

Staff Report to Council

Title: Draft South Bruce OPP Detachment Board Procedure By-law

Recommendation:

That the OPP Detachment Board approve the draft South Bruce OPP Detachment Board Procedure By-law.

Executive Summary:

Clerks/Deputy Clerks from all Municipalities in the South Bruce OPP Detachment Board worked together to create this draft Procedure By-law for the Board's consideration.

Financial Considerations:

There are no financial considerations associated with this By-law.

Policy:

[Community Safety and Policy Act, 2019, S.O. 2019 c. 1 Sched. 1 \(CSPA\)](#)

Context and Background Information:

In the fall of 2024, a group of Clerks and Deputy Clerks from municipalities within the South Bruce OPP Detachment area came together to plan for the transition to the Community Safety and Policing Act (CSPA). This group created a draft procedural by-law for the Board based on the CSPA and its regulations.

The draft by-law was reviewed by the Chairs, local police services boards, and representatives from South Bruce and Arran-Elderslie, who provided their input.

The CSPA mandates the detachment board and some of the rules embedded in this legislation or its regulations:

- Code of Conduct (Ontario Regulation 409/23)
- Role of the Board
- Training
- Annual Meetings: At least one per quarter;
- Budgets and Estimates
- Role of Detachment Commander with the Board;
- Quorum: Majority of members;

- Notice: Published at least seven days before meetings;
- Public Access: Meetings are generally open to the public, with specific exceptions;
- Closed Session: Per Section 44 of the CSPA;
- Committees: The Board can establish committees and delegate powers.

Other items are more procedural, and the Working Group utilized similar rules to Municipal Procedural By-laws including:

- Duties of the Chair: Includes representing the Board, setting agendas, and maintaining order;
- Special Meetings: Can be summoned by the Chair or majority request;
- Agenda: Prepared by the Secretary, includes standard headings;
- Delegations: Procedures for public presentations;
- Recorded Vote: Procedures for requesting and recording votes.
- Conflict of Interest: Governed by the Municipal Conflict of Interest Act, 1990.

Consultation Overview:

Through the working group, Staff has engaged in consultation with the following:

- Other Detachment Board working groups;
- The Ministry of the Solicitor General;
- The Ontario Association of Police Services Boards;
- OPP South Bruce Detachment.

Origin:

[The Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1](#)