



**The Corporation of the  
Town of Tecumseh**

Chief Administrative Officer

**To:** Mayor and Members of Council  
**From:** Margaret Misek-Evans, Chief Administrative Officer  
**Date to Council:** March 19, 2024  
**Report Number:** CAO-2024-03  
**Subject:** OPP Detachment Board - Administration

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**Recommendations**

It is recommended:

**That** Report-CAO-2024-03 entitled “OPP Detachment Board – Administration” **be received;**

**And that** authorization **be given** for the Town of Tecumseh to provide administrative support to the new Essex County OPP Detachment Board – North;

**And further that** authorization **be given** to Administration to create a new Administrative Support position dedicated to the OPP Detachment Board – North and proceed with drafting a job description and advertisement for the position;

**And furthermore, that** the administrative components relating to municipal liaison support and proposed meeting schedule **be approved;**

**And furthermore, that** the financial administration and compensation provisions outlined within Report CAO-2024-03 **be approved;**

**And furthermore, that** the proposed arrangements regarding the OPP Detachment Board – North administration **be forwarded** as the Town of Tecumseh’s recommendations, subject to concurrence with the Town of Essex and the Municipality of Lakeshore, for their consideration;

**And furthermore, that** the administrative and financial arrangements approved by the three member municipalities **be recommended** to the newly formed Essex County OPP Detachment Board – North for its adoption.

## Background

On March 26, 2019, Ontario passed the [Community Safety and Policing Act, 2019](#) (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. Once in force, as of April 1, 2024, the CSPA will replace the current *Police Services Act, 1990* (PSA).

At the May 25, 2021 Regular Meeting of Council, [Report CAO-2021-09](#) was presented outlining the new CSPA requirements and endorsement of the two board model as the preferred detachment board composition. On October 25, 2023, the Ministry of the Solicitor General (Ministry) sent a letter to all local municipalities confirming that the Essex County OPP Detachment Board proposal had been approved by the Solicitor General.

To prepare for the CSPA coming into effect, the Ministry provided a [description of the regulation](#) for public review and feedback, that will set out OPP Detachment Board compositions and other related matters. Council endorsed Administration's comments in response to the description regulation, as identified in [Report CAO-2024-01](#), and the Town's feedback was forwarded to the Ministry.

As part of the next steps, the Ministry has advised the new board is to be in place on or about April 1, 2024. The current Police Service Board (PSB) ceases to be in effect at that time. A by-law to disband the current PSB is forthcoming to give effect to its discontinuance. Town Administration is working with the senior administrations of the Town of Essex and Municipality of Lakeshore (collectively the "Senior Administration") to develop the administrative components of the new board for consideration by each respective Council. This report centres on the initial administrative components.

Concurrent to this report, Council will consider the local representative appointments to the new Essex County OPP Detachment Board – North (Board).

## Comments

Senior Administration from the three municipalities recommend the overall Board administration to be undertaken by Tecumseh on a fee for service basis, including overhead expenses such as the Administrative Support, financial support services, use of the electronic agenda management software (eScribe), records management, website, livestreaming, hosting meetings, etc. incurred by the host municipality.

Details regarding financial oversight will be forthcoming in a separate report on the Board budget, together with arrangements to be facilitated through a cost-sharing agreement.

## **Administration**

### **a) Administrative Support**

Each of the three municipalities do not have the staffing resources to provide dedicated Administrative Support for the new Board. However, Tecumseh's current Administrative Support (Executive Assistant to the CAO) will assist the new Board in this role on an interim basis.

To carry out the various Board secretariat, administrative and coordination duties, it is recommended that a new position ("Administrative Support") specifically for the Board administration be created and that Council authorize Administration to proceed with drafting a job description and advertising for this proposed new position. It is anticipated that this position will be part-time. The staffing enhancement costs will be outlined in the upcoming budgetary report.

### **b) Municipal Liaison Support**

For the three municipalities, two CAOs currently serve as PSB Secretaries (Tecumseh and Essex), with the Corporate Leader – Legal Counsel acting as Municipal Liaison for Lakeshore. It is jointly recommended that the Municipal Liaison support role continue with representation from each municipality to provide the new Board with governance support in an advisory capacity.

### **c) Meetings**

In accordance with Section 43 of the CSPA, at least four (4) meetings shall be held per year. Senior Administration collectively recommends six (6) meetings per year, with any additional meetings and closed meetings to be held at the call of the Chair.

Tecumseh will host and livestream the Board meetings initially and subject to the Board's preference thereafter.

## **Financial Administration and Compensation**

Section 67 (3) of the CSPA provides for remuneration and expenses of the Board in the regulation. The current description of the regulation provided by the Ministry references the amount of remuneration will be determined by unanimous agreement by the municipalities within the detachment area, or the Province will determine the amount to be paid if an agreement cannot be reached. Board costs are to be allocated equally unless a different arrangement is unanimously agreed to.

Jointly, Senior Administration proposes compensation in accordance with Tecumseh's current remuneration model, as set out in the table below:

Remuneration (2024 annual rate)	Chair \$3,651 Members \$2,947 Administrative Support (interim) \$2,947 Municipal Liaison \$2,947
Per diem*	\$200 full day \$100 half day

\*Per diems are provided for training/conferences only; no meeting per diem would be provided.

The compensation for the dedicated Administrative Support will be determined once the job description has been created and the pay evaluated.

Related travel expenses would be per the respective municipal policy until the new Board adopts a consolidated travel policy.

Notwithstanding that the recommendations outlined within this report were derived jointly with Senior Administration from Essex and Lakeshore, all recommendations regarding the administrative and financial arrangements are subject to the concurrence of the Councils of the Town of Tecumseh, the Town of Essex and the Municipality of Lakeshore and eventual adoption by the newly formed Essex County OPP Detachment Board - North.

## Consultations

Legislative Services & Clerk

Financial Services

Ron LeClair, Ministry of Solicitor-General Advisor to the OPP Police Service Boards in Essex County

Senior Administration from Municipalities within the Essex County OPP Detachment Board - North

## Financial Implications

For the balance of 2024, the new Board is expected to operate within the remaining balances of the cumulative approved budgets of the three member municipalities (Tecumseh, Lakeshore, Essex).

As the new Board is intended to be administered through Tecumseh, actual Town costs incurred to administer the program will be recovered equally from the three participating municipalities.

At this time, no additional cost to the Town is anticipated as a result of the new Board structure and second quarter implementation, and the Town's share of costs towards the new Board is expected to be within the remaining balance of the Town's approved 2024 PSB budget.

## Link to Strategic Priorities

Applicable	
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.  
Deputy Clerk – Clerks Services & Policy Advisor

Reviewed by:

Robert Auger, LL.B.  
Director Legislative Services & Clerk

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None