

HAWKESBURY O.P.P. DETACHMENT BOARD

BY-LAW NO. 1-2024

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE HAWKESBURY O.P.P. DETACHMENT BOARD, THE CONDUCT OF ITS MEMBERS AND THE CALLING OF MEETINGS.

REFERENCE: *Community Safety and Policing Act, S.O. 2019 and amendments thereto.*

WHEREAS *Section 67 (1) of the Community Safety and Policing Act* states that there shall be an O.P.P. detachment board for each detachment of the Ontario Provincial Police that provides policing in a municipality;

AND WHEREAS *Subsection 67 (2) of the Community Safety and Policing Act* states that the composition of the O.P.P. detachment board shall be as provided in regulations 135/24 made by the Minister;

AND WHEREAS *Table 1 of Ontario Regulations 135/24 of the Community Safety and Policing Act* states that the composition of the Hawkesbury O.P.P. Detachment Board shall be as follows:

One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of five members: Alfred and Plantagenet Township, Champlain Township, East Hawkesbury Township, Town of Hawkesbury and Municipality of the Nation.

One member appointed by each of the following municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of three members: Alfred and Plantagenet Township, Champlain Township and Town of Hawkesbury.

Two members appointed by the Minister.

AND WHEREAS *Section 46 (1) of the Community Safety and Policing Act* states that subject to the regulations made by the Minister, a police service board shall establish its own rules and procedures in performing its duties under this *Act* and the regulations;

AND WHEREAS it is deemed expedient to make and establish rules governing the proceedings of the Hawkesbury O.P.P. Detachment Board, the conduct of its Members and the calling of meetings, pursuant to the *Community Safety and Policing Act, S.O. 2019, as Amended*;

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NOW THEREFORE THE HAWKESBURY O.P.P. DETACHMENT BOARD HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this By-Law

- (a) “**Act**” means the *Community Safety and Policing Act, S.O. 2019*, as may be amended from time to time;
- (b) “**Board**” means the Hawkesbury O.P.P. Detachment Board and shall be composed of such members appointed according to *Table 1 of Ontario Regulations 135/24 of the Act*;
- (c) “**Chair**” means the Chair of the Board;
- (d) “**Committee**” means standing or ad hoc committees and any other similar entity composed of Members of the Board pursuant to the *Act*;
- (e) “**Detachment Commander**” means an Ontario Provincial Police Detachment Commander reporting to the Hawkesbury O.P.P. Detachment Board;
- (f) “**Hawkesbury O.P.P. Detachment Board**” means the Board governing police services pursuant to the provisions of the *Community Safety and Policing Act* including its regulations and amendments thereto for the catchment area defined as the Hawkesbury Detachment and more particularly described in *Table 1 of Ontario Regulations 135/24*;
- (g) “**Inspector**” means an Ontario Provincial Police Inspector reporting to the Hawkesbury O.P.P. Detachment Board;
- (h) “**Member**” means a Member of the Hawkesbury O.P.P. Detachment Board;
- (i) “**Recorded Vote**” means the making of a written record of the name and vote of each Member present who votes on a question and of each Member present who does not vote;
- (j) “**Secretary**,” means the Administrative Support of the Hawkesbury O.P.P. Detachment Board; and
- (k) “**Vice-Chair**” means a member required to act, from time to time, in the place and stead of the Chair, pursuant to Section 6 of this By-Law.

1.2 In this By-Law, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender.

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2. APPLICATION

- 2.1** The rules or procedures contained in this By-Law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modifications, in a Committee of the Board.
- 2.2** Except as provided elsewhere in this By-Law, the Board may temporarily suspend one or more of the following rules contained in this paragraph by a vote of the majority of the Members present:
- Rules with respect to a change in agenda order of proceedings and content;
 - Rules respecting notice of delegation status; and
 - Rules with respect to the increase or decrease of delegation and debate limitations.
- 2.3** The Chair shall decide all points of order or procedure for which rules have not been provided for in this By-Law.

3. COMPOSITION OF THE BOARD

- 3.1** In accordance with *Table 1 of Ontario Regulations 135/24 of the Community Safety and Policing Act*, the Board shall consist of :

One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of five members: Alfred and Plantagenet Township, Champlain Township, East Hawkesbury Township, Town of Hawkesbury and Municipality of The Nation.

One member appointed by each of the following municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of three members: Alfred and Plantagenet Township, Champlain Township and Town of Hawkesbury.

Two members appointed by the Minister.

- 3.2** *Table 1 of Ontario Regulations 135/24 of the Community Safety and Policing Act* is attached hereto as Schedule 'A' and forming part of this By-Law.
- 3.3** In accordance with *Section 35 (1) of the Community Safety and Policing Act*, members of the Hawkesbury O.P.P. Detachment Board shall, at the time of his or her appointment as a member of the board, take an oath or affirmation of office in the form prescribed by the Minister.
- 3.4** In accordance with *Section 35 (2) of the Community Safety and Policing Act*, members of the Hawkesbury O.P.P. Detachment Board shall successfully complete

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all training approved by the Minister with the timeline prescribed by the Minister under *Section 44 of Ontario Regulations 87/24*.

4. SELECTION OF CHAIR AND VICE-CHAIR

- 4.1 In accordance with *Section 36 (1) of the Act*, the members of a police service board shall elect a chair at the board's first meeting in each year.
- 4.2 In accordance with *Section 36 (2) of the Act*, the members of a police service board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant.
- 4.3 The election of the Chair and the Vice-Chair shall be conducted by the Secretary.
- 4.4 Any votes required under this Section of the By-Law shall be taken by each member present indicating his/her vote openly and that no vote shall be taken by ballot or any other method of secret voting.

5. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 5.1 The Board shall be responsible for those duties as set out in *Sections 37 (1) and 68 (1) of the Act* including any other responsibilities that may be assigned under the provisions of the *Act* including its regulations thereto, as it may be applicable, and the Board shall at all times discharge those duties in accordance with the Board's Code of Conduct which is more particularly identified as "Appendix B" attached hereto and forming part of this By-Law. In the event that there is a conflict between the provisions of this By-Law and "Appendix B", the provisions of the *Ontario Regulation 409/23* shall prevail.

6. DUTIES OF THE CHAIR

- 6.1 It shall be the duty of the Chair to:
 - (a) Report on activities of the Hawkesbury O.P.P. Detachment Board including its Committees;
 - (b) Act as the sole spokesperson for the major policy decisions of the Board;
 - (c) Represent and support the Board, declaring its will and implicitly obeying its decision in all matters;
 - (d) Set the agenda for all meetings;
 - (e) Open the meeting of the Board by taking the Chair;

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- (f) Receive and submit, in the proper manner, all motions presented by the Members;
- (g) Put to a vote all questions, which are duly moved and seconded and to announce the result thereof;
- (h) Decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (i) Enforce on all occasions the observance of order and decorum among the Members;
- (j) Call by name, any Member persisting in the breach of the rules and procedure and to order him or her to vacate the room in which the meeting is being held;
- (k) Inform the Board on any point of order as deemed necessary;
- (l) Adjourn the meeting upon a motion duly moved when the business is concluded;
- (m) Adjourn the sitting without the question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (n) Sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board;
and
- (o) Perform any and all other duties when directed to do so by motion of the Board.

7. DUTIES OF THE VICE-CHAIR

- 7.1** When the Chair is absent or refuses to act or the Chair is vacant, the Vice-Chair shall act in his or her place and stead and while so acting, shall have the same authority, rights and powers of the Chair.

8. COMMITTEES OF THE BOARD

- 8.1** The Board may at any time appoint by motion one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 8.2** The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

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9. REGULAR MEETING OF THE BOARD

- 9.1 The Board shall hold at least four (4) meetings each year in accordance with *Section 43(1)* of the *Community Safety and Policing Act*. The meeting location is to be determined by the Board.
- 9.2 The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside at the meeting in accordance with Section 7 of this By-Law.
- 9.3 The Chair or in the absence of the Chair, the Vice-Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice-Chair deems such meeting is not warranted.
- 9.4 The Chair, or in his or her absence the Vice-Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members of the Board.
- 9.5 The Secretary shall give notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be sent by electronic invitation or any other means deemed appropriate by the Secretary.
- 9.6 No special meeting of the Board may be held with less than twenty-four (24) hours advance notice to the Members.
- 9.7 In accordance with *Section 43 (6)* of the Act, public notification will be deemed complete when posted on the website of the Town of Hawkesbury seven (7) days in advance of a meeting called by the Board, except in extraordinary circumstances.
- 9.8 Notwithstanding Section 9.7 of this By-Law, a meeting deemed to be in “Closed Session” will not require notification of the public.
- 9.9 No business may be transacted at a special meeting of the Board other than that specified in the notice or agenda.

10. CALLING OF THE MEETING TO ORDER

- 10.1 As soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall take the chair and call the meeting to order.
- 10.2 If a quorum for either the regular or special Board meeting is not present within twenty (20) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

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11. QUORUM

11.1 A quorum shall be a majority of the Members according to *Section 43(2)* of the *Community Safety and Policing Act*.

12. BOARD AGENDA

12.1 The Secretary shall cause an agenda to be prepared with the following headings, for the use of Members at the regular meetings of the Board:

- (a) Opening of Meeting and adoption of Agenda;
- (b) Disclosure of Pecuniary Interest including the General Nature thereof;
- (c) Approval of previous minutes;
- (d) Correspondence addressed to the Board;
- (e) Public Safety (Commander's reports);
- (f) Unfinished Business (from previous meetings);
- (g) Finance;
- (h) Other Matters / New Business;
- (i) Closing Meeting
- (j) Scheduling of Meetings;
- (k) Adjournment.

12.2 The Secretary shall receive all reports and supporting materials for the agenda seven (7) days prior to the date for the Board meeting. An item, which is not included in the agenda, may not be introduced at the meeting, without the consent of a majority of the Members present.

12.3 Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:

- (a) Where, in the opinion of the Secretary, the subject matter of any communication is properly within the jurisdiction of the Board, place it upon the Agenda for the new regular meeting of the Board to be dealt with during such meeting;

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- (b) Where, in the opinion of the Secretary and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Services, it shall be referred to the Inspector for necessary action and a report presented at the next Board meeting, if required.

12.4 The Secretary shall electronically send the agenda and all other supporting material for each regular meeting to each Member of the Board not less than seventy-two (72) hours prior to the hour appointed for holding of the meeting.

13. CONFLICT OF INTEREST DISCLOSURE

13.1 The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended*, and the Agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.

13.2 Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the member shall:

- (a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) Not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) Not attempt in any way either before, during or after the meeting to influence the voting on any such question.

13.3 Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

13.4 Where the interest of a member has not been disclosed by reason of his or her absence from the particular meeting, the member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

13.5 The Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

14. HEARING OF DELEGATIONS

14.1 Delegations will only be heard at regular meetings and provided that the person(s) requesting a delegation has provided written notice of their request at least five (5) days before the date of the Board meeting. The request shall also include a list of person(s) who will be appearing

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before the Board and a copy of the materials that will be presented. Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.

14.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.

14.3 Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.

14.4 No delegation shall:

- (a) Speak disrespectfully of any person(s);
- (b) Use offensive words or unparliamentary language;
- (c) Speak on any subject other than the subject for which they have received approval to address the Board; or
- (d) Disobey the rules of procedure or a decision of the Chair.

14.5 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-Law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

15. CONDUCT OF MEMBERS

15.1 The members of the Board are subject to the Code of Conduct for O.P.P. Detachment Board Members set out in *Ontario Regulations 409/23* attached hereto as Schedule 'B' and forming part of this By-Law.

16. RULES OF DEBATE

16.1 Every member, before speaking to a question or motion, shall first receive recognition from the Chair and then the member shall address the Chair.

16.2 When a member wishes to speak to any question, motion or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such member wishes to speak and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.

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- 16.3** When two (2) or more Members indicate their intention to speak, the Chair shall recognize the member who, in his or her opinion, first indicated their intention to speak and that Member may speak to the question or motion first.
- 16.4** A member may require the question or motion under discussion to be read at any time during the debate but so as not to interrupt a member who is speaking.
- 16.5** No member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech, which the member feels may have been misunderstood but in no instance shall the member be permitted to introduce any new matter.
- 16.6** Notwithstanding Subsection 16.5, a reply may be made by the member who has presented a motion to the Board following the conclusion of the speeches of the other Members.
- 16.7** After a question is put by the Chair no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 16.8** If a member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members *“Is the ruling of the Chair upheld?”* In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

17. MOTIONS

- 17.1** All motions, except a motion to adjourn, shall be duly moved and seconded before being discussed or being put to a vote.
- 17.2** The Board Chair shall repeat a motion before a vote is taken if required to do so by a member.
- 17.3** After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.
- 17.4** A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:
- (a) To adjourn;
 - (b) To amend;
 - (c) To refer;
 - (d) To suspend the rules of procedure;
 - (e) To table the question;
 - (f) To vote on the question.
- 17.5** A motion to adjourn the meeting may be made at any time except:

- (a) When a Member is speaking or during the taking of a vote;

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- (b) When the question has been called;
- (c) When a Member has already indicated to the Chair that he or she desires to speak on the question;

and, when resolved in the negative, cannot be made again until the Board has concluded the item currently under discussion.

17.6 A motion to amend:

- (a) Shall be relevant to the question to be decided;
- (b) Shall not be received if, in essence, it constitutes a rejection of the main question;

and, only one motion to amend such amendment shall be permitted.

17.7 A motion to refer the question shall include:

- (a) The name of the Committee or other body or official to whom the question is to be referred;
- (b) The terms upon which the question is to be referred; and

any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or any amendment thereto, shall be allowed until after its disposition.

17.8 After any question put or voted upon, any member who was present and who voted with the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by this By-Law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

17.9 No question shall be reconsidered more than once at a meeting of the Board within a one (1) year period.

18. VOTING ON MOTIONS

18.1 A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question(s).

18.2 When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a member, shall divide the question, and the vote upon each proposal shall be taken separately.

18.3 Every member present at a meeting of the Board when a question is put shall vote thereon unless prohibited by statute, in which case the Secretary shall record the name of the member and the reason that he or she is prohibited from voting.

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- 18.4** If a member present does not vote when a question is put, he or she shall be deemed to have voted in the negative, except where the member is prohibited from voting by statute.
- 18.5** When a recorded vote is permitted and required, except during the “In-Closed” Session portion of the meeting, the Secretary shall conduct the vote.
- 18.6** The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results. The vote of each member shall be recorded in the minutes of the Board.
- 18.7** Where on any question on which there is a tie vote, the motion shall be deemed to have been lost.

19. PUBLIC AND CLOSED MEETINGS

19.1 Subject to Subsection 19.2 of this By-Law, all meetings of the Board shall be open to the public.

19.2 The following subject matters may be discussed in a closed meeting of the Board, unless prohibited by law including:

- (a) Intimate financial and personal matters, where a named or identifiable employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board Members concurs;
- (b) Labour relations or employee negotiations matters arising out of the administration of collective agreements;
- (c) A proposed or pending acquisition of land for Board purposes;
- (d) Litigation or potential litigation or matters in which public discussion could prejudice the Board’s legal position or be detrimental to the Board in proceedings before any Court or Administrative Tribunals;
- (e) Consideration of promotions;
- (f) Matters that are specifically restricted by legislation regarding the protection of privacy;
- (g) Matters relating to the consideration of a request under the *Freedom of Information and Protection of Privacy Act*;
- (h) Matters involving public security, the revelation of which would endanger the security of the Board’s property, or the operations of the policing services.

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19.3 No person other than Board Members, Secretary, Inspector, and other persons invited by the Chair, shall attend closed meetings of the Board, and persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.

20. AVAILABILITY OF INFORMATION

20.1 Information relating to matters described in Subsection 19.2 of this By-Law, shall be marked “**Confidential**”.

20.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials may be made available to the media and to any other member of the public requesting such information, provided the disclosure of such information do not relate to matters described in Section 19.2 of this By-Law.

21. BY-LAWS

21.1 Every by-law shall be introduced upon a motion by a member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a member, deal separately with any by-laws.

21.2 Every by-law when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the by-law.

21.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary.

22. GENERAL

22.1 The procedures for the investigation of complaints against the Hawkesbury O.P.P. Detachment Board shall be in accordance with the *Community Safety and Policing Act* and its regulations thereto, as amended.

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23. ADMINISTRATION

23.1 This By-Law shall come into force and effect upon the day it is passed. Any other policies or by-laws of the Board inconsistent with this By-Law are hereby revoked.

24. EFFECTIVE DATE

THIS BY-LAW is hereby enacted by the Hawkesbury O.P.P. Detachment Board on this 5th day of July, 2024, and shall take into effect on this date.



Chair (Vice-Chair) – Robert A. Lefebvre



Secretary – Lynn Lemay-Sabourin

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“Appendix A”

to By-Law Number 1-2024 of the Hawkesbury O.P.P. Detachment Board

TABLE 1
O.P.P. DETACHMENTS WITH ONE O.P.P. DETACHMENT BOARD

| Item | Column 1 O.P.P. detachment | Column 2 Composition |
|------|--|--|
| 1. | Almaguin Highlands O.P.P. Detachment | One member, jointly appointed by the following municipalities, who is a member of the council of one of the following municipalities: Armour Township, Burk’s Falls Village and Ryerson Township. One member, jointly appointed by the following municipalities, who is a member of the council of one of the following municipalities: Joly Township, Machar Township and South River Village. One member, jointly appointed by the following municipalities, who is a member of the council of one of the following municipalities: Town of Kearny, McMurrich/Monteith Township and Pery Township. One member, jointly appointed by the following municipalities, who is a member of the council of one of the following municipalities: the Municipality of Magnetawan, Strong Township and Sundridge Village. Two members who are neither members of the council of, nor employees of, any of the above municipalities, jointly appointed by all of the above municipalities. One member appointed by the Minister. |
| 2. | Bancroft O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of eight members: Town of Bancroft, Carlow/Mayo Township, Township of Faraday, Municipality of Hastings Highlands, Limerick Township, Municipality of Highlands East, Tudor and Cashel Township and Wollaston Township. Two members who are neither members of the council of, nor employees of, any of the above municipalities, jointly appointed by all of the above municipalities. Two members appointed by the Minister. |
| 3. | Bracebridge O.P.P. Detachment | One member appointed by each of the following municipalities and First Nations, who is a member of the council of the municipality or the band council of the First Nation, for a total of six members: Town of Bracebridge, Georgian Bay Township, Town of Gravenhurst, Moose Deer Point First Nation, Muskoka Lakes Township and Wahta Mohawks First Nation. One member appointed by the District of Muskoka who is a member of the council of the municipality. One member appointed by each of the following municipalities and First Nations, who is neither a member of the council or band council of, nor an employee of, the municipality or the First Nation, for a total of six members: Town of Bracebridge, Georgian Bay Township, Town of Gravenhurst, Moose Deer Point First Nation, Muskoka Lakes Township and Wahta Mohawks First Nation. Three members appointed by the Minister. |
| 4. | Brant County O.P.P. Detachment | Two members appointed by the County of Brant who are members of the council of the municipality. Two members appointed by the County of Brant who are neither members of the council of, nor employees of, the municipality. Two members appointed by the Minister. |
| 5. | Central Hastings O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of five members: Municipality of Centre Hastings, Madoc Township, Municipality of Marmora and Lake, Stirling-Rawdon Township and Municipality of Tweed. One member who is neither a member of the council of, nor an employee of, any of the above municipalities, jointly appointed by all of the above municipalities. One member appointed by the Minister. |
| 6. | City of Kawartha Lakes O.P.P. Detachment | Three members appointed by the City of Kawartha Lakes who are members of the council of the municipality. One member appointed by the City of Kawartha Lakes who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Minister. |
| 7. | Elgin O.P.P. Detachment | One member, jointly appointed by the following municipalities, who is a member of the council of one of the following municipalities: Municipality of Bayham and Malahide Township. One member appointed by the Municipality of Central Elgin. One member who is neither a member of the council of, nor an employee of, any of the following municipalities, who is jointly appointed by the following municipalities: Municipality of Dutton/Dunwich, Southwold Township and the Municipality of West Elgin. Two members appointed by the Minister. |
| 8. | Frontenac O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of two members: Central Frontenac Township and North Frontenac Township. Two members appointed by South Frontenac Township who are members of the council of the municipality. |

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| | | <p>One member appointed by the following municipality and First Nation, who is neither a member of the council or band council of, nor an employee of, the municipality or First Nation, for a total of two members: Shabot Obaadiwan First Nation and South Frontenac Township.</p> <p>One member who is neither a member of the council of, nor an employee of, any of the following municipalities, who is jointly appointed by the following municipalities: Central Frontenac Township and North Frontenac Township.</p> <p>Two members appointed by the Minister.</p> |
| 9. | Greenstone O.P.P. Detachment | <p>Three members appointed by the Municipality of Greenstone, who are members of the council of the municipality.</p> <p>One member appointed by Bingwi Nyaashi Anishinaabeck First Nation (Sand Point), who is a member of the band council of the First Nation.</p> <p>One member appointed by the Municipality of Greenstone who is neither a member of the council of, nor an employee of, the municipality.</p> <p>One member appointed by the Minister.</p> |
| 10. | Grey Bruce O.P.P. Detachment | <p>One member appointed by each of the following municipalities and First Nations, who is a member of the council of the municipality or the band council of the First Nation, for a total of nine members: Chatsworth Township, Chippewas of Nawash Unceded First Nation (Cape Croker), Georgian Bluffs Township, Municipality of Grey Highlands, Municipality of Meaford, Municipality of Northern Bruce Peninsula, Ojibway Nation of Saugeen First Nation (New Saugeen), Town of South Bruce Peninsula and Southgate Township.</p> <p>Four members who are neither members of the council or band council of, nor employees of, any of the above municipalities or First Nations, jointly appointed by all of the above municipalities and First Nations.</p> <p>Three members appointed by the Minister.</p> |
| 11. | Haldimand O.P.P. Detachment | <p>Two members appointed by Haldimand County who are members of the council of the municipality.</p> <p>One member appointed by the Mississaugas of the Credit First Nation, who is a member of the band council.</p> <p>Two members appointed by Haldimand County who are neither members of the council of, nor employees of, the municipality.</p> <p>One member appointed by the Mississaugas of the Credit First Nation, who is neither a member of the band council of, nor an employee of, the First Nation.</p> <p>One member appointed by the Minister.</p> |
| 12. | Haliburton County O.P.P. Detachment | <p>One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of four members: Algonquin Highlands Township, Municipality of Highlands East, Minden Hills Township and the Municipality of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde.</p> <p>One member appointed by the County of Haliburton who is a member of the council of the municipality.</p> <p>One member appointed jointly by the following municipalities, who is neither a member of the council of, nor an employee of, any of the following municipalities: Algonquin Highlands Township, Municipality of Highlands East, Minden Hills Township and the Municipality of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde.</p> <p>One member appointed by the Minister.</p> |
| 13. | Hawkesbury O.P.P. Detachment | <p>One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of five members: Alfred and Plantagenet Township, Champlain Township, East Hawkesbury Township, Town of Hawkesbury and Municipality of The Nation.</p> <p>One member appointed by each of the following municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of three members: Alfred and Plantagenet Township, Champlain Township and Town of Hawkesbury.</p> <p>Two members appointed by the Minister.</p> |
| 14. | Huntsville O.P.P. Detachment | <p>One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of three members: Town of Huntsville, Lake of Bays Township and District of Muskoka.</p> <p>Two members appointed by the District of Muskoka who are neither members of the council of, nor employees of, the municipality.</p> <p>One member appointed by the Minister.</p> |
| 15. | Huron O.P.P. Detachment | <p>One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of six members: Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Municipality of Huron East, North Huron Township and Municipality of South Huron.</p> <p>Two members appointed jointly by the above municipalities, who are neither members of the council of, nor employees of, any of the municipalities.</p> <p>Two members appointed by the Minister.</p> |
| 16. | Huron West O.P.P. Detachment | <p>Two members appointed by each of the following municipalities, who are members of the council of the municipality, for a total of six members: Clearview Township, Springwater Township and Town of Wasaga Beach.</p> |

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| | | One member appointed by each of the above municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of three members. Two members appointed by the Minister. |
| 17. | Killaloe O.P.P. Detachment | One member appointed by each of the following municipalities and First Nation, who is a member of the council of the municipality or band council of the First Nation, for a total of seven members: Algonquins of Pikwakanagan First Nation (Golden Lake), Bonchere Valley Township, Killaloe, Hagarty and Richards Township, Lyndoch and Raglan Township, Madawaska Valley Township, North Algona Wilberforce Township and South Algonquin Township. Two members appointed jointly by the above municipalities and First Nation, who are neither members of the council of, nor employees of, any of the municipalities or band council of the First Nation. Two members appointed by the Minister. |
| 18. | Kirkland Lake O.P.P. Detachment | One member appointed by each of the following municipalities and First Nation, who is a member of the council of the municipality or band council of the First Nation, for a total of five members: Beaverhouse Lake First Nation, Gauthier Township, Larder Lake Township, Matachewan Township and McGarry Township. Two members appointed by the Town of Kirkland Lake who are members of the council of the municipality. Two members appointed jointly by the above municipalities and First Nation, who are neither members of the council or band council, nor employees of, of any of the municipalities or of the First Nation. Two members appointed by the Minister. |
| 19. | Lanark County O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of eight members: Beckwith Township, Town of Carleton Place, Drummond-North Elmsley Township, Lanark Highlands Township, Municipality of Mississippi Mills, Montague Township, Town of Perth and Tay Valley Township. One member appointed by each of the above municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of eight members. Four members appointed by the Minister. |
| 20. | Leeds County O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of seven members: Athens Township, Elizabethtown-Kitley Township, Frontenac Islands Township, Front of Yonge Township, Leeds and the Thousand Islands Township, Rideau Lakes Township and Westport Village. Two members appointed jointly by the above municipalities, who are neither members of the council of, nor employees of, any of the municipalities. Two members appointed by the Minister. |
| 21. | Marathon O.P.P. Detachment | One member appointed by Manitouwadge Township who is a member of the council of the municipality. Two members appointed by the Town of Marathon who are members of the council of the municipality. One member appointed jointly by the above municipalities who is neither a member of the council of, nor an employee of, of either of the above municipalities. One member appointed by the Minister. |
| 22. | Middlesex O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of two members: Municipality of Middlesex Centre and Municipality of Thames Centre. One member jointly appointed by the following municipalities, who is a member of the council of one of the municipalities: Adelaide Metcalfe Township, Newbury Village and Municipality of Southwest Middlesex. One member jointly appointed by the following municipalities, who is a member of the council of one of the municipalities: Lucan Biddulph Township and Municipality of North Middlesex. Two members appointed jointly by all of the above municipalities who are neither members of the council of, nor employees of, any of the municipalities. One member appointed by the Minister. |
| 23. | Norfolk O.P.P. Detachment | Three members appointed by Norfolk County who are members of the council of the municipality. One member appointed by Norfolk County who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Minister. |
| 24. | Northumberland O.P.P. Detachment | One member appointed by each of the following municipalities and First Nation, who is a member of the council of the municipality or band council of the First Nation, for a total of six members: Alderville First Nation, Alnwick/Haldimand Township, Municipality of Brighton, Cramahe Township, Hamilton Township and Municipality of Trent Hills. Two members jointly appointed by the above municipalities and First Nation who are neither members of the council or band council of, nor employees of, any of the municipalities or of the First Nation. Two members appointed by the Minister. |

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| 25. | Nottawasaga O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of three members: Adjala-Tosorontio Township, Essa Township and Town of New Tecumseth. One member jointly appointed by the above municipalities who is neither a member of the council of, nor an employee of, any of the municipalities. One member appointed by the Minister. |
| 26. | Orillia O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of four members: City of Orillia, Oro-Medonte Township, Ramara Township and Severn Township. One member appointed by each of the above municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of four members. Two members appointed by the Minister. |
| 27. | Perth County O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of three members: Municipality of North Perth, Perth East Township and Municipality of West Perth. One member appointed by each of the above municipalities, who is neither a member of the council of, nor an employee of, the municipality, for a total of three members. Two members appointed by the Minister. |
| 28. | Peterborough O.P.P. Detachment | One member appointed by each of the following municipalities and First Nations, who is a member of the council of the municipality or band council of the First Nation, for a total of nine members: Asphodel-Norwood Township, Curve Lake First Nation, Douro-Dummer Township, Havelock-Belmont-Methuen Township, Hiawatha First Nation, North Kawartha Township, Otonabee-South Monaghan Township, Selwyn Township and Municipality of Trent Lakes. Three members jointly appointed by each of the above municipalities and First Nations who are neither members of the council of, nor employees of, any of the municipalities or the band council of any of the First Nations. Three members appointed by the Minister. |
| 29. | Prince Edward County O.P.P. Detachment | Two members appointed by the County of Prince Edward who are members of the council of the municipality. Two members appointed by the County of Prince Edward who are neither members of the council of, nor employees of, the municipality. One member appointed by the Minister. |
| 30. | Quinte West O.P.P. Detachment | Three members appointed by the City of Quinte West who are members of the council of the municipality. Two members appointed by the City of Quinte West who are neither of the council of, nor employees of, the municipality. Two members appointed by the Minister. |
| 31. | Red Lake O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of two members: Ear Falls Township and Municipality of Red Lake. Two members appointed jointly by the above municipalities who are neither members of the council of, nor employees of, any of the municipalities. Two members appointed by the Minister. |
| 32. | Renfrew O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of seven members: Admaston/Bromley Township, Town of Arnprior, Greater Madawaska Township, Horton Township, McNab/Braeside Township, Renfrew Township and Whitewater Region Township. Two members appointed jointly by the above municipalities who are neither members of the council of, nor employees of, any of the municipalities. Two members appointed by the Minister. |
| 33. | Russell County O.P.P. Detachment | One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of four members: Casselman Village, City of Clarence-Rockland, Russell Township and Municipality of The Nation. Three members appointed jointly by the above municipalities who are neither members of the council of, nor employees of, any of the municipalities. Two members appointed by the Minister. |
| 34. | Sault Ste. Marie O.P.P. Detachment | One member appointed by Laird Township who is a member of the council of the municipality. One member appointed by Macdonald, Meredith and Aberdeen Additional Township who is a member of the council of the municipality. One member appointed by Laird Township who is neither a member of the council of, nor an employee of, the municipality. One member appointed by Macdonald, Meredith and Aberdeen Additional Township who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Minister. |
| 35. | Sioux Lookout O.P.P. Detachment | One member appointed by Pickle Lake Township who is a member of the council of the municipality. One member appointed by the Municipality of Sioux Lookout who is a member of the council of the |

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| | | <p>municipality. One member appointed by Pickle Lake Township who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Municipality of Sioux Lookout who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Minister.</p> |
| 36. | South Bruce O.P.P. Detachment | <p>One member appointed by each of the following municipalities who is a member of the council of the municipality, for a total of five members: Municipality of Arran-Elderslie, Municipality of Brockton, Huron-Kinloss Township, Municipality of Kincardine and Municipality of South Bruce. Two members appointed jointly by the above municipalities who are neither members of the council of, nor employees of, any of the municipalities. Two members appointed by the Minister.</p> |
| 37. | South Georgian Bay O.P.P. Detachment | <p>One member appointed by each of the following municipalities who is a member of the council of the municipality, for a total of five members: Georgian Bay Township, Town of Midland, Town of Penetanguishene, Tay Township and Tiny Township. One member appointed by each of the above municipalities who is neither a member of the council of, nor an employee of, the municipality, for a total of five members. Three members appointed by the Minister.</p> |
| 38. | South Porcupine O.P.P. Detachment | <p>Two members appointed by Black River-Matheson Township who are members of the council of the municipality. Two members appointed by the Town of Iroquois Falls who are members of the council of the municipality. One member appointed by Black River-Matheson Township who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Town of Iroquois Falls who is neither a member of the council of, nor an employee of, the municipality. Two members appointed by the Minister.</p> |
| 39. | Stormont, Dundas and Glengarry O.P.P. Detachment | <p>Two members appointed by the United Counties of Stormont, Dundas and Glengarry who are members of the council of the municipality. One member appointed by the United Counties of Stormont, Dundas and Glengarry who is neither a member of the council of, nor an employee of, the municipality. Two members appointed by the Minister.</p> |
| 40. | Superior East O.P.P. Detachment | <p>One member appointed by each of the following municipalities who is a member of the council of the municipality, for a total of five members: Chapleau Township, Dubreuilville Township, Hornepayne Township, Municipality of Wawa and White River Township. Two members appointed jointly by the above municipalities who are neither members of the council of, nor employees of, any of the municipalities. Two members appointed by the Minister.</p> |
| 41. | Thunder Bay O.P.P. Detachment | <p>One member appointed by each of the following municipalities and First Nations, who is a member of the council of the municipality or the band council of the First Nation, for a total of seven members: Conmee Township, Gillies Township, Kiashke Zaaging Anishinaabek First Nation (Gull Bay), Lac Des Mille Lacs First Nation, Municipality of Neebing, O'Connor Township and Municipality of Shuniah. Three members who are neither members of the council or band council of, nor employees of, any of the above municipalities or First Nations, jointly appointed by all of the above municipalities and First Nations. Three members appointed by the Minister.</p> |
| 42. | Wellington O.P.P. Detachment | <p>Three members appointed by Wellington County who are members of the council of the municipality. One member appointed by Wellington County who is neither a member of the council of, nor an employee of, the municipality. One member appointed by the Minister.</p> |
| 43. | West Parry Sound O.P.P. Detachment | <p>One member appointed by each of the following municipalities and First Nation, who is a member of the council of the municipality or band council of the First Nation, for a total of eight members: Carling Township, Henvey Inlet First Nation, Municipality of McDougall, McKellar Township, Town of Parry Sound, Seguin Township, The Archipelago Township and Municipality of Whitestone. Two members jointly appointed by the above municipalities and First Nation who are neither members of the council or band council of, nor employees of, any of the municipalities or of the First Nation. Two members appointed by the Minister.</p> |

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“Appendix B”

to By-Law Number 1-2024 of the Hawkesbury O.P.P. Detachment Board

Community Safety and Policing Act, 2019

ONTARIO REGULATION 409/23

CODE OF CONDUCT FOR O.P.P. DETACHMENT BOARD MEMBERS

Consolidation Period: From April 1, 2024 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

APPLICATION AND INTERPRETATION

1. (1) This Regulation sets out the code of conduct with which every member of an O.P.P. detachment board must comply.

(2) For greater certainty, the existence of a good faith exception in this code of conduct does not limit the grounds on which it may be determined that a member of an O.P.P. detachment board has not contravened this code of conduct.

2. In this Regulation,

“conflict of interest” means a situation in which a member of an O.P.P. detachment board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the O.P.P. detachment board; (“conflit d’intérêts”)

“personal relationship” includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse or common-law partner of the board member.
2. A current or former intimate partner of the board member.
3. The board member’s children, including biological and adoptive children and stepchildren.
4. The legal dependants of the board member.
5. A child in the board member’s care.
6. The board member’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law. (“rapports personnels”)

CONDUCT BECOMING OF A BOARD MEMBER

3. (1) A member of an O.P.P. detachment board shall not conduct themselves in a manner that undermines or is likely to undermine the public’s trust in the O.P.P. detachment board or the Ontario Provincial Police.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

4. A member of an O.P.P. detachment board shall comply with the Act and the regulations made under it.

5. A member of an O.P.P. detachment board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

6. A member of an O.P.P. detachment board shall comply with any rules, procedures and by-laws of the O.P.P. detachment board.

7. A member of an O.P.P. detachment board shall not substantially interfere with the conduct of O.P.P. detachment board meetings.

8. A member of an O.P.P. detachment board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the O.P.P. detachment board.

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9. (1) A member of an O.P.P. detachment board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

10. (1) A member of an O.P.P. detachment board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

STATEMENTS AND ATTENDANCE

11. A member of an O.P.P. detachment board shall not knowingly make false statements pertaining to the duties of a member of an O.P.P. detachment board.

12. A member of an O.P.P. detachment board shall not purport to speak on behalf of the O.P.P. detachment board unless authorized by the board to do so.

13. A member of an O.P.P. detachment board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the O.P.P. detachment board, the Ontario Provincial Police or a member of the Ontario Provincial Police.

14. A member of an O.P.P. detachment board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of an O.P.P. detachment board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the O.P.P. detachment board or as required by law.

(2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

16. A member of an O.P.P. detachment board shall attend all O.P.P. detachment board meetings unless able to provide a reasonable explanation for the absence.

MISCONDUCT AND CONFLICTS OF INTEREST

17. A member of an O.P.P. detachment board shall disclose any conduct of another member of the O.P.P. detachment board that the member reasonably believes constitutes misconduct,

(a) to the chair of the board; or

(b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of an O.P.P. detachment board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the O.P.P. detachment board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the O.P.P. detachment board.

19. A member of an O.P.P. detachment board shall not apply for employment with the Ontario Provincial Police unless they resign from the board before applying.

20. (1) A member of an O.P.P. detachment board shall promptly disclose any conflict of interest,

(a) to the chair of the board; or

(b) if the conflict of interest involves the chair, to the Inspector General.

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the O.P.P. detachment board.

21. A member of an O.P.P. detachment board shall not use their position as an O.P.P. detachment board member to,

(a) benefit themselves;

(b) benefit one or more persons with whom they have a personal relationship; or

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(c) interfere with the administration of justice.

22. A member of an O.P.P. detachment board shall not participate in discussion of or voting with respect to matters at O.P.P. detachment board meetings if the member has a conflict of interest in the matter.

23. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).