

Town of Shelburne  
OPP Detachment Board - 2  
Governance Documentation



## Contents

Introduction .....	3
Principles of Policing for the Town of Shelburne's OPP Detachment Board .....	4
Governance Structure Shelburne OPP Detachment Services Board .....	6
Appointment Procedures.....	6
Training Standards.....	6
Meeting Protocols.....	6
Delegation of Authority.....	6
Legal Protections.....	7
Contracting Capabilities .....	7
Board Composition and Responsibilities.....	8
1. Board Composition (CSPA s. 36):.....	8
2. Responsibilities of Each Role (CSPA s. 43): .....	9

## Introduction

As of April 1, 2024, the Shelburne OPP Detachment Services Board has transitioned to operate under the guidelines set forth by the Community Safety and Policing Act, 2019 (CSPA) and its associated regulations.

This memorandum has been meticulously crafted to serve as a comprehensive guide to the governance framework governing the operations of the Board. It delineates essential principles, clarifies responsibilities, and identifies necessary resources.

The primary objective of this document is to ensure strict adherence to the provisions of the CSPA while facilitating efficient oversight of policing services within the Shelburne area. By adhering to these guidelines, the Board aims to promote transparency, accountability, and excellence in law enforcement practices, ultimately enhancing community safety and well-being.

## Principles of Policing for the Town of Shelburne's OPP Detachment Board

The Town of Shelburne's Ontario Provincial Police (OPP) Detachment Board adheres to a set of fundamental principles outlined in the Community Safety and Policing Act (CSPA). These principles serve as guiding values for law enforcement services in our community, ensuring that policies and actions align with our core values and contribute to a safer and more inclusive environment. Here is an overview of these principles:

1. **Safety First:** The safety and well-being of Shelburne's residents are paramount. The OPP Detachment Board prioritizes strategies and initiatives aimed at preventing crime, responding effectively to emergencies, and fostering a sense of security for all community members.
2. **Respect for Human Rights:** Upholding human rights is a foundational principle in policing. The OPP Detachment Board is committed to respecting the rights and freedoms of every individual in Shelburne, regardless of background or circumstance, while ensuring that law enforcement actions are conducted in a fair, just, and dignified manner.
3. **Community Partnership:** Collaboration with the community is vital for effective policing. The OPP Detachment Board actively engages with residents, organizations, and stakeholders to address local concerns, develop crime prevention programs, and build trust-based relationships that promote mutual respect and cooperation.
4. **Support for Victims:** Providing compassionate support to victims of crime is a key priority. The OPP Detachment Board ensures that victims receive the necessary assistance, resources, and advocacy to navigate the justice system and recover from the impact of criminal activities.
5. **Cultural Sensitivity:** Shelburne is a diverse community, and the OPP Detachment Board values and respects its cultural richness. Police officers undergo training in cultural competency to better understand and serve the needs of diverse populations, fostering an environment of inclusivity and understanding.
6. **Equity and Fairness:** The OPP Detachment Board is committed to fair and impartial policing. Discrimination, bias, and systemic barriers are actively addressed to ensure that all individuals in Shelburne are treated equitably under the law, regardless of factors such as race, ethnicity, gender, or socioeconomic status.

These principles form the basis of governance for the Shelburne OPP Detachment Board, guiding decision-making, policies, and procedures to uphold safety, human rights, community collaboration, victim support, cultural sensitivity, and equitable policing practices.

By embracing these principles, the OPP Detachment Board aims to build trust, enhance accountability, and contribute to a safer and more harmonious community for all residents of Shelburne.

## Governance Structure Shelburne OPP Detachment Services Board

This comprehensive Governance Structure of the Shelburne OPP Detachment Services Board, meticulously designed to ensure transparency, accountability, and the effective oversight of policing services in accordance with the Community Safety and Policing Act, 2019 (CSPA) and its related regulations.

### Appointment Procedures

**Detachment Commander (DC):** The DC is appointed by the Commissioner of the Ontario Provincial Police (OPP) as per CSPA s.33. The appointment process involves considering qualifications, experience, and suitability for the role.

### Training Standards

**Board Members:** Members of the Board are required to undergo training programs approved by the OPP, focusing on governance principles, legal obligations, community engagement, and policing policies as per CSPA ss.35(1)-(5).

**Detachment Personnel:** The DC ensures that detachment personnel receive ongoing training and development in accordance with OPP standards and best practices.

### Meeting Protocols

**Regular Meetings:** The Board conducts regular meetings as outlined in CSPA s.43, ensuring transparency and accountability in decision-making.

**Agenda Setting:** The DC, in consultation with the Board Chair, sets the agenda for meetings, including relevant topics such as budget reviews, policy updates, and community feedback.

### Delegation of Authority

**Board Chair:** The Board elects a chairperson as per CSPA s.36, who presides over meetings, represents the Board publicly, and oversees the implementation of Board decisions.

**Committees:** The Board may delegate specific tasks to committees or working groups, ensuring efficient management of complex issues such as finance, policy development, or community relations.

## Legal Protections

**Indemnification:** Board members and authorized personnel are protected from personal liability under CSPA s.48, provided they act in good faith and within their lawful authority.

**Confidentiality:** Discussions and decisions made during closed meetings, as permitted by CSPA s.44, are protected to maintain confidentiality and sensitive information security.

## Contracting Capabilities

**Procurement Process:** The Board follows a transparent procurement process, including obtaining competitive bids, reviewing contracts for compliance, and ensuring value for money in accordance with CSPA s.49.

**Partnerships:** The Board may enter into partnerships or agreements with other entities, subject to legal requirements and alignment with the Board's objectives and policies.

# Board Composition and Responsibilities

## 1. Board Composition (CSPA s. 36):

### **a) Board Chairperson:**

- i)** The Board Chairperson is elected by the members of the Shelburne OPP Detachment Services Board.
- ii)** Responsibilities include presiding over board meetings, setting meeting agendas, and representing the Board in public engagements.
- iii)** The Chairperson ensures that meetings are conducted efficiently, encourages open discussions, and fosters a collaborative decision-making environment.

### **b) Vice-Chairperson (Optional):**

- i)** The Vice-Chairperson may be elected from among the board members to assist the Chairperson and act in their absence.
- ii)** Responsibilities include supporting the Chairperson in their duties, overseeing specific tasks or committees as assigned, and participating in strategic planning.

### **c) Board Members:**

- i)** Board members are appointed or nominated based on their expertise, experience, and commitment to the principles outlined in the Community Safety and Policing Act, 2019.
- ii)** Responsibilities include attending board meetings, actively participating in discussions, providing input on policy matters, and representing the interests of the community.



## 2. Responsibilities of Each Role (CSPA s. 43):

### **a) Board Chairperson:**

- i)** Preside over board meetings, ensuring that discussions are conducted in an orderly manner and decisions are made in accordance with established protocols.
- ii)** Set meeting agendas in consultation with the Detachment Commander and other board members, prioritizing key topics and ensuring sufficient time for deliberations.
- iii)** Represent the Board in public forums, media interactions, and stakeholder engagements, articulating the Board's positions, priorities, and initiatives.
- iv)** Foster a collaborative and inclusive board culture, encouraging active participation, respecting diverse perspectives, and promoting consensus-building.

### **b) Vice-Chairperson (if applicable):**

- i)** Assist the Chairperson in their duties, including presiding over meetings in the Chairperson's absence and supporting the implementation of board decisions.
- ii)** Oversee specific committees or working groups as assigned by the Chairperson, ensuring that tasks are carried out effectively and reporting back to the full board as needed.
- iii)** Collaborate with the Chairperson and other board members to address emerging issues, develop strategies, and enhance board governance practices.

### **c) Board Members:**

- i)** Attend all scheduled board meetings, actively engaging in discussions, asking questions, and providing input on matters related to policing services, community safety, and governance.
- ii)** Review agenda materials, reports, and background documents prior to meetings to stay informed and prepared for discussions and decision-making.
- iii)** Participate in committee work or task forces as assigned, contributing expertise, conducting research, and making recommendations to the full board on specific issues or projects.
- iv)** Represent the interests and perspectives of the community, including diverse stakeholders and marginalized groups, in board deliberations and decision-making processes.

This delineation of roles and responsibilities adheres to the provisions outlined in the Community Safety and Policing Act, 2019, ensuring effective governance and collaborative leadership within the Shelburne OPP Detachment Services Board.