

**Essex County OPP
Detachment Board - North**

To: Chair and Members

From: Tecumseh Municipal Liaison, Margaret Misek-Evans, CAO

Date to Board: April 22, 2024

Report Number: ECODB-2024-02

Subject: Code of Conduct and Administrative Policies

Recommendations

It is recommended:

That Report No. ECODB-2024-02, Code of Conduct and Administrative Policies, **be received.**

And that direction be given to Administration **to proceed with** drafting policies for procedures, Board composition and appointment, travel, records management, freedom of information and communications;

And further that the review of administrative policies **be conducted by** (select one of) the entire Board or a sub-committee of the Board, consisting of the following members: (to be determined at the meeting).

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. The CSPA came into full force and effect on April 1, 2024, replacing the prior Police Services Act, 1990.

In accordance with the CSPA, the code of conduct for members is established in [Ontario Regulation 409/23](#) (O. Reg. 409/23). This regulation also establishes rules regarding Board Member conflict of interest. The mandatory training completed by the Members prior to this meeting included training on the code of conduct.

Based on recommendations by the Ministry of the Solicitor General (SolGen) and the Ontario Association of Police Service Boards (OAPSB), the Board will be responsible for developing its own administrative policies including:

- Board Composition & Compensation
- Board Appointment
- Board Procedures, i.e. role of Chair and members, committee structure, meeting procedures, notice, annual reporting, budget, etc.
- Travel Policy
- Records Management
- Freedom of Information
- Communications
- Board Competency Framework & Evaluation
- Board Member Orientation, Onboarding & Training
- Police Inspector Hiring & Evaluation

The Board also may, in accordance with S. 69 of the CSPA, establish local policies, subject to the limitations set out in that section. The need for local policies pursuant to S. 69 may be determined later, following the Board's consideration of the Local Action Plan per S. 70 of the CSPA.

Comments

To move forward with establishing the operating framework of the Board, it is recommended that the following policies be given priority for development:

- Board Procedures, i.e. role of Chair and members, committee structure, meeting procedures, notice, annual reporting, budget, etc.
- Board Composition & Compensation
- Board Appointment
- Travel Policy
- Records Management

- Freedom of Information
- Communications

Subject to the Board's concurrence, Administration will proceed with developing draft policies for these matters for the Board's consideration at upcoming meetings. The Board may wish to establish a committee for policy review or conduct the review as a whole Board. Direction is requested in this regard.

Consultations

Senior Administration – Essex, Lakeshore and Tecumseh

Financial Implications

There are no financial implications associated with this report.

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

Prepared by:

Tecumseh Liason - Margaret Misek-Evans
Chief Administrative Officer

Reviewed by:

Essex Liason - Doug Sweet
Chief Administrative Officer

Reviewed by:

Lakeshore Liason - Susan Hirota
General Counsel

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None