

LEEDS COUNTY O.P.P. DETACHMENT BOARD AGENDA

Date: **Thursday, July 11, 2024 at 6:00 p.m.**

Location: **Township of Leeds and the Thousand Islands Council Chamber
1233 Prince Street, Lansdowne, ON**

1. CALL TO ORDER

Time: _____PM

2. APPOINTMENT OF MEETING CHAIR

2.1 Motion to Appoint a Chair for the Meeting

Recommendation:

THAT _____ be appointed as Chair for the meeting.

3. ADOPTION OF AGENDA

3.1 Motion to Adopt

Recommendation:

THAT the agenda be adopted as circulated.

4. OATH OR AFFIRMATION OF OFFICE

I solemnly swear (affirm) that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the Leeds County OPP detachment board faithfully, impartially and according to the Community Safety and Policing Act, 2019, any other Act, and any regulation, rule or by-law.

So help me God. (Omit this line in an affirmation.)

5. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

6. IN CAMERA

No In-Camera Session.

7. DELEGATIONS/PRESENTATIONS

None.

8. REPORTS

8.1 Report 24-001 - Appointment of Chair, Vice Chair and Secretary
(pages 5-27)

Recommendation:

THAT _____ be appointed Chair of the Board;

AND THAT _____ be appointed Vice Chair of the Board;

AND THAT _____ be appointed Secretary of the Board.

8.2 Report 24-002 - Governance By-law and Board Policy Nos. 1, 2 and 3
(pages 28-57)

Recommendation:

THAT the Board approve By-law Number 2024-01 being a by-law to govern the proceedings of the Leeds County O.P.P. Detachment Board as attached to Report Number 2024-001;

AND THAT the Board approve Policy Number 1: Detachment Commander Selection and Performance, Policy Number 2: Detachment Board Member Conduct, and policy Number 3: Reporting to the Board as attached to Report Number 2024-001.

8.3 Report 24-003 - Recruitment for Community Representatives to Board (pages 58-61)

Recommendation:

THAT the Board direct the Secretary to advertise to fill two vacant positions for community representative members of the Board;

AND THAT the Board adopt the recruitment process described in Report 24-003.

8.4 Report 24-004 - Board Member Remuneration (pages 62-105)

Recommendation:

THAT the Board recommend to the seven member municipalities that each approve the remuneration rates for Board members as follows:

Per Board Meeting Rate:

Council appointee: \$_____ /Board meeting

Community representative

Appointee: \$_____ /Board meeting

Provincial appointee: \$_____ /Board meeting

Per Diem Rate for Board-related Business: \$_____

AND THAT the Travel, Meal and Hospitality Expenses Directive issued by the Government of Ontario, as may be amended, updated or replaced from time to time, shall be used be followed in respect of Board-related travel, meal and hospitality expenses.

8.5 [Report 24-005 - Board Expense Cost-Sharing \(pages 106-108\)](#)

Recommendation:

THAT the Board recommend to the seven member municipalities that expenses of the Board be shared equally among the municipalities;

AND THAT the expenses incurred by the Board and the sharing of costs be reviewed by the Board at its first meeting in 2025.

9. [CORRESPONDENCE](#)

None.

10. [UNFINISHED BUSINESS](#)

11. [NEW BUSINESS](#)

12. [NOTICE OF MOTION](#)

13. [ADJOURNMENT](#)

13.1 Motion to Adjourn

Recommendation:

THAT the Leeds County O.P.P. Detachment Board adjourn.

Time: _____PM

LEEDS COUNTY O.P.P. DETACHMENT BOARD REPORT

MEETING DATE: July 11, 2024

REPORT NO.: 24-001

SUBMITTED BY: Stephen Donachey, CAO, Township of Leeds and the
Thousand Islands

SUBJECT: Appointments – Chair, Vice Chair and Secretary

RECOMMENDATION:

THAT _____ be appointed Chair of the Board;
AND THAT _____ be appointed Vice Chair of
the Board;
AND THAT _____ be appointed Secretary of
the Board.

BACKGROUND:

Section 36(1) of the *Community Safety and Policing Act, 2019* ('CSPA') requires all municipal detachment boards to elect a chair at the board's first meeting in each year. The CSPA also provides that a board may also elect vice chair at the board's first meeting in each year, to act in place of the chair where the chair's position is vacant or the chair is absent.

The draft Board Governance By-law proposed under Report 24-002, include the provision for a Secretary to assist with the functioning of Board meetings. The role of Secretary is similar to that of a Clerk in relation to a municipal council.

ANALYSIS:

As noted above, the term of office for the chair and vice chair lasts until the first meeting of the Board in each year. The duties of the chair are listed in section 6 the draft Governance By-law as follows:

6.1 It shall be the duty of the Chair to:

- (A) report on the activities of the Leeds County O.P.P. Detachment and those of its Board, to the Councils as requested by any Council;
- (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 things;
- (D) set the agenda for all meetings;
- (E) open the meeting of the Board by taking the chair and calling the Members to order;
- (F) receive and submit, in the proper manner, all motions presented by the Members;
- (G) put to vote all questions, which are duly moved 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) restrain the Members, when engaged in debate, within the rules of procedure;
- (J) enforce on all occasions the observance of order and decorum among the Members;
- (K) call by name, any Member persisting in breach of the rules and procedure and to order him or her to vacate the room in which the meeting is being held;
- (L) inform the Board on any point of order as deemed necessary;
- (M) adjourn the meeting upon motion duly moved when the business is concluded;

- (N) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (O) 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
- (P) perform any and all other duties when directed to do so by motion of the Board.

The duties of the vice chair are to act in place of the chair where the chair is absent or refuses to act or the position is vacant.

The Secretary provides administrative support for the running of the Board and its meetings as outlined in the draft Governance By-law. In discussions with the chief administrative officers of the member municipalities, there is support for rotating the Secretary position amongst the staff of member municipalities on a two regular meeting basis. The CSPA requires the Board to meet at least four times each year. Accordingly, if the Board meets on a quarterly basis, the term for the Secretary will be approximately 6 months.

ALTERNATIVES:

n/a

FINANCIAL IMPLICATIONS:

n/a

CONSULTATIONS:

n/a

ATTACHMENTS:

- Exhibit A – draft By-law 2024-001 Board Governance

EXHIBIT A

DRAFT BY-LAW 2024-001 BOARD GOVERNANCE

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LEEDS COUNTY O.P.P. DETACHMENT BOARD

BY-LAW NUMBER 2024-01

A by-law to govern the proceedings of the Leeds County O.P.P. Detachment Board, the conduct of its members and the calling of meetings.

WHEREAS an O.P.P. Detachment Board shall make rules and procedures in performing its duties under the Community Safety and Policing Act, 2019, SO 2019, c 1 and amendments;

AND WHEREAS it is deemed expedient to make and establish rules governing the proceedings of the Leeds County O.P.P. Detachment Board, the conduct of its Members and the calling of meetings, pursuant to the Community Safety and Policing Act, 2019, SO 2019, c 1 and amendments.

THEREFORE the Community Safety and Policing Act, 2019, SO 2019, c 1 enacts as follows:

1. DEFINITIONS

1.1 In this By-law:

- (A) "Act" means the Community Safety and Policing Act, 2019, SO 2019, c 1, as amended from time to time;
- (B) "Acting 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;
- (C) "Board" means the Leeds County O.P.P. Detachment Board and shall be composed of such members appointed under Part V of the Act;
- (D) "Chair" means the Chair of the Board;
- (E) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;

- (F) "Council" means each of the councils for the following municipalities:
 - (i) Athens
 - (ii) Elizabethtown-Kitley
 - (iii) Front of Yonge
 - (iv) Frontenac Islands
 - (v) Leeds and the Thousand Islands
 - (vi) Rideau Lakes
 - (vii) Westport

 - (G) "Days" means calendar days exclusive of Saturday, Sundays and Statutory holidays;

 - (H) "Detachment Commander" means an Ontario Provincial Police Detachment Commander reporting to the Leeds County O.P.P. Detachment Board;

 - (H) "Member" means a member of the Leeds County 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; and

 - (J) "Secretary" means the Secretary of the Leeds County O.P.P. Detachment Board.
- 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.

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 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;
- Rules with respect to the increase or decrease of delegation and debate limitations;

2.3 All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair.

3. COMPOSITION OF THE BOARD

3.1 The composition of the Board is set by regulation under the Act, the Board consists of eleven (11) members, composed of:

(A) one (1) Council member appointed by resolution from each Council, for a total of seven (7) Council seats;

(B) two (2) persons collectively appointed by resolution of the seven Councils, who is neither a member of the Council nor an employee of one of the seven municipalities; and

(C) two (2) persons appointed by the Lieutenant Governor in Council.

4. SELECTION OF CHAIR AND VICE CHAIR

4.1 In accordance the Act, the members of the Board shall, at the first meeting held in each year, select from amongst its members, a Chair and Vice Chair for one year.

4.2 The election of Chair shall be conducted by the Secretary.

4.3 The election of the Vice Chair shall be conducted by the Chair.

4.4 For any votes required under this section, each member present indicate his/her vote openly and that no vote 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 Part V of the Act as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct prescribed by the Code of Conduct for O.P.P. Detachment Board Members, O Reg 409/23.

5.2 The Board shall appoint an individual to serve as Secretary to the Board and whose duration of employment shall be at the discretion of the Board.

6. DUTIES OF THE CHAIR

6.1 It shall be the duty of the Chair to:

- (A) report on the activities of the Leeds County O.P.P. Detachment and those of its Board, to the Councils as requested by any Council;
- (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 things;
- (D) set the agenda for all meetings;
- (E) open the meeting of the Board by taking the chair and calling the Members to order;
- (F) receive and submit, in the proper manner, all motions presented by the Members;
- (G) put to vote all questions, which are duly moved 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) restrain the Members, when engaged in debate, within the rules of procedure;

- (J) enforce on all occasions the observance of order and decorum among the Members;
- (K) call by name, any Member persisting in breach of the rules and procedure and to order him or her to vacate the room in which the meeting is being held;
- (L) inform the Board on any point of order as deemed necessary;
- (M) adjourn the meeting upon motion duly moved when the business is concluded;
- (N) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (O) 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
- (P) 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 by motion appoint at least two Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 8.2 The Board may appoint other persons to be members of a Committee as long as the majority of the Committee is composed of Members.
- 8.3 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

9. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board shall hold at least four regular meetings each year at such place and time as may be determined by the Board.
- 9.2 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair or in the absence of the Vice Chair, the next senior member of the Board, 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 A regular or special meeting of the Board may be cancelled in any of the following circumstances:
 - (A) the Secretary determines in advance that quorum will not be achieved;
 - (B) the meeting is cancelled by Board resolution; or
 - (C) with 48 hours' notice, in the event of exceptional circumstances, at the discretion of Chair, Detachment Commander and Secretary.
- 9.5 Electronic participation in regular, special and Committee meetings is permitted for a Member and:
 - (A) Members participating electronically may count toward determining whether a quorum of members is present and therefore may vote;
 - (B) Members may participate electronically in a meeting which is closed to the public. It is the Member's responsibility to take all reasonable measures to ensure confidentiality and security of all close meeting content;
 - (C) Notice shall be given to the Secretary as soon as possible or within 12 hours of the start of the meeting if a Member wishes to participate electronically.

10. SPECIAL MEETINGS OF THE BOARD

- 10.1 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.
- 10.2 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 by telephone, or other means deemed appropriate by the Secretary.
- 10.3 No special meeting of the Board may be held with less than 48 hours notice to the Members.
- 10.4 Notification of the public will be deemed complete with posting of the notice of meeting on the internet meeting portal 48 hours in advance of a meeting called under Section 10.1.
- 10.5 Notwithstanding 10.4, a meeting deemed to be In Camera, will not require notification of the public.
- 10.6 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

11. THE CALLING OF THE MEETINGS TO ORDER

- 11.1 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.
- 11.2 If a quorum for either the regular or special Board meeting is not present within thirty (30) 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.

12. QUORUM

- 12.1 A quorum shall be a majority of the Members according to Section 43(2) of the Act.

13. BOARD AGENDA

13.1 The Secretary shall cause an agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:

- (A) Minutes of the Previous Meeting(s);
- (B) Conflict of Interest/Pecuniary Interest Disclosure;
- (C) Presentations/Delegations;
- (D) Items for Discussion/Reports;
- (E) Correspondence;
- (F) New Business;
- (G) Notice of Motions
- (H) In Camera Agenda; and,
- (I) Adjournment.

13.2 The Secretary shall contact the Detachment Commander to receive all reports and supporting materials for the agenda twelve (12) days prior to the date for the Board Meeting and shall consult with the Chair. 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.

13.3 Every letter, petition and other communication addressed to the Board shall be received by the Secretary 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 next regular meeting of the Board to be dealt with during such meeting; and
- (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 Leeds County O.P.P. detachment, shall refer it to the Detachment Commander for necessary action and a report presented at the next Board meeting if required.

13.4 The Secretary shall post electronically the agenda and related documentation for each regular meeting to each Member of the Board not less than three (3) days prior to the date of the meeting.

14. CONFLICT OF INTEREST DISCLOSURE

14.1 The Chair and Members shall be governed by the Municipal Conflict of Interest Act, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.

14.2 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 whether before, during or after the meeting to influence the voting on any such question.

14.3 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.

14.4 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.

14.5 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.

15. HEARING OF DELEGATIONS

15.1 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 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.

- 15.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.
- 15.3 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.
- 15.4 No delegation shall:
- (A) speak disrespectfully of any person;
 - (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.
- 15.5 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.

16. CONDUCT OF MEMBERS

- 16.1 No Member shall:
- (A) use offensive words or unparliamentary language in meetings of the Board or against any Member;
 - (B) speak on any subject other than the subject in debate;
 - (C) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;

- (D) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability; or
- (E) disobey the rules as set out in this by-law or a decision of the Chair, on questions of order or procedure as set out in this bylaw or resolution of the Board, or upon the interpretation of the rules of the Board.

16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board." If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

17. RULES OF DEBATE

- 17.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.
- 17.2 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.
- 17.3 When two 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 Members may speak to the question or motion first.
- 17.4 When a Member is speaking no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.

- 17.5 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.
- 17.6 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.
- 17.7 Notwithstanding Section 17.6, 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.
- 17.8 No Member shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.
- 17.9 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.
- 17.10 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.

18. MOTIONS

- 18.1 All motions shall be duly moved and seconded to be accepted by the Chair for discussion and for being put to a vote.
- 18.2 The Chair shall repeat a motion before a vote is taken if required to do so by a Member.
- 18.3 After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.
- 18.4 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; or
- (F) to vote on the question.

18.5 A motion to adjourn the meeting is a non-debatable motion and may be made at any time except;

- (A) when a Member is speaking or during the taking of a vote;
- (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 conducted further proceedings.

18.6 A motion to amend:

- (A) shall be relevant to the question to be decided;
- (B) shall not be received if it in essence constitutes a rejection of the main questions;

And only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.

18.7 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; and
- (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 an amendment thereto shall be allowed until after its disposition.

18.8 After any question, except one of indefinite deferment has been decided by the Board, any Member who was present and who voted in 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.

- 18.9 No question shall be reconsidered more than once at a meeting of the Board.

19. VOTING ON MOTIONS

- 19.1 The Chair shall ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and shall then put the matter to a vote. After a question has been 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.
- 19.2 The matter put to a vote shall be in the form of a motion addressing the matter under consideration.
- 19.3 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.
- 19.4 No vote shall be taken by ballot or by any other means of secret voting.
- 19.5 Before the question is decided, any Member may require that the vote be recorded; in this case, the Chair shall call the vote and announce the division, and the Secretary shall record the names and votes of every Member on the question.
- 19.6 If a Member disagrees with an announcement of the Chair that a question is carried or lost, the Member may, but only immediately after the declaration by the Chair, object to the declaration and require a recorded vote to be taken.
- 19.7 When the Chair is satisfied that a question contains distinct proposals, the Chair may divide the question or shall do so upon the request of a Member, and the vote upon each proposal shall be taken separately.
- 19.8 Every Member present at a meeting of the Board when a question is put, including the Chair and Vice-Chair, shall vote thereon unless

prohibited by statute (in which case the fact of the prohibition shall be recorded in the minutes). Any Member who refuses to vote shall be recorded as abstaining.

19.9 Any question on which there is an equality of votes shall be deemed to have been decided in the negative.

20. PUBLIC & IN CAMERA MEETINGS

20.1 All meetings of the Board shall be open to the public subject to subsection (20.2) of this section.

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

- (A) the security of property of the Board;
- (B) personal matters about an identifiable individual, including members of the O.P.P.;
- (C) labour relations or employee negotiations;
- (D) a proposed or pending acquisition of land for Board purposes;
- (E) litigation or potential litigation affecting the Board, including matters before an administrative tribunal;
- (F) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (G) information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation
- (H) the subject matter being considered is a request under the Municipal Freedom of Information and Protection of Privacy Act;
- (I) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record;
- (J) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position

or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(K) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;

(L) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board; or

(M) an ongoing investigation respecting the police service board.

20.3 No person other than Board Members, Secretary, Detachment Commander 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.

21. AVAILABILITY OF INFORMATION

21.1 Information relating to matters described in Section 20.2 of this by-law, shall be marked "Confidential".

21.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials shall be posted publicly, provided the disclosure of such information do not relate to matters described in subsection 20.2 herein.

22. BY-LAWS

22.1 Every by-law shall be introduced by motion of 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-law.

22.2 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.

22.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary and files with the records of the Board.

22.4 The Secretary shall provide the clerk of the respective member municipalities with duplicate copies of all by-laws duly passed under Section 22.

23. GENERAL

23.1 For purposes of interpreting this by-law or determining a proper course of action for matters that may arise that are not specifically contemplated by this by-law, the most recent edition of Robert's Rules of Order in existence at the time shall be referred to.

23.2 As required by the Act, on or before June 30th in each year, the Board shall provide an annual report to the member municipalities regarding the policing provided by the Leeds County Detachment in their municipalities.

24. ADMINISTRATION

24.1 This by-law shall come into force upon the day it is passed.

25. EFFECTIVE DATE

This by-law is hereby enacted by Leeds County O.P.P. Detachment Board and shall take effect on this date.

THIS BY-LAW PASSED THIS DAY OF 2024.

Chair

Secretary

LEEDS COUNTY O.P.P. DETACHMENT BOARD REPORT

MEETING DATE: July 11, 2024

REPORT NO.: 24-002

SUBMITTED BY: Stephen Donachey, CAO, Township of Leeds and the
Thousand Islands

SUBJECT: Governance By-Law and Board Policy Nos. 1,2 and 3

RECOMMENDATION:

THAT the Board approve By-law Number 2024-01 being a by-law to govern the proceedings of the Leeds County O.P.P. Detachment Board as attached to Report Number 2024-001;

AND THAT the Board approve Policy Number 1: Detachment Commander Selection and Performance, Policy Number 2: Detachment Board Member Conduct, and policy Number 3: Reporting to the Board as attached to Report Number 2024-001

BACKGROUND:

Under the *Community Safety and Policing Act, 2019* ('CSPA') board must establish its own rules and procedures in performing its duties. Accordingly, it is necessary to establish a governance or procedure by-law. Attached as Exhibit A is the draft Governance By-law.

Draft policies have been prepared to provide a framework for the following:

Policy No. 1 – Detachment Commander Selection and Performance
(Exhibit B)

Policy No. 2 – Detachment Board Member Conduct (Exhibit C)

Policy No. 3 – Reporting to the Board (Exhibit D)

ANALYSIS:

Governance By-law

The draft Governance By-law is similar to a municipal procedure by-law in that it covers proceedings of the Board and matters such as Board composition, roles, rules surrounding regular and special meetings, delegations, electronic (virtual) attendance, conduct during a meeting, in camera meetings, etc.

Policy No. 1 – Detachment Commander Selection and Performance

Under the CSPA, the Board shall consult with the Commissioner of the O.P.P. on the selection of the detachment commander. In addition, the Board must monitor the performance of detachment commander.

The draft policy No. 1 acknowledges the obligation of the Board to consult with the Commissioner and provides guidance regarding the timing of reviewing the detachment commander's performance and the metrics against which performance will be evaluated.

Policy No. 2 – Detachment Board Member Conduct

Ontario Regulation 409/23 is the prescribed code of conduct for O.P.P. Detachment Board Members. The proposed requirements listed in Policy No. 2 supplement the provisions of the regulation.

Policy No. 3 – Reporting to the Board

Policy No. 3 provides a framework for reporting to the Board by the detachment commander. The Policy has guidance for content and timing for the detachment commander's quarterly reports to the Board.

ALTERNATIVES:

n/a

FINANCIAL IMPLICATIONS:

None.

CONSULTATIONS:

- Member Municipalities' CAOs

ATTACHMENTS:

- Exhibit A – draft By-law 2024-001 Board Governance
- Exhibit B – draft Policy No. 1 Detachment Commander Performance
- Exhibit C – draft Policy No. 2 Detachment Board Member Conduct
- Exhibit D – draft Policy No. 3 Reporting to the Board

EXHIBIT A

DRAFT BY-LAW 2024-001 BOARD GOVERNANCE

The Leeds County O.P.P. Detachment Board Governance By-law Index

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LEEDS COUNTY O.P.P. DETACHMENT BOARD

BY-LAW NUMBER 2024-01

A by-law to govern the proceedings of the Leeds County O.P.P. Detachment Board, the conduct of its members and the calling of meetings.

WHEREAS an O.P.P. Detachment Board shall make rules and procedures in performing its duties under the Community Safety and Policing Act, 2019, SO 2019, c 1 and amendments;

AND WHEREAS it is deemed expedient to make and establish rules governing the proceedings of the Leeds County O.P.P. Detachment Board, the conduct of its Members and the calling of meetings, pursuant to the Community Safety and Policing Act, 2019, SO 2019, c 1 and amendments.

THEREFORE the Community Safety and Policing Act, 2019, SO 2019, c 1 enacts as follows:

1. DEFINITIONS

1.1 In this By-law:

- (A) "Act" means the Community Safety and Policing Act, 2019, SO 2019, c 1, as amended from time to time;
- (B) "Acting 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;
- (C) "Board" means the Leeds County O.P.P. Detachment Board and shall be composed of such members appointed under Part V of the Act;
- (D) "Chair" means the Chair of the Board;
- (E) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;

- (F) "Council" means each of the councils for the following municipalities:
 - (viii) Athens
 - (ix) Elizabethtown-Kitley
 - (x) Front of Yonge
 - (xi) Frontenac Islands
 - (xii) Leeds and the Thousand Islands
 - (xiii) Rideau Lakes
 - (xiv) Westport

 - (G) "Days" means calendar days exclusive of Saturday, Sundays and Statutory holidays;

 - (H) "Detachment Commander" means an Ontario Provincial Police Detachment Commander reporting to the Leeds County O.P.P. Detachment Board;

 - (K) "Member" means a member of the Leeds County O.P.P. Detachment Board;

 - (L) "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; and

 - (M) "Secretary" means the Secretary of the Leeds County O.P.P. Detachment Board.
- 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.

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 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;
- Rules with respect to the increase or decrease of delegation and debate limitations;

2.3 All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair.

3. COMPOSITION OF THE BOARD

3.1 The composition of the Board is set by regulation under the Act, the Board consists of eleven (11) members, composed of:

(A) one (1) Council member appointed by resolution from each Council, for a total of seven (7) Council seats;

(B) two (2) persons collectively appointed by resolution of the seven Councils, who is neither a member of the Council nor an employee of one of the seven municipalities; and

(C) two (2) persons appointed by the Lieutenant Governor in Council.

4. SELECTION OF CHAIR AND VICE CHAIR

4.1 In accordance the Act, the members of the Board shall, at the first meeting held in each year, select from amongst its members, a Chair and Vice Chair for one year.

4.2 The election of Chair shall be conducted by the Secretary.

4.3 The election of the Vice Chair shall be conducted by the Chair.

4.4 For any votes required under this section, each member present indicate his/her vote openly and that no vote be taken by ballot or any other method of secret voting.

7. DUTIES AND RESPONSIBILITIES OF THE BOARD

5.1 The Board shall be responsible for those duties as set out in Part V of the Act as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct prescribed by the Code of Conduct for O.P.P. Detachment Board Members, O Reg 409/23.

5.2 The Board shall appoint an individual to serve as Secretary to the Board and whose duration of employment shall be at the discretion of the Board.

8. DUTIES OF THE CHAIR

6.1 It shall be the duty of the Chair to:

(A) report on the activities of the Leeds County O.P.P. Detachment and those of its Board, to the Councils as requested by any Council;

(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 things;

(D) set the agenda for all meetings;

(E) open the meeting of the Board by taking the chair and calling the Members to order;

(F) receive and submit, in the proper manner, all motions presented by the Members;

(G) put to vote all questions, which are duly moved 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) restrain the Members, when engaged in debate, within the rules of procedure;

- (J) enforce on all occasions the observance of order and decorum among the Members;
- (K) call by name, any Member persisting in breach of the rules and procedure and to order him or her to vacate the room in which the meeting is being held;
- (L) inform the Board on any point of order as deemed necessary;
- (M) adjourn the meeting upon motion duly moved when the business is concluded;
- (N) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (O) 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
- (P) perform any and all other duties when directed to do so by motion of the Board.

9. 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.

10. COMMITTEES OF THE BOARD

- 8.1 The Board may at any time by motion appoint at least two Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 8.2 The Board may appoint other persons to be members of a Committee as long as the majority of the Committee is composed of Members.
- 8.3 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

11. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board shall hold at least four regular meetings each year at such place and time as may be determined by the Board.
- 9.2 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair or in the absence of the Vice Chair, the next senior member of the Board, 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 A regular or special meeting of the Board may be cancelled in any of the following circumstances:
 - (A) the Secretary determines in advance that quorum will not be achieved;
 - (B) the meeting is cancelled by Board resolution; or
 - (C) with 48 hours' notice, in the event of exceptional circumstances, at the discretion of Chair, Detachment Commander and Secretary.
- 9.5 Electronic participation in regular, special and Committee meetings is permitted for a Member and:
 - (A) Members participating electronically may count toward determining whether a quorum of members is present and therefore may vote;
 - (B) Members may participate electronically in a meeting which is closed to the public. It is the Member's responsibility to take all reasonable measures to ensure confidentiality and security of all close meeting content;
 - (C) Notice shall be given to the Secretary as soon as possible or within 12 hours of the start of the meeting if a Member wishes to participate electronically.

12. SPECIAL MEETINGS OF THE BOARD

- 10.1 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.
- 10.2 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 by telephone, or other means deemed appropriate by the Secretary.
- 10.3 No special meeting of the Board may be held with less than 48 hours notice to the Members.
- 10.4 Notification of the public will be deemed complete with posting of the notice of meeting on the internet meeting portal 48 hours in advance of a meeting called under Section 10.1.
- 10.5 Notwithstanding 10.4, a meeting deemed to be In Camera, will not require notification of the public.
- 10.6 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

14. THE CALLING OF THE MEETINGS TO ORDER

- 11.1 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.
- 11.2 If a quorum for either the regular or special Board meeting is not present within thirty (30) 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.

15. QUORUM

- 12.1 A quorum shall be a majority of the Members according to Section 43(2) of the Act.

16. BOARD AGENDA

13.1 The Secretary shall cause an agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:

- (A) Minutes of the Previous Meeting(s);
- (B) Conflict of Interest/Pecuniary Interest Disclosure;
- (C) Presentations/Delegations;
- (D) Items for Discussion/Reports;
- (E) Correspondence;
- (F) New Business;
- (G) Notice of Motions
- (H) In Camera Agenda; and,
- (I) Adjournment.

13.2 The Secretary shall contact the Detachment Commander to receive all reports and supporting materials for the agenda twelve (12) days prior to the date for the Board Meeting and shall consult with the Chair. 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.

13.3 Every letter, petition and other communication addressed to the Board shall be received by the Secretary 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 next regular meeting of the Board to be dealt with during such meeting; and
- (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 Leeds County O.P.P. detachment, shall refer it to the Detachment Commander for necessary action and a report presented at the next Board meeting if required.

13.4 The Secretary shall post electronically the agenda and related documentation for each regular meeting to each Member of the Board not less than three (3) days prior to the date of the meeting.

14. CONFLICT OF INTEREST DISCLOSURE

- 14.1 The Chair and Members shall be governed by the Municipal Conflict of Interest Act, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.
- 14.2 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 whether before, during or after the meeting to influence the voting on any such question.
- 14.3 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.
- 14.4 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.
- 14.5 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.

15. HEARING OF DELEGATIONS

- 15.1 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 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.

- 15.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.
- 15.3 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.
- 15.4 No delegation shall:
- (A) speak disrespectfully of any person;
 - (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.
- 15.5 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.

16. CONDUCT OF MEMBERS

16.1 No Member shall:

- (A) use offensive words or unparliamentary language in meetings of the Board or against any Member;
- (B) speak on any subject other than the subject in debate;
- (C) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- (D) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship,

creed, gender, sexual orientation, age, colour, marital status, family status or disability; or

- (E) disobey the rules as set out in this by-law or a decision of the Chair, on questions of order or procedure as set out in this bylaw or resolution of the Board, or upon the interpretation of the rules of the Board.

16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board." If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

17. RULES OF DEBATE

- 17.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.
- 17.2 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.
- 17.3 When two 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 Members may speak to the question or motion first.
- 17.4 When a Member is speaking no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.
- 17.5 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.

- 17.6 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.
- 17.7 Notwithstanding Section 17.6, 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.
- 17.8 No Member shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.
- 17.9 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.
- 17.10 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.

18. MOTIONS

- 18.1 All motions shall be duly moved and seconded to be accepted by the Chair for discussion and for being put to a vote.
- 18.2 The Chair shall repeat a motion before a vote is taken if required to do so by a Member.
- 18.3 After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.
- 18.4 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; or
 - (F) to vote on the question.

18.5 A motion to adjourn the meeting is a non-debatable motion and may be made at any time except;

- (A) when a Member is speaking or during the taking of a vote;
- (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 conducted further proceedings.

18.6 A motion to amend:

- (A) shall be relevant to the question to be decided;
- (B) shall not be received if it in essence constitutes a rejection of the main questions;

And only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.

18.7 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; and
- (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 an amendment thereto shall be allowed until after its disposition.

18.8 After any question, except one of indefinite deferment has been decided by the Board, any Member who was present and who voted in 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.

18.9 No question shall be reconsidered more than once at a meeting of the Board.

20. VOTING ON MOTIONS

- 19.1 The Chair shall ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and shall then put the matter to a vote. After a question has been 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.
- 19.2 The matter put to a vote shall be in the form of a motion addressing the matter under consideration.
- 19.3 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.
- 19.4 No vote shall be taken by ballot or by any other means of secret voting.
- 19.5 Before the question is decided, any Member may require that the vote be recorded; in this case, the Chair shall call the vote and announce the division, and the Secretary shall record the names and votes of every Member on the question.
- 19.6 If a Member disagrees with an announcement of the Chair that a question is carried or lost, the Member may, but only immediately after the declaration by the Chair, object to the declaration and require a recorded vote to be taken.
- 19.7 When the Chair is satisfied that a question contains distinct proposals, the Chair may divide the question or shall do so upon the request of a Member, and the vote upon each proposal shall be taken separately.
- 19.8 Every Member present at a meeting of the Board when a question is put, including the Chair and Vice-Chair, shall vote thereon unless prohibited by statute (in which case the fact of the prohibition shall be recorded in the minutes). Any Member who refuses to vote shall be recorded as abstaining.
- 19.9 Any question on which there is an equality of votes shall be deemed to have been decided in the negative.

21. PUBLIC & IN CAMERA MEETINGS

20.1 All meetings of the Board shall be open to the public subject to subsection (20.2) of this section.

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

- (A) the security of property of the Board;
- (B) personal matters about an identifiable individual, including members of the O.P.P.;
- (C) labour relations or employee negotiations;
- (D) a proposed or pending acquisition of land for Board purposes;
- (E) litigation or potential litigation affecting the Board, including matters before an administrative tribunal;
- (F) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (G) information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation
- (H) the subject matter being considered is a request under the Municipal Freedom of Information and Protection of Privacy Act;
- (I) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record;
- (J) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (K) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
- (L) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board; or

(M) an ongoing investigation respecting the police service board.

20.3 No person other than Board Members, Secretary, Detachment Commander 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.

21. AVAILABILITY OF INFORMATION

21.1 Information relating to matters described in Section 20.2 of this bylaw, shall be marked "Confidential".

21.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials shall be posted publicly, provided the disclosure of such information do not relate to matters described in subsection 20.2 herein.

24. BY-LAWS

22.1 Every by-law shall be introduced by motion of 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-law.

22.2 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.

22.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary and files with the records of the Board.

22.4 The Secretary shall provide the clerk of the respective member municipalities with duplicate copies of all by-laws duly passed under Section 22.

25. GENERAL

23.1 For purposes of interpreting this by-law or determining a proper course of action for matters that may arise that are not specifically contemplated by this by-law, the most recent edition of Robert's Rules of Order in existence at the time shall be referred to.

23.2 As required by the Act, on or before June 30th in each year, the Board shall provide an annual report to the member municipalities regarding the policing provided by the Leeds County Detachment in their municipalities.

24. ADMINISTRATION

24.1 This by-law shall come into force upon the day it is passed.

25. EFFECTIVE DATE

This by-law is hereby enacted by Leeds County O.P.P. Detachment Board and shall take effect on this date.

THIS BY-LAW PASSED THIS DAY OF 2024.

Chair

Secretary

EXHIBIT B

The Leeds County O.P.P. Detachment Board

Policy No 1: Detachment Commander Selection and Performance

Effective: DATE

Policy:

It is the policy of the Leeds County O.P.P. Detachment Board to be involved in the process of the selection of the Detachment Commander, when a vacancy exists, and to monitor the performance of the Detachment Commander, as required under the Community Safety and Policing Act, 2019, SO 2019, c 1.

1. Selection of Detachment Commander, when a vacancy exists

The Board will consult with the Commissioner of the O.P.P. regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations, in the selection of the detachment commander.

2. Monitoring Performance of the Detachment Commander

In the first meeting of each year, the Board will meet with the Detachment Commander to review his/her performance for the previous year.

Performance measures will include, but not be limited to:

- a) Providing the Board with the necessary information and support to determine the objectives and priorities for police services;
- b) Providing the Board with reports containing information as set out in Board policy;

- c) Review of the administration of the complaints system.
- d) Ensuring the delivery of adequate and effective policing services consistent with the local action plan, priorities, and policies, including attainment.
- e) Performance related to service delivery, municipal policing, community relations, financial management, reporting, and business planning.
- f) The Board will include any specific examples of unsatisfactory performance.

EXHIBIT C

The Leeds County O.P.P. Detachment Board

Policy No 2: Detachment Board Member Conduct

Effective: **DATE**

Policy:

This policy sets out a Code of Conduct for the members of the Leeds County O.P.P. Detachment Board. All Board members are required to adhere to the Code of Conduct for O.P.P. Detachment Board Members, O Reg 409/23 (the 'Regulation'). The provision in this policy are intended to supplement the Regulation.

1. Board members, before taking office, will be required to provide a clear criminal record.
2. Board members shall attend and actively participate in all Board meetings.
3. Board members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
4. Any inquiries or concerns on police issues are to be directed to the Detachment Commander, at a Board meeting.
5. Board members shall undergo any training that may be provided or required for them by the Solicitor General.
6. Board members shall keep confidential any information disclosed or discussed at a meeting of the Board, or part of a meeting of the Board, that was closed to the public.
7. No Board members shall purport to speak publicly on behalf of the Board unless he or she is authorized by the Board to do so.
8. The Board spokesperson shall be the Chair of the Board, or his/her designate.

9. A Board member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion.
10. Board members shall discharge their duties loyally, faithfully, impartially and according to the Community Safety and Policing Act, 2019, SO 2019, c 1, as amended from time to time (the 'Act'), any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
11. Board Members shall uphold the letter and spirit of the Code of conduct as set out in this policy and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Board.
12. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
13. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
14. Board members shall not use their office to obtain employment with the Board or the O.P.P. for themselves or their family members. For the purpose of this section "family member" means the parent, spouse or child of the person, as those terms are defined in section 1 of the Municipal Conflict of Interest Act.
15. A Board member who applies for employment with the O.P.P., including employment on "contract or on fee for service", shall immediately resign from the Board.
16. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Board or the O.P.P.
17. A Board member whose conduct or performance is being investigated or inquired into by the Inspector General under s. 106 of the Act shall decline to exercise his or her duties as a member of the Board for the duration of the investigation or inquiry.

18. If the Board determines that a Board member has breached the Code of Conduct set out in this policy, the Board shall record that determination in its minutes and may:
- (a) require the member to appear before the Board and be reprimanded; or
 - (b) request that the Inspector General conduct an investigation into the member's conduct under s 106 of the Act.

EXHIBIT D

The Leeds County O.P.P. Detachment Board

Policy No 3: Reporting to the Board

Effective: DATE

Policy:

This policy sets out the requirements for the Detachment Commander to supply information to the Board including the timing, contents of the report, presentation by the Detachment Commander and attendance at Board meetings.

Report Requirements

Timing:

The Detachment Commander will prepare a quarterly report on activities of the Detachment, to be delivered to the Board secretary on April 21st, July 21st, October 21st and January 21st. Any other reports to be discussed at a Board meeting will be delivered to the secretary of the Board 5 days in advance of the Detachment Board meeting.

Report Content:

The report to the Board will outline, broken down on a month per month basis, the following:

1. Number of occurrences with explanation of variances.
2. Staff deployment including any reasoning for changes.
3. Overtime usage and explanation for same.
4. Expenditures compared to budget figures.

5. Personnel Changes

Report Presentation:

The Detachment Commander or his/her designate will be present at each Board meeting to present the report and answer related questions.

Attendance at Board Meeting:

The Detachment Commander will attend all Board meetings. If unable to attend will contact Board Chair to authorize attendance of another individual.

Without prior approval of Board Chair, no other representative of the O.P.P. will be present at Board meetings.

Report Review:

The Board will provide feedback to the Detachment Commander on the report and suggest any format changes.

LEEDS COUNTY O.P.P. DETACHMENT BOARD REPORT

MEETING DATE: July 11, 2024

REPORT NO.: 24-003

SUBMITTED BY: Stephen Donachey, CAO, Township of Leeds and the
Thousand Islands

SUBJECT: Recruitment for Community Representatives to Board

RECOMMENDATION:

THAT the Board direct the Secretary to advertise to fill two vacant positions for community representative members of the Board.

BACKGROUND:

Ontario Regulation 135/24 made under the *Community Safety and Policing Act, 2019* ('CSPA') fixed the composition of the Leeds County O.P.P. Detachment Board as follows:

- One council member appointed by the council of each of the following municipalities:
 - Athens Township
 - Elizabethtown-Kitley Township
 - Frontenac Islands Township
 - Front of Yonge Township
 - Leeds and the Thousand Islands Township
 - Rideau Lakes Township
 - 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 of Community Safety and Correctional Services

Each member municipality has or is in the process of appointing a council member to the Board. At the time of writing, the Board has not been advised by the Minister of the two provincial appointees.

The Board may proceed to undertake the recruitment to fill the two open positions for board members from the community.

ANALYSIS:

Recruitment Process

The proposed recruitment is, with the Board's approval, to draft an advertisement seeking people living within the geographic area serviced by the Leeds O.P.P. Detachment who are interested and eligible to serve on the Board. Such an advertisement would be published in one or two news publications (in either paper or electronic form) in the area as well as pushed through the member municipalities' websites and social media.

The recruitment would be open for thirty days, after which application would be reviewed by a team of three chief administrative officers from the member municipalities to confirm eligibility and rank the top five candidates who would then be invited to an interview during a special meeting of the Board.

The Board would pass a resolution recommending that the member municipalities appoint the two selected candidates to the Board. From there, each council would need to pass a resolution accepting the Board's recommendation.

Term of Appointment

Section 6(2) of Ontario Regulation 135/24 provides that the term of office for a Board member appointed jointly by several municipalities shall be set out by the municipalities in each of the instruments appointing the member but shall not exceed a term of four years.

The regulation also provides that the term for municipal councillors appointed to the Board may not exceed their term of office as a councillor.

In order to ensure continuity and avoid the potential turnover of the essentially the entire Board, it is recommended that the term of the community representatives be established so as to not terminate during a municipal election year.

The Board's recommendation to the member municipalities regarding selected candidates would also include a recommendation for the duration of their terms.

Eligibility Requirements

The CSPA does not have much detail about eligibility requirements for community representatives. Section 33 of the CSPA states that the appointing body will consider:

- (a) the need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;
- (b) the need for the police service board to have members with the prescribed competencies, if any; and
- (c) any applicable diversity plan.

In addition, the appointing body must also consider the results of the candidate's police records check that was prepared within the past 12 months.

As noted above, Ontario regulation 135/24 provides that the community representatives cannot be members of the council of, nor employees of, any of the member municipalities.

The CPSA further provides that the following people are ineligible:

- A judge or justice of the peace
- A member of a police service, a special constable or a First Nation Officer
- Any person who practises criminal law as a defence counsel or as a prosecutor
- A director, officer or employee of a prescribed policing provider

- Any other prescribed persons.

Subject to the foregoing, some basic eligibility requirements for prospective candidates could be:

- At least 18 years of age
- A resident or property owner in one of the member municipalities
- Clear criminal records check
- Demonstrated community involvement (preferred)

ALTERNATIVES:

None. The Board is required to appoint two community representatives as members.

FINANCIAL IMPLICATIONS:

The costs of advertising will be apportioned between the member municipalities.

CONSULTATIONS:

n/a

ATTACHMENTS:

None.

**LEEDS COUNTY O.P.P.
DETACHMENT BOARD REPORT**

MEETING DATE: July 11, 2024

REPORT NO.: 24-004

SUBMITTED BY: Stephen Donachey, CAO, Township of Leeds and the
Thousand Islands

SUBJECT: Board Member Remuneration

RECOMMENDATION:

THAT the Board recommend to the seven member municipalities that each approve the remuneration rates for Board members as follows:

Per Board Meeting Rate:

Council appointee: \$_____ /Board meeting

Community representative

Appointee: \$_____ /Board meeting

Provincial appointee: \$_____ /Board meeting

Per Diem Rate for Board-related Business: \$_____

AND THAT the Travel, Meal and Hospitality Expenses Directive issued by the Government of Ontario, as may be amended, updated or replaced from time to time, shall be used be followed in respect of Board-related travel, meal and hospitality expenses.

BACKGROUND:

Section 67(3) of the *Community Safety and Policing Act, 2019* ('CSPA') provides that the term, remuneration and expenses of board members shall be as provided by regulations made by the Minister. There currently is no regulation regarding remuneration for council and community representative appointees. However, section 7 of Ontario Regulation 135/24 provides remunerations for board members appointed by the Province.

ANALYSIS:

Remuneration – Provincial Appointees

Section 7 of the Regulation is reproduced in Exhibit A attached and can be summarized as follows:

- The amount of remuneration to be paid to provincial appointees is to be determined by unanimous agreement by the member municipalities comprising the detachment board.
- If the municipalities cannot unanimously agree, the Minister will determine the remuneration.
- The member municipalities will split the costs of the remuneration equally unless they unanimously agree to share the costs on a basis other than equal shares.
- The detachment board will periodically provide each municipality with a statement of account for remuneration owed in respect of the provincial appointees. Municipalities are required to pay the amounts due within thirty days of receiving the statement and the board shall pay the provincial appointees from the amounts received.

Information obtained by Detachment Commander Hardy indicates that the provincial average for provincially appointed board members is between \$85-\$125 per meeting. Remuneration on a per meeting basis, rather than an annual honorarium, encourages attendance at meetings.

Remuneration – Community Member Appointees

There is no requirement or guidance from the Province regarding remuneration of community representative board members. The following table lists some considerations:

Pay Remuneration	Do Not Pay Remuneration
Recognizes value of members' time and commitment to the Board	View position as one of true volunteerism.
May attract higher quality candidates	May attract candidates who wish to volunteer their time without an expectation of remuneration
Treats community representative members like provincial appointee members	Creates an imbalance in treatment of community representatives and provincial appointees
Higher cost to operate the board (more expensive for member municipalities)	Lower cost of operating the board

Should the Board choose to remunerate community representative board members, the rate should be comparable to the rate set for provincial appointees. Such approach recognizes that both types of appointees have the same function and responsibilities on the Board.

Remuneration – Council Member Appointees

As noted above, there is no guidance provided in respect of remuneration for council appointed representatives to the Board. However, it is the practice of the Council for the Township of Leeds and the Thousand Islands that Council members appointed to Committees of Council or local Boards do not receive any extra remuneration. It is the view of TLTI's Council that such duties fall within the requirements of being a Council member.

Travel, Meal and Hospitality Expenses

It is recommended that the Board have some framework for travel, meal and hospitality expenses incurred on Board-related business. The Government of Ontario's Travel, Meals and Hospitality Expenses Directive (attached as Exhibit B) provides a framework for such expenses including reimbursement rates. It is recommended that the Board follow the Directive in principle, with appropriate modifications to reflect the operation of a detachment board (e.g. the Board's Chair will be the approval authority for travel, etc.).

ALTERNATIVES:

The Board is required to set a remuneration rate for provincial appointees.

FINANCIAL IMPLICATIONS:

Cost consequences will be determined once the recommendation of the Board has been approved the member municipalities.

It is proposed that payment of remuneration be made bi-annually in order to reduce the administrative burden.

CONSULTATIONS:

This report was reviewed in consultation with:

- S. Hardy, Detachment Commander

ATTACHMENTS:

- Exhibit A – Excerpt of Ontario Regulation 135/24
- Exhibit B – Travel, Meal and Hospitality Expenses Directive

EXHIBIT A

EXERPT FROM ONTARIO REGULATION 135/24 MADE UNDER THE COMMUNITY SAFETY AND POLICING ACT, 2019

Remuneration of members appointed by Minister

7. (1) The amount of remuneration to be paid to a member of an O.P.P. detachment board appointed by the Minister shall be determined by the unanimous agreement of the municipalities that are identified in Table 1 or Table 2, as applicable, as participating in the appointment of the members of the O.P.P. detachment board.

(2) If the municipalities are unable to reach a unanimous agreement for the purposes of subsection (1), then the Minister shall determine the remuneration to be paid to the board members.

(3) Each municipality identified in Table 1 or 2, as applicable, as participating in the appointment of the members of the O.P.P. detachment board shall pay an equal share of the remuneration of the members of the O.P.P. detachment board that are appointed by the Minister, in accordance with subsections (5) and (6).

(4) Despite subsection (3), the municipalities that are required to pay a share of the remuneration of a member appointed by the Minister may unanimously agree to allocate the costs among themselves on a basis other than equal shares and, for as long as they remain in unanimous agreement, the costs shall be shared in the manner agreed to by the municipalities.

(5) Each O.P.P. detachment board shall, periodically throughout each year, provide each municipality that is required to pay a share of the remuneration of members of the board that are appointed by the Minister with a statement identifying the amount that the municipality owes towards the remuneration of the members appointed by the Minister up to that time.

(6) A municipality that receives a statement under subsection (5) shall pay the amount set out in the statement to the O.P.P. detachment board within 30 days after receiving the statement, and the board shall remunerate the member from the amounts received from the municipalities.

EXHIBIT B

Travel, Meal and Hospitality Expenses Directive

This directive sets out the rules and principles for the reimbursement and payment of travel, meal and hospitality expenses for government employees, appointees, contractors and other designated persons.

This directive has been posted to help you better understand the accountability rules within government and contains references to internal resources and applications used by Ontario government staff.

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- [2.0 Principles and best practices](#)
- [3.0 Requirements – general](#)
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- [9.0 Responsibilities](#)
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1.0 Purpose

The purpose of this Directive is:

- to set out rules and principles for the reimbursement and payment of travel, meal and hospitality expenses to ensure fair and reasonable practices

- to provide a framework of accountability to guide the effective oversight of public resources for travel, meal and hospitality expenses
- to set the parameters for the public disclosure of information about expenses

1.1 Application and scope

This Directive sets out the rules for managing travel, meal and hospitality expenses for employees and appointees in:

- ministries
- provincial agencies
- the Independent Electricity System Operator and Ontario Power Generation Inc. ("organizations")

The Directive also applies to consultants and contractors to ministries or provincial agencies/organizations.

The following definitions apply for the purpose of this Directive:

- Each of the above form part of what is considered government.
- Claimant refers to any person making a claim under the terms of this Directive.
- Approver refers to the person with the authority to make approvals under this Directive.
- Chief Executive Officer (CEO) refers to the head of operations at provincial agencies/organizations.
- Chair refers to the person appointed as the head of a provincial agency/organization and who is accountable to the minister, regardless of whether the title "chair" is used.
- OPS employees refers to employees of ministries or of provincial agencies that are Commission public bodies (that is, employees appointed [under section 32 of the Public Service of Ontario Act, 2006 \(PSOA\)](#)).

This Directive replaces the Travel, Meal and Hospitality Expenses Directive dated January 1, 2017.

In the event of a conflict or inconsistency, this Directive prevails over a memorandum of understanding (MOU) between a minister and the head of a

provincial agency/organization, particularly where the MOU contains less stringent requirements.

This Directive does not prevail over legislation or a collective agreement.

2.0 Principles and best practices

2.1 Principles

- Travel is approved only after other communications options are considered.
- Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals and hospitality support government objectives.
- Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Legitimate authorized expenses incurred during the course of government business are reimbursed.

2.2 Best practices

- Prior approval to incur expenses is obtained.
- Corporate travel cards are used for authorized business travel and business-related expenses.
- The government's vendors of record for travel-related services are used whenever possible.

3.0 Requirements – general

Requirements

- Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.
- Expenses for a group can only be claimed by the most senior person present. An individual cannot claim for expenses incurred by their approver (for example, a director cannot submit their Assistant Deputy Minister's (ADM) claim for lunch even if they were at the same event).
- Good record-keeping practices must be maintained for verification and audit purposes.

Claimants must

- obtain all appropriate approvals before incurring expenses; if no prior approval was obtained, then a documented explanation must be submitted with the claim
- submit itemized receipts with all claims, except for meal expenses where meal allowances are used (see Section 6.0); credit card slips are insufficient
- In the absence of an itemized receipt, a documented explanation of why the receipt is unavailable and a description itemizing and confirming the expenses must be provided
- submit claims by the end of the quarter following the quarter in which the expense was incurred; if the claim is not submitted within the timeframe, a documented explanation is required
- submit claims for expenses before leaving positions with a ministry or provincial agency/organization

Approvers must

- provide approval only for expenses that were necessarily incurred in the performance of ministry or provincial agency/organization business
- provide approval only for claims that include all appropriate documentation (for example, itemized receipts)
- not approve their own expenses

Note that an overpayment to a claimant is considered to be a debt owing to the government and must be repaid.

4.0 Accountability framework

This Directive sets out the approval authority for incurring travel, meal and hospitality expenses. Approval authority for the reimbursement of expenses is based on the delegation of financial authority established for ministries and provincial agencies/organizations.

In some cases, the level of approval to incur a travel, meal or hospitality expense is identified and also whether the authority can be delegated. In other cases, a requirement is stated (for example, prior approval is required) without identifying an approval level. Where no approval level is identified, ministries and provincial

agencies/organizations have the flexibility and discretion to establish their own level and to address possible delegation.

A deputy minister or CEO has the authority to establish additional rules regarding expenses. Any additional rules must be consistent with those laid out in this Directive and be necessary to meet specific operational needs. These rules do not replace any rules in this Directive, nor can they substitute higher rates of reimbursement for kilometres or meals. Additional rules must include the date of approval and must be accessible to everyone covered by the rules.

In addition, a deputy minister or CEO may modify the level of approval upward to a more senior level when authority is assigned to a manager/supervisor or contract manager.

4.1 Managerial discretion

For the purpose of this Directive, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this Directive. There is no discretion to depart from the principles and requirements of this Directive.

All decisions should be taken very carefully. When exercising discretion, the rationale must be documented and filed with the claim.

Approvers are accountable for their decisions, which must be:

- based on good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- compliant with the principles and requirements set out in this Directive.

For additional explanation on the exercise of managerial discretion, see the [tip sheet on this topic](#).

When a situation arises, and discretion needs to be exercised, approvers should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public;
- properly explained and documented;
- fair and equitable;
- reasonable; and

- appropriate

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

Exemption

Only Treasury Board/Management Board of Cabinet (TB/MBC) can grant an exemption from all or part of this Directive. Ministries can apply for an exemption by bringing forward a business case to TB/MBC.

4.2 Public disclosure of expenses

Information about expenses must be posted on the appropriate public websites for the following:

- Ministries – senior management:
 - Deputy Ministers
 - Associate Deputy Ministers
 - Assistant Deputy Ministers
 - Positions that carry the same degree of responsibility as those above
- Provincial agencies/organizations:
 - Appointees (every person appointed to the provincial agency/organization by the Lieutenant Governor in Council, the Lieutenant Governor or a minister)
 - CEOs (the most senior executive position, regardless of the title)
 - Every member of senior management that reports directly to the CEO

The website for public disclosure of expense information for senior managers in ministries is on Ontario.ca. Provincial agencies/organizations can use their own websites for public disclosure.

Information about the procedures for posting on the public websites is found in the [public disclosure support material](#). It includes information on:

- the types of expenses to be disclosed
- the details of each expense to be disclosed
- the frequency of posting

5.0 Travel

This Directive applies whenever travel is required. For the purpose of this Directive, travel does not refer to a person's regular commute to work – expenses related to a person's regular commute are not reimbursable.

5.1 When travel is a regular part of the job

There are some jobs where frequent travel is a requirement – part of the regular job duties.

On hiring, managers should ensure that staff are aware of the Directive and how it will affect the job. In these situations, approvers should meet with the employee to determine appropriate strategies (for example, pre-approval for frequent or regular travel, when meals can be reimbursed, use of vehicles, etc.).

Ministries and provincial agencies/organizations with jobs that require regular travel need to ensure that the Directive is utilized in a consistent manner so that managers and employees have a common understanding of how the Directive is applied.

5.2 When travel occurs occasionally

In the majority of positions in government, travel occurs irregularly on an as-needed basis; for example, to attend training, meetings, conferences or consultations; representing the government at an event; etc. In some cases, employees will be asked by managers to travel, and in others, the request may come from the employee.

5.3 Approvals for travel

The following charts identify the approval levels for travel^{footnote 1[1]} for everyone covered by this Directive. In many cases, the authority for approval may be delegated. See below (section 5.4) for information on delegation of authority.

Chart 1: Ministries

Chart 2: Provincial agencies whose employees are appointed under [section 32 of the PSOA](#) (Commission public bodies)

Chart 3: Other provincial agencies/organizations whose employees are not appointed under [section 32 of the PSOA](#) (includes the Independent Electricity System Operator and Ontario Power Generation Inc.)

Special status for international travel

For some provincial agencies/organizations, the requirement to travel internationally may be considered integral to their business. To ensure that the approvals process does not have an undue negative effect on the ability of the provincial agency/organization to conduct business, these provincial agencies/organizations may have the opportunity to request special status that would allow the chair to approve international travel instead of the positions listed in Chart 2 or 3.

Only TB/MBC can approve special status. Ministries can apply for special status on behalf of their provincial agencies by bringing forward a business case to TB/MBC. If TB/MBC approves special status, the chair may approve international travel or delegate approval authority to the CEO. A provincial agency/organization with special status must report regularly to their ministry, see Appendix A for reporting requirements.

Special status is approved for three years only. If special status continues to be required by the provincial agency/organization, the ministry must reapply to TB/MBC.

Should the business of a provincial agency/organization with special status change significantly during the three years, the ministry must reapply to TB/MBC for special status on behalf of the provincial agency/organization, if appropriate.

For more information on this process and for the approval levels within provincial agencies/ organizations once special status is granted, see Appendix A.

Approval for travel plans

Chart 1 – Level of approval required in ministries

Role	Within Ontario ^{footnote 2[2]}	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Deputy Minister	Not applicable ^{footnote 3[3]}	Secretary, TB/MBC	Secretary of the Cabinet

Chart 1 – Level of approval required in ministries

Role	Within Ontario ^{footnote 2[2]}	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Employee	Manager/Supervisor ^{footnote 4[4]}	Secretary, TB/MBC	Secretary of the Cabinet
Consultant	Contract manager	Secretary, TB/MBC	Secretary of the Cabinet

Chart 2 – Level of approval required in provincial agencies whose employees are appointed under section 32 of the PSOA – Commission public bodies

Role	Within Ontario ^{footnote 2[2]}	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Chair	Not applicable ^{footnote 3[3]}	Not applicable ^{footnote 3[3]}	Minister
Appointee	Chair	Chair	Minister
CEO	Not applicable ^{footnote 3[3]}	Not applicable ^{footnote 3[3]}	Secretary of the Cabinet
Employee	Manager/Supervisor ^{footnote 4[4]}	CEO	Secretary of the Cabinet
Consultant	Contract manager	CEO	Secretary of the Cabinet

Chart 3 – Level of approval required in provincial agencies/organizations whose employees are not appointed under section 32 of the PSOA

Role	Within Ontario ^{footnote 2[2]}	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Chair	Not applicable ^{footnote 3[3]}	Not applicable ^{footnote 3[3]}	Minister
Appointee	Chair	Chair	Minister
CEO	Not applicable ^{footnote 3[3]}	Not applicable ^{footnote 3[3]}	Minister
Employee	Manager/Supervisor ^{footnote 4[4]}	CEO	Minister
Consultant	Contract manager	CEO	Minister

5.4 Delegation of authority for travel approvals

The following chart provides direction on when and how the authority for approving travel requests can be delegated. If delegated, documentation and regular reporting to the position with approval authority is required.

Position with approval authority	Can authority be delegated?	Requirements if delegated
Minister	Yes, but not for Chairs and Appointees For others, limited to deputy ministers, no further delegation	Subject to limitations/ requirements identified by the Minister
Secretary of the Cabinet	Yes, but not for direct reports	Subject to limitations/ requirements identified by the Secretary of the Cabinet

Position with approval authority	Can authority be delegated?	Requirements if delegated
	For others, delegation limited to <ul style="list-style-type: none"> • a deputy minister for their ministry and the Commission public bodies that report to the ministry, no further delegation • and/or • the Secretary of TB/MBC for some or all ministries and Commission public bodies, no further delegation 	
	Yes, but not for direct reports	
Secretary, TB/MBC	For others, delegation limited to the deputy minister for their ministry, no further delegation	Subject to limitations/ requirements identified by the Secretary, TB/MBC
Chair	No, intention is that the authority be exercised at this level	Not applicable
	Yes, but not for direct reports	
Chief Executive Officer (CEO)	For others, delegation limited to the CFO or equivalent level, no further delegation	Subject to limitations/ requirements identified by the CEO

5.5 Before travelling

- Where required, obtain prior documented approval for travel and use the [appropriate forms](#). As a best practice, obtain prior documented approval for any travel. Note that prior approval is required even in situations where expenses are covered by a third party.
- Whenever possible, use the government's designated [vendor of record service providers](#). OPS employees can access these online booking tools through the [Travel Gateway website](#).
- If there is a change in your itinerary, you should:
 - report any changes to your approver as soon as possible; and
 - submit any changes through the travel management company or, if appropriate, an alternate travel agency.
- If you are eligible to use the corporate travel card, use it wherever possible to pay for your travel expenses.

- If you are a ministry employee, information about the rules and applications for the corporate travel card can be found at the [Travel Card Services website](#).
- Others should check with their provincial agency/organization the availability of a corporate travel card.
- Secure travel documents, immunizations, and medications, as appropriate before you travel.
- Inform your approver of any arrangements (for example, accessibility, health, etc.) required during travel.
- Participation in frequent flyer or other loyalty programs is permitted provided that you:
 - choose the most cost-effective accommodation or method of travel;
 - use the corporate travel management company to book your method of travel; and
 - use the corporate travel card to pay for all travel expenses.
- Loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash by using the points for business purposes and then submitting a claim for reimbursement.

Travelling outside Canada

If travelling outside Canada, in addition to the obligations set out elsewhere in this Directive, the following rules apply.

Requests for travel outside Canada must include:

- prior documented approval; ministry and Commission public body employees must complete the appropriate form;
 - [Request for Approval for Travel within Canada and the USA form](#); or
 - [Request for Approval for International Travel form](#).
- acknowledgement that all appropriate approvals are in place;
- documented rationale demonstrating critical value of travel for government/organizational priorities and interests, and how the travel will produce a benefit for the province;
- documentation showing detailed itemization of anticipated expenses (note that the lowest cost and most reasonable method of travel must be used); and
- confirmation that a security assessment for physical and cyber risk has been completed for the proposed travel destination.

When planning any travel, consider business continuity (for example, deciding whether senior management or people with specialized knowledge or expertise should travel together).

Security assessment

When travelling outside Canada, including the USA, a prior assessment of physical and cyber security is required. The assessment provides recommendations on safeguards against cyber and physical security threats for individuals travelling internationally.

Information on the requirement for the security assessment is included in the travel forms ([Request for Approval for International Travel form](#) and [Request for Travel Outside Ontario – Within Canada and the USA form](#)). Provincial agencies/organizations that do not use the travel forms can contact TravelSecure@ontario.ca for information.

Insurance

OPS employees can find information on insurance on [Travel Gateway](#). Others should check with their provincial agency/organization for direction on insurance.

Medical and health insurance

Eligible OPS employees^{footnote 5[5]} are covered under the employer's health insurance plans in the event of illness or injury. The cost of additional private medical and health insurance will not be reimbursed for travel within Canada.

Other provincial agency/organization employees, appointees and consultants should speak to their ministry or provincial agency/organization to assess their coverage for medical and health insurance within Canada.

You are responsible for arranging appropriate out-of-country medical insurance. For ministry employees, this cost is reimbursable and can be charged on the corporate travel card.

When purchasing out-of-country medical insurance, it is advised that you also purchase the option that allows for immediate payment of costs at the time of the incident (that is, up-front payment option).

Provincial agency/organization employees, appointees and consultants should speak to their ministry or provincial agency/organization about reimbursement for out-of-country insurance.

Travel accident insurance

Eligible OPS employees have basic insurance for accidental injury or accidental death. Extra insurance may be arranged at the traveller's expense – it will not be reimbursed.

Other provincial agency/organization employees, appointees and consultants should speak with their ministry or provincial agency/organization to assess their coverage for travel accident insurance.

Vehicle insurance

Rental vehicles

For Ministries

- If you have a corporate travel card you must use it to rent a vehicle and you should decline the collision damage waiver offered by the rental company. The benefits of the corporate travel card include insurance that covers the cost of repairing damage to approved vehicle types rented using the travel card.
- If you do not have a corporate travel card, or you rent a vehicle that is not eligible for coverage under the card, you should purchase the collision damage waiver coverage offered by the rental company. The insurance costs can be claimed as a travel expense. For more information, go to [Travel Card Services website](#).

For provincial agencies/organizations

- Provincial agencies/organizations should check the coverage on any corporate travel cards.

Personal vehicle

If you use your personal vehicle while on government business, the following applies.

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The government will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- The government is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, you will not be permitted to make a claim to the government for any resulting damages.

5.6 Transportation – How to get there

Ministry employees should make travel reservations through the government's travel management company or book online through the [Travel Gateway website](#).

- Use the government's travel management company, when booking airfare or making multiple travel arrangements in combination with airfare.
- Use the [online booking tools](#) for travel arrangements other than airfare (for example, rail, hotel, rental car).

Provincial agency/organization employees and appointees may call the government's travel management company directly. Where a provincial agency/organization has an established relationship with an alternative travel agency, it may make reservations with that travel agency as appropriate.

Air travel

Air travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket. Travel in business class must have prior approval by the deputy minister or CEO, in limited circumstances such as:

- on international flights
- on flights within Canada and the USA if related to the provision of reasonable accommodation (for example, health reasons)

In some cases, ministry employees may need to use government-owned and charter aircraft. This is managed through the Ministry of Natural Resources and Forestry.

Rail travel

Rail travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket. Travel in business class must have prior approval by the deputy minister or CEO in limited circumstances such as:

- the need to work with a team
- choosing a travel time that allows you to reduce expenditures on meals or accommodation
- accommodation requirements
- health and safety considerations

Road travel

Choosing the appropriate vehicle

When driving is the most practical, economical way to travel, the following choices are available:

- government vehicle
- rental vehicle
- personal vehicle

The use of any vehicle must be discussed in advance with your approver. Provide and document the rationale for using a particular type of vehicle. The most practical and economical option should be selected.

If you travel regularly as part of your job, arrangements for travelling and the choice of vehicle should be made when you are hired.

Government vehicle

Government vehicles may be available for use in ministries that have a fleet program. Employees should follow the rules approved by their ministry.

Government vehicles can only be used for government business. You can have a passenger in a government vehicle only if the passenger's travel is related to government business.

Provincial agency/organization employees, appointees and consultants should follow the rules approved by the provincial agency/organization.

Rental vehicle

When renting a vehicle, choose the lowest cost model. Any exceptions must be:

- documented and approved prior to the rental if possible; and
- guided by the principle that the rental vehicle is the most economical and practical size, considering the business purpose, number of occupants, safety (including weather) considerations and any reasonable accommodation requirements.

Luxury and premium vehicles are not permitted.

To avoid higher gasoline charges, refuel your rental car before returning it.

Ministry employees must follow the rules below.

- Use the [federal rental car directory](#) to find appropriate companies.
- To ensure that the government, as employer, provides liability coverage when you are renting a vehicle in the province on Ontario government business, you must follow the requirements identified in the car rental section of the [Travel Gateway website](#).

Provincial agency/organization employees, appointees and consultants should follow the rules for renting vehicles approved by the provincial agency/organization.

Car-sharing, through the [government's vendor of record](#), can be used if a vehicle is needed for a short duration (for example, approximately six hours or less) if:

- car-sharing is available in your area; and
- it is the most practical and economical way to travel.

Personal vehicle

Using a personal vehicle must be discussed in advance with your approver. The ministry or provincial agency/organization assumes no financial responsibility for personal vehicles.

Employees who have the approval to use a personal vehicle will be reimbursed according to the kilometric reimbursement rates. Employees must keep daily logs of the kilometers used to track the business use.

Accident reporting

All accidents must be reported immediately to local law enforcement authorities and your immediate supervisor. In addition:

- If you are using a government vehicle, advise the ministry's fleet coordinator and the fleet management vendor of record as well.
- If you are using a rental vehicle, advise the rental car agency and contact the travel card insurance provider to initiate a claim.
- If you are using a personal vehicle, advise your own insurer.

Reimbursement rates

Rates are based on kilometres accumulated from April 1 of each fiscal year. Rates may be established in a collective agreement. If they are not, the rates in this Directive apply.

Expense claims must be submitted with distances calculated in kilometres.

For claimants who can use IFIS/iExpenses, the appropriate rate for reimbursement by kilometre is applied automatically when a claim is submitted electronically through IFIS/iExpenses.

All others should follow their ministry's or provincial agency/organization's procedure for claiming kilometre reimbursement.

Total kilometres driven per fiscal year	Southern Ontario (dollars per kilometre)	Northern Ontario (dollars per kilometre)
0 – 4000 km	0.40	0.41
4001 – 10,700 km	0.35	0.36
10,701 – 24,000 km	0.29	0.30
More than 24,000 km	0.24	0.25

Accumulated kilometres must be transferred with a claimant when moving within government to another job, ministry or provincial agency/organization.

Reimbursement rates for personal vehicles driven outside Ontario will be at the rates for southern Ontario.

A description of the boundary between northern and southern Ontario can be found in the [Q&As document](#).

Parking and tolls

Reimbursement is provided for necessary and reasonable parking expenses, as well as tolls for bridges, ferries and highways, when driving on government business. Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed. There is no reimbursement for traffic or parking violations.

Taxis and ride-hailing services

Prior approval to use a taxi or ride-hailing service should be obtained whenever possible. Taxis and ride-hailing services may be justified in cases where:

- group travel is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- there is an unusually tight schedule for meetings.

Taxis and ride-hailing services may not be used to commute to work or home except under exceptional circumstances; for example:

- weather, health or safety conditions indicate it is the best, appropriate option; or
- transport of work-related baggage or parcels is required.

Ride-hailing services can only be used and reimbursed under the following conditions:

- in municipalities where ride-hailing services are regulated and appropriately insured; and
- where a standard (that is, non-premium and single occupancy) service is used.

Use your corporate travel card to pay for any ride-hailing expenses, whenever possible.

Gratuities for taxis and ride-hailing services must be reasonable.

Public transit

Local public transportation including hotel/airport shuttles should be used wherever possible. Program areas should consider purchasing a transit pass or passes, where available and appropriate, for use by employees on work business.

5.7 Accommodation

In the normal conduct of business, reimbursement for overnight accommodation within your office area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- You are required to remain close to your office for periods long in excess of (your) standard working hours.
- Your services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

Reimbursement for hotel suites, executive floors or concierge levels is not permitted. Reimbursement will be made for single accommodation in a standard room. To lower the costs of accommodation, consideration should be given to accommodation outside of downtown areas. Often, it is more economical and accessible by public transit and other cost-effective means of transportation.

For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance.

Use the [federal online accommodation directory](#) which provides information on service providers offering government rates. If you do not have access to the directory, use the rules in your workplace.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a documented explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

5.8 Incidental expenses

Incidental expenses are those types of expenses that are sometimes a necessary part of travel. Some common types of incidental expenses are set out below. Necessary and reasonable incidental expenses that are not specified below may be claimed and reimbursed if you anticipate these expenses and obtain prior approval. Incidental expenses for which prior approval was not obtained require deputy minister/CEO approval. Approval is subject to managerial discretion.

Visas and immunization

You may be reimbursed for the cost of a visa and/or the cost of immunizations and medications if necessary for international travel.

Laundry and dry cleaning

If travelling on business for five consecutive days or more, reimbursement for laundry and dry cleaning is allowed within reasonable limits. Itemized receipts are required.

You will not be reimbursed for personal or recreational items including toothbrushes, pay-per-view, items from the mini-bar, or hotel valet services.

Communication

With prior approval, you may use your government cell/mobile phone for business purposes when travelling. Speak with your approver to determine what is covered in your cell/mobile phone plan and how your ministry or provincial agency/organization wishes to handle long distance or roaming charges. Note that

any use of a mobile phone is subject to a security assessment if travelling outside of Canada (see Section 5.5 above).

Wherever possible, you are expected to use the least expensive means of communication, such as:

- internet enabled calling cards
- internet access through the local provincial government network

Use alternatives to travel whenever possible (for example, audio or video conferencing).

If you are away on government business, reimbursement may be made for:

- reasonable and necessary personal calls home
- additional business expenses, such as:
 - reasonable and necessary business calls
 - emergency calls
 - internet connections and computer access charges
 - word processing, faxing, photocopying, and scanning services
 - rental and transportation of necessary office equipment

Dependent care

For the purposes of this Directive, a dependent is a person who resides with the traveler on a full-time basis and relies on the traveler for care (for example, a child or parent).

Prior approval for reimbursement of dependent care expenses is required, as well as a documented explanation of the circumstances. If travel is an expected part of your job duties, there is no reimbursement for dependent care expenses. However, expenses may be reimbursed if the travel requirements of your job or personal circumstances change unexpectedly.

Requests for dependent care expenses may be reimbursed under the following circumstances:

- if travel is occasional or unexpected; and
- if you incur expenses above and beyond your usual costs for dependent care as a direct result of travel.

In these situations, you may be reimbursed for your actual costs up to a daily maximum:

- \$75/day/dependent, if you have a caregiver's receipt
- \$35/day/dependent, if you provide a documented explanation

6.0 Meals

6.1 Reimbursable meals

Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on government business and you:

- are away from the office area (that is, at least 24 km) over a normal meal period; or
- have prior approval for the expense (for example, a business meeting within the office area that must occur over lunch).

Meal expenses will be reimbursed at the established meal allowance rates, regardless of the actual meal costs. A meal allowance rate recognizes that sometimes a meal may be less than the allowance rate, and sometimes more; regardless, the allowance rate is reimbursed. Taxes and gratuities are included in the meal allowance rates. Receipts are not required to be submitted or retained. Meals must be purchased in order to be able to submit a claim for reimbursement. Alcohol cannot be claimed and will not be reimbursed.

In very limited and exceptional circumstances (for example, health or dietary considerations; limited options available) where a meal expense is higher than the meal allowance rate, the actual cost of the meal may be reimbursed. Where these circumstances are anticipated, prior approval is required. Where these circumstances have not been anticipated and prior approval has not been obtained, deputy minister or CEO approval for reimbursement of the expense is required. In any situation where there is a claim for a meal expense higher than the allowance, the claim must be accompanied by an itemized receipt and a documented rationale for exceeding the rate. A credit card slip is not sufficient. Approval is subject to managerial discretion.

There may be situations where an individual pays the meal expenses for a group of individuals. In such cases, the individual may be reimbursed for the total of all

meals purchased at the allowance rate for that meal. Group meal expenses can be claimed only:

- by the most senior person present – expenses cannot be claimed by an individual that are incurred by their approver; and
- for individuals covered by this Directive.

The meal allowance rate is for food eaten in a restaurant or for the purchase of prepared food only. Reimbursement for groceries must have prior approval. A receipt and a documented rationale including a breakdown of the actual groceries used for the meals being claimed must be submitted with the claim.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences. If you travel as a regular part of your job, your meals will not normally be reimbursed unless you have obtained prior approval.

6.2 Centrally purchased meals (catered)

For meals that are centrally purchased (for example, catering for a working meeting), the maximum amount spent per person should not exceed the established meal allowance rate. As with all corporate purchase card transactions, receipts and appropriate approvals are required.

6.3 Meal rates in Canada

Reimbursement for meal expenses incurred in Canada is subject to the meal allowance rates set out in the chart below. The rates include taxes and gratuities.

Meal type Meal allowance rate

Breakfast \$10.00

Lunch \$12.50

Dinner \$22.50

These rates should also be used as the maximum amount per person for any centrally purchased meals.

6.4 Meal rates outside of Canada

Federal meal allowance rates are used for meal expenses incurred outside Canada as set out in the appendices of the [National Joint Council Travel Directive](#) or successor directive. The rates include taxes and gratuities.

The two relevant appendices are:

- Appendix C – Allowances – Module 2^{footnote 6[6]}
- Appendix D – Allowances – Module 4^{footnote 7[7]}

The following lists set out when and how to use the appendices.

Travel to USA

- Meal allowance rates are found in Appendix C.
- Rates are the same as the federal rates for Canada, but in US funds.
- Rates include taxes and gratuities.
- Rates do not include incidental expenses.

International travels (outside Canada and the USA)

- Meal allowance rates are found in Appendix D.
- Rates are in the funds identified for each country.
- Rates are dependent on the city rates.
- Rates include taxes and gratuities.
- Rates do not include incidental expenses.

7.0 Hospitality

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for:

- any entity covered by this Directive
- any organization covered by the [Broader Public Sector Expenses Directive](#)

Hospitality cannot be offered solely for the benefit of anyone covered by this Directive or the Broader Public Sector Expenses Directive. This means that reimbursement or payment of expenses related to office social events (for example, retirement parties, holiday lunches, etc.) are not permitted.

Hospitality may include hosting or sponsoring planned events, and business interactions (for example, networking meals).

Hospitality may be extended in an economical and consistent manner on behalf of the government under the following circumstances.

- When hospitality facilitates government business, including:
 - engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - representatives from other governments
 - business and industry
 - public interest groups
 - labour groups
- When the business of a provincial agency/organization includes hospitality
- When hospitality is considered desirable as a matter of courtesy or protocol, including:
 - providing people from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government
 - honouring people for exceptional public service in Ontario
 - conducting ceremonies for heads of state, government or guests from the private sector
- Other hospitality as approved by the deputy minister or CEO, providing it conforms to the rules set out in this section of the Directive.

7.1 Planned hospitality events

A government facility should be used if available and appropriate. If not, prior approval from the deputy minister or CEO is required.

Costs should be minimized where possible with due regard for the guests' status, the size of the party, and the intended business purpose.

- The host extending the invitation:
 - must document and justify the list of government representatives;
 - keep the number of government representatives to a minimum, limiting it to those who have a direct involvement in the purpose of the event; and

- may include the partner of a host or government representative only when required by protocol, and may reimburse their expenses, as a guest of government hospitality with the following provisions:
 - may be paid only on authorization by the deputy minister or provincial agency/organization CEO
 - may include costs for travel, event tickets or tours
 - must be paid directly to the partner

7.2 Hospitality that includes alcohol

Hospitality may include the provision of alcohol:

- at a planned hospitality event
- at a business interaction (for example, networking dinner)

Ministries and hydro organizations are not permitted to incur expenses for alcohol. Reimbursement or payment of alcohol is only permitted for provincial agencies if it is considered to be integral to their business.

The following is required prior to serving alcohol at a planned hospitality event:

- prior documentation with approval from the deputy minister; ministers have no authority to approve (see also special status below for more information)
- [completed form on hospitality with the service of alcohol](#)

Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place. Alcohol must be provided in a responsible manner (for example, food must be served when alcohol is provided). Preference should be given to wine, beer and spirits produced in Ontario.

7.3 Special status for service of alcohol at planned hospitality events

To ensure that the approvals process does not have an undue negative effect on the ability of the agency to conduct business, ministries may request special status on behalf of provincial agencies. Special status would allow the chair to approve the service of alcohol at planned hospitality events instead of the deputy minister.

Only Treasury Board/Management Board of Cabinet (TB/MBC) can approve special status. Ministries can apply for special status on behalf of their provincial agency by bringing forward a business case to TB/MBC. If TB/MBC approves special status, the

chair may approve the service of alcohol at planned hospitality events or delegate approval authority to the CEO. A provincial agency with special status must report regularly to their ministry; see Appendix A for reporting requirements.

Special status is approved for three years. If special status continues to be required by the provincial agency, the ministry must reapply to TB/MBC on behalf of the provincial agency. Should the business of a provincial agency with special status change significantly during the three years, the ministry must reapply to TB/MBC for special status, if appropriate.

For more information on this process and for the approval levels within agencies once special status is granted, see Appendix A.

7.4 Gift-giving

Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the government of Ontario, or with any organization covered by the [Broader Public Sector Expenses Directive](#). Gifts valued over \$30 must have prior approval.

When the provision of a gift is considered desirable as a matter of custom or protocol, please refer to the following for direction:

- For visiting delegations and other matters of protocol: contact Cabinet Office, Ministry of Intergovernmental Affairs at oirp.info@ontario.ca
- For information on working with Indigenous peoples and gift-giving provisions in Ontario: see Gift Etiquette in the [Tools for Indigenous relationships and engagement](#) on InsideOPS.

7.5 Documentation for hospitality reimbursement and payment

Hospitality expenses for planned events should be paid using a corporate purchase card, if possible. Hospitality expenses for business interactions should be paid using a corporate travel card, if possible, and reimbursed to the claimant.

All expenses must be documented and include itemized receipts. The claim must include hospitality details regarding:

- purpose
- date(s)

- location
- hospitality provided
- attendees
 - Ontario government attendees (those covered by this Directive) listed by name and position
 - Broader Public Sector organization attendees (those covered by the [Broader Public Sector Expenses Directive](#)) listed by name and position
 - other attendees listed by name and organization
- appropriate prior approvals

8.0 Expenses for consultants and other contractors

Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Laundry or dry cleaning
- Dependent care
- Personal communications

Reimbursement for allowable expenses under this Directive can be claimed only when the contract with the government or provincial agency/organization specifically allows for it.

9.0 Responsibilities

Employees and appointees are responsible for:

- following the principles and rules set out in this Directive
- being aware of the conflict of interest rules that govern their ministry or provincial agency/organization
- being aware of any relevant statutes, directives, policies and guidelines

Supervisors and managers are responsible for:

- carrying out any delegated authorities and assigned tasks in accordance with this Directive

- exercising managerial discretion judiciously
- ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored
- ensuring staff are aware of the requirements of this Directive
- seeking timely direction when there are questions of application
- taking appropriate action in the case of non-compliance

Deputy ministers and CEOs/chairs are responsible for:

- ensuring the Directive's principles, requirements and best practices are implemented and monitored, including putting in place processes that support the Directive
- delegating approval authority to appropriate levels within the ministry except as restricted in this Directive
- carrying out any delegated authorities and assigned tasks in accordance with this Directive
- ensuring consistent application of the Directive (for example, for all jobs requiring regular travel)
- ensuring that claims are fully documented by running regular spot checks
- ensuring that all persons covered by this Directive are aware of their responsibilities under this Directive and of the appropriate conflict of interest rules
- approving the service of alcohol at hospitality events in provincial agencies that do not have special status for that purpose granted by TB/MBC (deputy ministers only)

Chairs are responsible for:

- ensuring all employees and appointees are made aware of their responsibilities under this Directive
- ensuring the Directive is applied and monitored appropriately
- ensuring that staff with delegated authority are able to effectively apply this Directive

Ministers are responsible for:

- approving international travel plans by persons in provincial agencies/organizations, as appropriate, that do not have special status for that purpose granted by TB/MBC

- delegating approval authority to deputy ministers as set out in the Directive

Deputy Minister, Treasury Board Secretariat is responsible for:

- interpreting this Directive and providing advice, guidance, educational materials and information
- maintaining and enforcing controllership standards and guidelines for corporate travel card for use by OPS employees

Deputy Minister, Government and Consumer Services is responsible for:

- establishing and managing corporate contracts for travel services including ticketed transportation, accommodation and vehicle rental
- overseeing the insurance and risk management function of the government
- negotiating and managing the services agreement for the corporate travel card

Secretary, Treasury Board/Management Board of Cabinet is responsible for:

- approving plans for travel in Canada and the USA by persons in ministries and deputy ministers
- delegating approval authority to appropriate levels within the ministry, but not for direct reports
- specifying any reporting requirements, monitoring the application of the Directive and recommending improvements
- reviewing the reimbursement/allowance rates in this Directive every two years to identify possible adjustments or amendments
- reviewing this Directive on a regular basis
- designating the senior managers in ministries required to disclose their expense information on the public website
- carrying out any delegated authorities and assigned tasks in accordance with this Directive

Secretary of the Cabinet is responsible for:

- approving the travel plans and expenses of deputy ministers as set out in this Directive
- delegating authority for approval of deputy ministers' expense to the Secretary of TB/MBC

- approving international travel by persons in ministries and deputy ministers
- approving international travel by persons in Commission public bodies, as appropriate, that do not have special status for that purpose granted by TB/MBC
- delegating approval authority to deputy ministers and to the Secretary of TB/MBC as set out in this Directive
- submitting their business expenses for items covered in this Directive to the Conflict of Interest Commissioner for approval

Treasury Board/Management Board of Cabinet is responsible for:

- setting government policy on travel, accommodation, meals and hospitality expenses
- approving special status for international travel by persons in provincial agencies/organizations based on a business case
- approving special status for the service of alcohol at hospitality events in provincial agencies based on a business case
- granting exemptions from all or part of this Directive

10.0 Definitions

Appointee: A person appointed by the government to undertake any function on behalf of the government.

Approver: A person with the authority to make approvals under this Directive.

Chair: Someone appointed as head of a provincial agency/organization, accountable to the minister, regardless of whether the title "chair" is used.

Chief Executive Officer (CEO): The head of operations at provincial agencies and organizations.

Claimant: Anyone making a claim under the terms of this Directive.

Commission public body: a provincial agency whose employees are appointed under section 32 of the Public Service of Ontario Act, 2006 (PSOA) (Commission public bodies are prescribed by regulation under PSOA).

Consultants and contractors: Individuals or entities under contract to ministries or to provincial agencies providing consulting or other services.

Delegation of authority: A written assignment by which a person who has a power, duty, function or responsibility under this Directive authorizes another person (identified by name or by position title) to exercise the power, duty, function or responsibility.

Dependent: Someone who resides with the traveler on a full-time basis and relies on the traveler for care (for example, a child or parent).

Documented approval: Agreement or consent from manager or above to incur an expense, as outlined in this Directive, in a written or electronic format.

Employee

- **OPS employee:** Individual appointed as a public servant under section 32 of the PSOA (includes employees in ministries and in provincial agencies that are Commission public bodies)
- **Provincial agency/organization employee:** Individual employed by a provincial agency/organization that is not appointed under [section 32 of the PSOA](#) (includes some provincial agencies and organizations (Independent Electricity System Operator and Ontario Power Generation Inc.))

Hospitality: The provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the government of Ontario or for any organizations covered by the [Broader Public Sector Expenses Directive](#).

Itemized receipt: Document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be in an original paper, an original electronic, or a scanned copy format.

Office area: The area surrounding the regular workplace, with a perimeter of 24km measured by the most direct, safe and practical route by road.

Organizations: For the purposes of this Directive, the Independent Electricity System Operator and Ontario Power Generation Inc.

Provincial agency: An entity that is part of the government of Ontario, but not organizationally part of a ministry, and is subject to the [Agencies and Appointments Directive](#).

Travel management company: The Ontario government's vendor of record for travel.

11.0 Appendices

11.1 Appendix A: Requesting special status for international travel and/or service of alcohol at hospitality events

Process for obtaining special status

- Special status must be based on a provincial agency's/organization's demonstrated, unique business need.
- The provincial agency/organization initiates contact with the responsible ministry to request special status; and, with minister's approval, the ministry develops the TB/MBC submission.
- The TB/MBC submission must include at minimum the following information:
 - special status being requested: approval for service of alcohol at hospitality events and/or for international travel
 - business case: demonstrates how the special status supports the provincial agency's/organization's business plan and mandate
 - forecast of activity:
 - travel plan forecasting the international travel requirements; and/or
 - listing of types of events where alcohol may be served.
 - commitment to report regularly on activity undertaken
 - commitment to provide annual activity forecasts

Regular reporting should include the following:

- activity undertaken by the provincial agency/organization during the reporting period, indicating whether the activity appeared on the forecast
- if not forecasted, then an explanation of the occurrence of the activity

Approval levels for provincial agencies/organizations with special status:

- Service of alcohol at hospitality events (for provincial agencies only)
 - The chair has the approval authority for the service of alcohol at a hospitality event.
 - The chair may delegate to the CEO.
 - Prior documented approval is required for each event.
- International travel (for provincial agencies/organizations)
 - The chair has the approval authority for international travel by persons in the provincial agency/organization, except for chair's own travel.
 - The chair may delegate approval authority to the CEO, except for approvals for appointees and for any positions reporting directly to the chair, including the CEO.
 - Prior documented approval is required.

Role	Approval level	Delegation of authority
Chair	Minister	No delegation
Appointee	Chair	No delegation
CEO	Chair	No delegation
Employee	Chair	May delegate to the CEO
Consultant/Contractor	Chair	May delegate to the CEO

11.2 Appendix B: Summary of approval authority

The chart below summarizes the approval authorities for deputy ministers and above for ministries and provincial agencies/organizations in the Travel, Meal and Hospitality Expense Directive.

The Directive sets out the approval authority for incurring travel, meal and hospitality expenses. Approval authority for the reimbursement of expenses is based on the delegation of financial authority established for ministries and provincial agencies/organizations.

In some cases, the level of approval to incur a travel, meal or hospitality expense is identified and also whether the authority can be delegated. In other cases, a requirement is stated (for example, prior approval is required) without identifying an approval level. Where no approval level is identified, ministries and provincial agencies/organizations have the flexibility and discretion to establish their own level and to address possible delegation.

Ministries

Provision	Approval authority
International travel (outside Canada and the USA)	Secretary of the Cabinet (limited delegation permitted)
Travel outside Ontario, within Canada and the USA	Secretary, TB/MBC (limited delegation permitted)
Business class air and rail travel	Deputy Minister
Incidental expenses not specified	If prior approval was <i>not</i> obtained: Deputy Minister
Meal over allowance rate	If prior approval was <i>not</i> obtained: Deputy Minister
Non-government facility for planned hospitality event	Deputy Minister
Expenses for partner of host/ government representative at a planned hospitality event	Deputy Minister

Provincial agencies/organizations

Provision	Approval authority
International travel for provincial agencies that are Commission public bodies	For employees, consultants, and CEOs: Secretary of the Cabinet
International travel for provincial agencies that are not Commission public bodies and for organizations	For chairs and appointees: Minister
International travel if TB/MBC has approved special status	Minister (limited delegation permitted)
Business class air and rail travel	Chair (limited delegation permitted)
Incidental expenses not specified	CEO
Meal over allowance rate	If prior approval was <i>not</i> obtained: CEO
Non-government facility for planned hospitality event	If prior approval was <i>not</i> obtained: CEO
Expenses for partner of host/ government representative at a planned hospitality event	CEO
Alcohol at a planned hospitality event – documented approval prior to event	CEO
Alcohol at a planned hospitality event if TB/MBC has approved special status	Deputy Minister
	Chair (limited delegation permitted)

11.3 Appendix C: Revisions to the travel, meal and hospitality expenses directive

Revisions as of May 1, 2023

- Rental vehicles – streamlined information to reference the Travel Gateway for instructions
- Gift-giving – added reference to, and contact information for, protocol gifts

Revisions as of January 1, 2020

- Principles – separated principles and best practices and strengthened reference to use of alternative communications options
- Public Disclosure – added direction on public disclosure from the former Appendix D
- Changes to special status provisions
- Updated categories for travel approvals
- Airplane and Train – removed industry specific terms, identified the lowest fare available as the standard
- Vehicle – removed order of preference, adjusted references to government fleet vehicles, added direction on car-sharing VOR
- Added rules on ride-hailing to taxi section
- Added option to purchase a public transit pass or passes
- Updated Other Expenses to Incidental Expenses and modified the common types of expenses
- Meals – added requirement for Deputy Minister or CEO approval for meal expenses higher than allowance rate; added direction on centrally purchased meals
- Hospitality – updated scope of hospitality to prohibit hospitality for organizations covered by BPS Expenses Directive; updated rules on service of alcohol
- Enabling digital processes – changed language from written to documented for approvals and rationales, and removed requirement for receipts to be original (Throughout directive)
- Housekeeping: updated agencies to provincial agencies, updated for plain language (Throughout directive)
- Added an appendix summarizing provisions and approval authorities
- Removed Appendix B – Travel Management Company, Appendix C – Website Links, and Appendix D – Public Disclosure of Expenses

Revisions as of January 1, 2017

- Application and scope section – updated to remove dated reference to Public Sector Expenses Review Act, 2009, provide specific references to hydro organizations
- Changes to the meal reimbursement method and rates
- Clarified security assessment requirements for international travel
- Public Disclosure of Expenses – removed reference to Public Sector Expenses Review Act, 2009
- Housekeeping: change in terminology – from classified agency to provincial agency (Throughout directive)

Revisions as of November 2014

- Appendix D: Amendment to the Travel, Meal and Hospitality Expenses Directive Public Disclosure of Expenses

Revisions as of April 1, 2010

- Document restructured to conform to directive format, and for better flow of information
- Purpose expanded to provide direction for the public disclosure of information about expenses
- Application expanded to include agencies/organizations identified under the Public Sector Expenses Review Act, 2009
- Accountability framework section clarifies approval authorities, the delegation of authority, managerial discretion and public disclosure of information about expenses
- Travel section includes clarification on ministry and agency/organization approvals for travelling, and clarifies rules for reimbursement of travel expenses
- Hospitality section includes clarification on ministry and agency/ organization approvals for hospitality including the service of alcohol
- Consultants and contractors' section set out clear rules for reimbursement of expenses
- Responsibilities section is enhanced and expanded
- New appendices provide greater clarity

12.0 Past editions

[Travel, Meal and Hospitality Expenses Directive 2020](#)

If you require previous versions of this directive prior to 2020, please contact (corpolb@ontario.ca). We will:

- acknowledge your request in 3 days
- provide you with the content within 15 business days

Related information

[Travel meal and hospitality expenses](#)

[Provincial Agency Accountability](#)

[Broader Public Sector Accountability](#)

[Broader Public Sector Expenses Directive](#)

Learn more about [Broader Public Sector expense rules](#)

[Broader Public Sector Perquisites Directive](#)

Learn more about [Broader Public Sector rules on perks](#)

[Broader Public Sector Accountability Act, 2010](#)

[Integrity Commissioner of Ontario](#)

Updated: December 15, 2023

Published: March 20, 2014

Footnotes

- footnote[1] [Back to paragraph^](#) These are the levels for approving travel, not for approving any expenses related to travel. Approval of expenses rests with the individuals in organizations that have financial approval authority (through the financial delegation of authority for OPS employees, or applicable mechanism in other organizations.)

- footnote[2] [Back to paragraph^](#) Travel within Ontario includes travelling to the National Capital Region (Ottawa/Gatineau); and outside the province when it provides a more economical route between provincial destinations.
- footnote[3] [Back to paragraph^](#) Given the level of responsibility, no approvals are required.
- footnote[4] [Back to paragraph^](#) According to the ministry's or provincial agency/organization's delegation of authority.
- footnote[5] [Back to paragraph^](#) For information about eligibility for medical, health and travel accident insurance coverage, see the [Pay and Benefits website](#) and relevant collective agreement, as appropriate.
- footnote[6] [Back to paragraph^](#) Modules 1, 2 and 3 are differentiations for federal use only.
- footnote[7] [Back to paragraph^](#) Module 4 refers to international travel (outside Canada and the USA).

LEEDS COUNTY O.P.P. DETACHMENT BOARD REPORT

MEETING DATE: July 11, 2024

REPORT NO.: 24-005

SUBMITTED BY: Stephen Donachey, CAO, Township of Leeds and the
Thousand Islands

SUBJECT: Board Expense Cost-Sharing

RECOMMENDATION:

THAT the Board recommend to the seven member municipalities that expenses of the Board be shared equally among the municipalities;

AND THAT the expenses incurred by the Board and the sharing of costs be reviewed by the Board at its first meeting in 2025.

BACKGROUND:

Section 71(1) of the *Community Safety and Policing Act, 2019* ('CSPA') provides that detachment boards must prepare estimates of the amount required for the board's operation (not including board member remuneration). The estimate must be provided to each member municipality along with a statement of the municipality's share of the cost. each member municipality.

Section 3 of Ontario Regulation 135/24 provides that each member municipality shall pay an equal share of the board's estimate. However, the member municipalities may unanimously agree to split the costs among themselves on a basis other than equal shares for as long as there is unanimous agreement. If there is no unanimous agreement, the default is the costs will be shared equally.

ANALYSIS:

It is proposed that, for the time being, the costs be shared equally and such approach be reviewed at the first meeting in 2025. This will enable the Board to acquire cost information to better assess the impact on the member municipalities.

There has been some informal discussions amongst stakeholders about splitting costs based on population of each member municipality. While each municipality will pay differing amounts for O.P.P. operational services based on a number of factors, the Board operates differently than the volume of calls. It has oversight and input on policies and plans that apply throughout the area serviced by the detachment. This is reflected in the constitution of the Board. Each member municipality has equal representation on the Board (each Council appoints one member of its Council to sit on the Board). Each municipalities' vote has the same weight regardless of size of population or how much it pays the O.P.P. annually. Given the foregoing, it is not unreasonable to expect costs of the Board be shared equally.

If the Board wishes to consider recommending to the member municipalities that costs be shared based on percentages of population in the Leeds Detachment service area, the following table is instructive:

			Example % on Pop	Example Equal Share
	2021 Population*	Percentage	\$1,000	\$1,000
Athens	3042	7.92%	\$79.15	\$142.86
Elizabethtown -Kitley	9545	24.84%	\$248.35	\$142.86
Front of Yonge	2595	6.75%	\$67.52	\$142.86
Frontenace Islands	1930	5.02%	\$50.22	\$142.86
TLTI	9804	25.51%	\$255.09	\$142.86
Rideau Lakes	10883	28.32%	\$283.17	\$142.86
Westport	634	1.65%	\$16.50	\$142.86
Total	38433	100.00%	\$1,000.00	\$1,000.00

*source: Statistics Canada	https://www12.statcan.gc.ca				
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ALTERNATIVES:

Unanimous agreement is needed from the councils of the member municipalities to allocate costs on a basis other than equally. Failing such agreement, the legislation provides that the costs to operate the Board will be shared equally.

FINANCIAL IMPLICATIONS:

Cost consequences will be determined once the councils of the municipal members have determined and how the Board's operating expenses will be shared.

CONSULTATIONS:

None.

ATTACHMENTS:

None.