

Essex County OPP Detachment Board - North

To: Chair and Members

From: Essex Municipal Liaison, Doug Sweet, CAO

Date to Council: April 22, 2024

Report Number: ECODB-2024-03

Subject: Meeting Schedule and Location

Recommendations

It is recommended:

That Report No. ECODB-2024-03, Meeting Schedule and Location, **be received;**

And that direction be provided to Administration **to proceed with** drafting a meeting schedule for the new Essex County OPP Detachment Board – North, based on direction from the board at the April 22, 2024, 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 new CSPA, guidelines have been established on the minimum requirements to hold police service board meetings. At a minimum, the following requirements must be followed for municipal police service boards and apply equally to OPP detachment boards:

- The police service board shall hold at least four meetings each year.
- The majority of the members of the police service board constitutes a quorum.
- Subject to section 44, meetings conducted by the police service board, or by a committee of the board, shall be open to the public.

- The police service board shall record without note or comment all resolutions, decisions, and other proceedings at the meeting, whether it is open to the public or not.

Comments

To move forward in establishing a meeting schedule for the new police service board, direction is required from board members on three items:

- Meeting Day of the week,
- Meeting time, and
- Meeting location

Previously, each of the municipalities' police service boards held their board meetings on different days and times of the week, and only the Town of Tecumseh livestreamed its police service board meetings. After further investigation by Administration, it has been confirmed that each municipality has the capabilities to livestream meetings should the current board provide direction to rotate the meeting locations.

The new act requires that all boards meet at a minimum of four (4) times per year, however Administration would recommend that the new police service board establish a meeting schedule that schedules meetings every other month or at the call of the chair, as outlined in the Administrative reports received and approved by each of the three Councils. It is anticipated that there may be more meetings in the first year, in order for the Board to establish its operating policies. In addition, Administration would recommend, at a minimum, that the first four board meetings be held at Tecumseh Town Hall to ensure all logistics of hosting and livestreaming the board meetings for three municipalities can be fully reviewed.

At this time, we invite board members to discuss options and provide direction on establishing the new detachment board meeting location, day, and time. To initiate the discussion, some options are outlined below:

Location – commencing in April 2024:

Tecumseh: first 4 meetings to work out logistics and ensure viability of livestreaming from all locations.

Essex: next 4 meetings

Lakeshore: next 4 meetings.

Day of Week/Time of Day:

| Day of Week: | Morning: 9 a.m. to 12 p.m. | Afternoon: 1 – 3 p.m. | Afternoon: 3 – 5 p.m. | Evening: 5 – 7 p.m. |
|--------------|-------------------------------|--------------------------|--------------------------|------------------------|
| Monday | A | A | N/A ¹ | N/A ¹ |
| Tuesday | A | N/A | N/A ² | N/A ² |
| Wednesday | A | A | N/A ¹ | N/A ¹ |
| Thursday | A | N/A | A | A |

Considers Council meeting schedules of all three municipalities and County:

1. N/A 2nd and 4th Mondays and 1st and 3rd Wednesdays
2. N/A irregular schedule, best to avoid.

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 Essex Chief Administrative Officer.

Prepared by:

Essex Liason - Doug Sweet
Chief Administrative Officer

Reviewed by:

Lakeshore Liason - Susan Hirota
General Counsel

Reviewed by:

Tecumseh Liason - Margaret Misek-Evans
Chief Administrative Officer

Recommended by:

Doug Sweet
Chief Administrative Officer

| Attachment Number | Attachment Name |
|-------------------|-----------------|
| None | None |