

TERMS OF REFERENCE

BOARD/COMMITTEE:	Police Services Board
TERM:	December 2022 – November 2026 (4 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
PROVINCIAL APPOINTEE:	Doug Percy (July 16, 2020 – July 16, 2023)
COUNCIL REP.:	Mayor Wilford

Background:

The Police Services Act, R.S.O 1990 shall provide the basis for the Police Services Board.

Purpose/Mandate:

The Police Services Board shall be responsible for providing adequate policing services for the maintenance of law and order in the Township. The Police Services Board shall create and maintain a positive working relationship with the Ontario Provincial Police as the Township's law enforcement agency.

Board Composition:

The Police Services Board shall consist of three (3) members; one (1) person appointed by the Lieutenant Governor in Council, the Head of Council or their designate, and one (1) person appointed by resolution of Council. Police Services Act – Section 27 the Township Clerk shall be responsible for administration.

Time Frame:

The Police Services Board member appointed by the Lieutenant Governor in Council shall be on the Board for the term of the appointment. The Head of Council and the person appointed by Council shall be appointed for the term of Council.

Budget:

The Township Treasurer or designate shall provide treasury/accounting function for the Police Services Board. The Police Services Board shall submit an annual budget request to Council in November of each year requesting funding for the following year. Remuneration shall be limited to the member who is appointed by the Lieutenant Governor in Council, being not less than \$100/year (Police Services Act – Section 5(d)).

POLICE SERVICES BOARD TERMS OF REFERENCE Continued

Meeting Protocols:

The Police Services Board shall meet quarterly in a Township-owned facility at the call of the Chair.

An agenda shall be prepared and submitted to all Board members no later than three (3) days prior to the meeting. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendations of the Board. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for information.

If the Council appointed community member misses three (3) consecutive meetings without authorized absence, the Police Services Board shall put forward a request to Council to have the member removed from the Board.

All Board members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all Board members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.