.buckwald@nalgomwi.com	613-635-3579
Steve Ferguson	South Frontenac	steferguson@southfrontenac.com	613 323 3076
Chris Hill	Weyburn	chill@wytan.ca	613-61-0830
Anne Giardini	UOV #3	mayor@laurentianhills.ca	613-401-9557
Bill Roberts	Prince Edward City	broberts@pecounty.on.ca	613-776-3387

Attendance Record		Host: OAPSB Zone 2 Meeting – Pembroke PSB	
Meeting Date:	September 19, 2024	Location: Pembroke, ON	
Name	Board Name	Email Address	Phone
CHRIS BRANEX	PRINCE EDWARD DETACHMENT	cbraney@pscounty.on.ca	613-885-0830
Casey Hill	Prince Edward County OPP Detachment	chill@judic.com	(647) 403-4628
Michael St Jean	Pembroke PSB	mstjean@outlook.com	613 633 0691
Ron Gowis	11	rgowis@Pembroke.ca	613 281 3162
Paul Mac	Knapfen	macallis@queensu.ca	613 888 9833
Lois Sargeant	Kinston	lsargeant@kaf.ca	613 893 0661
Rob Tripp	Randrews & AEE's OPP Board	rtripp@greater-madawaska.com	613 853 1057
Dez Bair-Patel	Pembroke OPP Detachment Board	dez@integratedhealthcentre.ca	613 401 8387
Veria Comley	Lennox County	d.comley@carletonplace.ca	613-250-0484
Diane Smithson	Lennox City	dsmithson@carletonplace.ca	613-257-6255
Sharon Dainty	Peterborough Police	Sedainty@pntco.net	613 681 5259

Attendance Record		Host: OAPSB Zone 2 Meeting – Pembroke PSB	
Meeting Date:	September 20, 2024	Location:	Pembroke, ON
Name	Board Name	Email Address	Phone
Arena Comley	honorak	dcomley@caitelonplace.ca	613-250-0484
Sharon E. Rankin	Rd. Miller	sedainty@nrtio.net	613-687-5259
Gemma Tabont	Benfrew	ctabont@whitekntreregion.ca	613-413-4428
Roz Tripp	" "	rtripp@ stater statermadowalk	613-853-1037
Scott Brum	" "	shrum@MelbHomeside.com	613-612-4345
D. Ferguson	Middlebrook	dfe+gus@2@sympatico.ca	613-628-5435
J. Wright	ICR	gwhr.wj@outlook.ca	416-817-1517
Dave Donaldson	Others	dave.donaldson@bell.net	613-302-9233
Christine Milks	Garanoque	cmilks@gmail.com	613-532-8498
Jean Bédard	" "	jbedard@garanoque.ca	613-217-9108
Steve Pegrum	South Frontenac	spegum@southfrontenac.net	613-328-3076

Attendance Record		Host: OAPSB Zone 2 Meeting – Pembroke PSB	
Meeting Date:	September 20, 2024	Location: Pembroke, ON	
Name	Board Name	Email Address	Phone
Chris Neft	UOV #3	cnoff@township.ca	613-461-0830
Greg Brown	North Grenville OPP	gregoryfoxbrown@gmail.com	613 617 7788
LORIE SPRENGER	KINGSTON	lsprengent@kpf.ca	613-893-0661
Gail Macdonald	Cereydon	gmacallister@son.ca	6138889833
DAVE BUCKWOLD	KILLNOE OPP	dbuckwold@nalgona.wil.com	613-635-3579
AUNE GIARDINI	UOV #3 OPP	mayer@laurentian-hulls.ca	613-401-9557
Michelle Chapin	PETAWAWA	jeffmicheltechopn@gmail.com	343 544 7329
Jackie Pearson	UOV Pembroke	jackie.pearson@opp.ca	705-477-2591
VICTORIA CHARBONNEAU	UOV Pembroze	victoria.charbonneau@pembroke.ca	613-735-6821 x1330
Theresa Sabourin	Petawawa Detachment	tsabourin@petawawa.ca	613 687-2429
MARC HEMMERICK	Opprew	marc.hemmerick@opp.ca	613 407 1382

Attendance Record		Host: OAPSB Zone 2 Meeting – Pembroke PSB	
Meeting Date:	September 20, 2024	Location: Pembroke, ON	
Name	Board Name	Email Address	Phone
Heather Smith	Belleville	ismith6@sympatico.ca	613-331-1297
JANET HARNDEN	Belleville	janet.coyle.harnden@gmail.com	613-847-6415
Tracy Russell	Deep River	hogues@rogers.com	613-633-9979
Sue D'EAU	Deep River	sdeon@dooprive.ca	613-639-2313
Dr. Bair Patel	Pembroke	drz@integratedhealthcentre.ca	613 401 8884
Ron Genois	Pembroke	rgerois@Pembroke.ca	613 281 7162
Michael St-Jean	Pembroke	mstjean@dentlook.com	613 633 0691
Steph Newfeld	OPP U.O.V.	stephen.newfeld@opp.ca	613-222-6526
Casey Hill	Prince Edward County Detachment Board	chill@judicom.ca	(647)403-4628
CHRIS BRANEY	" " " "	cbraney@pecounty.on.ca	613-885-0530
Bill Roberts	" " " "	broberts@pecounty.on.ca	613-476-3387

Dr. Stephen Maguire

Chair: Standing Committee on Ethics, INTERPOL

Co-Chair: CACP Ethics Committee

Adjunct Research Professor: Ethics and Public Affairs, Carleton University

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Ethics Defined

1. The moral principles that govern a person's behaviour or conducting an activity (Oxford English Dictionary).
2. Ethics concern standards that guide how we treat one another, how we live and work together, how we make decisions, how we determine what is admirable or not, what is worthwhile or not. Ethics includes our reflection on the appropriateness of these standards (Blackburn, 2002).



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Related AI Standards

- **Lawful**
- Human Rights perspective
- All human beings are born free and equal in dignity and rights (UDHR – UN)
- Human rights as a political not ethical conception
- Human rights as an individual and public good
- Boundary conditions of human rights



Privacy

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AI Standards

- **Lawful**
- Privacy as an individual good
- Privacy as a public good
- Boundary conditions of privacy
- Intention of guidelines - balancing public goods of human rights and privacy with the public good of public safety and community well being



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Public Safety and Community Well-Being

RESPECT	FAIRNESS	ACCOUNTABILITY
Moral agency	Data Integrity	Governance
Community Engagement Plan	Transparency	Human in the loop
Risk assessment	Bias	Accuracy & Reliability
Clear purpose	Equity	Safety and Security
Openness	Contestability	Explainability



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An Ethical Outcome

- Ethics includes doing what is right and doing what is good
- Doing what is right is about our legal obligations as well as informal and formal ethical obligations
- Doing good is about accomplishing worthwhile or admirable ends.
- AI guidelines ensure police to do what is right to accomplish what is good – public safety and community well-being.



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Renew Your 2025 Membership Now!



The OAPSB has launched their registration for 2025 Membership! All boards should have received an invoice directly to their email to renew. If you did not receive your invoice please reach out to Jennifer at membership@oapsb.ca for support.

Membership renewals are due by January 31, 2025.

2024 OAPSB Labour Conference



Thank you to everyone who attended and supported the 2024 OAPSB Labour Conference in Toronto at the end of November. We had great discussions, learned from subject matter experts and collaborated on key topics.

As a reminder, all event attendees have received a thank you email with a survey. Please submit your thoughts and feedback about the conference through the survey!

Reminders and Resources

All Chiefs Memos

The following All Chiefs Memos were posted on the website throughout the month of November.

- 24-0063 - All Chiefs Memo - Crime Prevention Week
- 24-0064 - All Chiefs Memo - Provincial Pool of Multi-Jurisdiction Major Case Managers
- 24-0065 - All Chiefs Memo - Ontario Anti-Hate Security and Prevention Grant (2024-25)
- 24-0066 - All Chiefs Memo - Stolen Valour Unlawful Use of Military Uniforms or Certificates
- 24-0067 - All Chiefs Memo - Next Generation 9-1-1 (NG9-1-1) Notification of Transition
- 24-0068 - All Chiefs Memo - Ontario Regulation 87 24 Amendments
- 24-0069 - All Chiefs Memo - Auxiliary Program Survey
- 24-0070 - All Chiefs Memo - Communications Requirements for Community Safety Grant Program Transfer Payment Recipients
- 24-0071 - All Chiefs Memo - Ontario Closed Circuit Television Grant Program - Call for Applications for 2024-25
- 24-0072 - All Chiefs Memo - Attorney General of Ontario Position on Third-Party Production Motions for Police Records

If you have not yet had a chance to review them please click the link below to access them.

Handy Links

Visit the
OAPSB

Board & Chiefs
Memos

Upcoming
Events

Ministry
Contacts

Appointments
and Vacancies

Access the
CSPA Here

Connect With Us!



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Solicitor General

Office of the Solicitor General

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Tel: 416 326-5000
Toll Free: 1 866 517-0571
Minister.SOLGEN@ontario.ca

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132-2024-4602
By mail and email

November 25, 2024

Robert Tripp
Chair
Renfrew OPP Detachment
410 O'Brien Road
Renfrew ON K7V 3Z2
rtripp@greatermadawaska.com

Dear Chair Tripp:

I would like to thank you for applying to the recent call-for-applications under the Mobile Crisis Response Team (MCRT) Enhancement Grant.

As you know, in May 2024, a call-for-applications was launched for a three-year grant cycle of the MCRT Enhancement Grant from 2024-25 to 2026-27.

I am pleased to inform you that MCRT (Mobile Crisis Response Team) Renfrew OPP has been approved for Year 1 funding under the MCRT Enhancement Grant for 2024-25, with a total allocation of \$120,000.

Please keep this information confidential until your agreement has been approved and the ministry has been able to do a public announcement.

Additionally, the ministry will be relaunching a call-for-applications under a new two-year cycle of the MCRT Enhancement Grant from 2025-26 to 2026-27. More information regarding this grant cycle will be communicated to police services in the near future.

If you have any questions, please reach out to my Director of Policy and Stakeholder Relations, Giancarlo Da-Ré, at Giancarlo.Da-Re@ontario.ca.

Thank you for your participation in this valuable initiative.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Kerzner".

Michael Kerzner
Solicitor General