Northumberland OPP Detachment Board Policy

Board General Service Standards Guidelines

Policy No: 2024-5

Effective Date: September 19, 2023

Current Revision Date: April 1, 2024

Rescinds all other Policies and Procedures relating to this subject.

1. POLICY STATEMENT

1.1. The Board has police services oversight responsibilities as an "OPP detachment board" under the *Community Safety and Policing Act, 2019* and regulations (collectively the "CSPA") which relate to the provision of police services to the municipalities participating in the Northumberland Detachment of the Ontario Provincial Police ("OPP").

1.2. To facilitate Board compliance with its roles and obligations as an OPP detachment board in accordance with the CSPA the Board has adopted best practices governance protocols, by-laws and policies which are consolidated under a Board Governance Memorandum effective September 19, 2023, and revised April 1, 2024.

1.3. This Policy provides general service standards guidelines which, in addition to those set out in the Policy on Board Meetings Service Standards Guidelines (Policy D3(j)), are adopted to ensure the consistent and timely completion of the steps necessary to effect ongoing compliance with the Board's general governance obligations under the Memorandum.

2. STATUTORY AUTHORITY AND OTHER REFERENCES

2.1. CSPA; Board Governance Memorandum (including attachments)

3. PURPOSE

3.1. These service standards are guidelines to be used by the Executive Assistant and the Board to develop actual task deadline dates each month (based on schedules, weekends and other considerations) in a format substantially similar to the example month-by-month service standards Workplan attached as Appendix "A" (Example Workplan of General Service Standards Tasks and Deadlines 2024**)**. At the end of each year the Executive Assistant will prepare a new Workplan based on the meeting schedule for the coming year.

4. SCOPE

4.1. The outlined service standards guidelines will apply to Board members and the Executive Assistant in the conduct of their respective duties.

5. DEFINITIONS

5.1. As defined herein.

6. POLICY GUIDELINES (GENERAL)

6.1. The Executive Assistant and Members of the Board shall make their best efforts to respond to all communications addressed to them within 24 hours of receipt.

6.2. All draft documents are to be prepared in Word format and all final documents are to be prepared in PDF format. All revisions to drafts are to be in track changes format.

6.3. All references to days and years are to calendar days and years.

7. COMPLIANCE WITH CSPA, BOARD POLICIES AND BY-LAWS

8. Board/Committee members and the Executive Assistant shall comply with all CSPA, Board Policy and By-Law requirements.

9. Action Register and Workplan

Action Register

9.1. The Executive Assistant and the Chair/Vice-Chair shall develop and maintain an Action Register which records Board special project assignments and shows specific details and timing of the tasks associated with such projects as well as the individuals responsible for each task.

9.2. The Action Register shall be presented to the Board for review and approval at every meeting of the Board (subject to any required edits at public meetings to reflect any in-camera-related items)**.**

Workplan

9.3. The Executive Assistant and the Chair/Vice-Chair shall develop and maintain a detailed annual Workplan based upon compliance with the requirements of this Policy in the form set out (example 2024) in Appendix “A” attached hereto, which shall show the specific details and timing of all required tasks.

9.4. The Workplan shall be presented to the Board for review and approval at the last meeting of the year prior to its effective date and shall be reviewed at every public meeting of the Board.

10. Review and Revision History

Revision Date	Description of Changes
April 1, 2024	Reflect new CSPA

Approved and ratified by the Board effective April 1, 2024.

John Davison

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Chair

Lou Rinaldi

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Vice-Chair

Northumberland OPP Detachment Board

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NORTHUMBERLAND OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN

APPENDIX "A"

Governance/Policy Subject	Monitor (M) Review/Receive (R)	Q1	Q1	Q2	Q3	Q4		
		April-June		July-Sept	Oct-Dec	Jan-Mar		
	Prepare (P) Approve (A)	Meeting Date						
						TBD 2025		
1.0 Annual Board Governance Review								
1.1 Review Board Governance Memo, Policies and By-Laws								
1.2 Review Board composition/appointments re any vacancies								
1.3 Board Chair/Vice-Chair elections								
1.4 Code of Conduct								
1.5 Obtain OPP Equal Opportunity, Discrimination and Workplace Harassment policies								
1.6 Election Campaign/Political Activity								
2.0 Receive Reports/Directions								
2.1 s.9 Report to Minister by person conducting review (not the Board) on personal information collected under s.5 April 1/24-Mar 30/26 – posted on internet								
2.2 Annual Commissioner Report (s.58) – posted on internet								
2.3 Periodic DC Reports to Board as requested (ss.68(1)-(3))								
2.4 s.103 Annual Report of Inspector General – posted on internet								
2.5 Annual Local Action Plan Progress Reports								
3.0 Any Complaints								
3.1 s.107(8) Minister Report to Inspector General re any s.107(6) complaint								
3.2 s.122 Any direction from Inspector General								

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suspending member/any s.111-128 Inspection Reports to the Inspector General								
3.3 ss.107(7) Report re any ss.107(6) complaint								
3.4 Receive any Part VII-X reports affecting Board								
4.0 Community Safety and Well-Being Plan								
4.1 Community Safety and Well-Being Plan from Council every 4 years (s.254)								
5.0 Prepare Reports								
5.1 Annual Board Report to Town (ss.68(1)) Parts 1 and 2								
5.2 ss.107(7) Report re any ss.107(6) complaint								
6.0 Strategic Plan and DC Action Plan								
6.1 Strategic Plan (every 4 years) (s.61)								
6.2 DC Local Action Plan (every 4 years)								
(a) Board/DC consultations (ss.70(2))								
(b) Board receives draft local Action Plan (ss.70(5)/(6)) and shares with Council								
(c) Board provides comments to DC								
7.0 Board Training and Education								
7.1 Check compliance								

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	Prepare (P) Approve (A)	Meeting Date						
						TBD 2025		
7.2 Chair/Vice-Chair Governance Training refresher								
7.3 New Member Orientation								
8.0 Board Local Policies								
8.1 Semi-annual DC confirmation under ss.69(4) re non-compliant local policies per ss.69(2)								
9.0 Board Funding								
9.1 Board ss.71(1) and (2) estimates prep and submission to Town, subject to arbitration under ss.71(4)								
10.0 Action Register and Workplan								
10.1 Action Register								
10.2 Workplan								
11.0 Special Projects								
11.1 Special project progress reports								
12.0 Community Awareness Initiative								
12.1 Report on Initiatives								