

## **Ontario Provincial Police (OPP) Detachment Board**

**This Memorandum of Understanding dated this xxx, 2025.**

**BETWEEN:**

### **ONTARIO PROVINCIAL POLICE (OPP) DETACHMENT BOARD OF COLLINGWOOD**

**And the**

### **THE CORPORATION OF THE TOWN OF COLLINGWOOD**

**Whereas** the Collingwood OPP Detachment Board and the Corporation of the Town of Collingwood are committed to working with the community to promote safety and security for all residents of Collingwood and our visitors;

**And Whereas** the role of the Collingwood OPP Detachment Board is set out under Section 68(1) of the CSPA;

**And Whereas** the Board is a civilian body that oversees the Collingwood detachment of the OPP and draws its authority from the CSPA and regulations;

**And Whereas** the Corporation of the Town of Collingwood is committed to supporting the Board with the collective belief that effective policing requires strong partnerships with community organizations, local businesses, and individual community members, and the commitment to building and maintaining these relationships.

**Now therefore**, the Collingwood OPP Detachment Board and the Corporation of the Town of Collingwood are the parties to this Memorandum of Understanding (MOU), and they recognize the mandate of a collaborative approach to improving for the benefit of the community and agree to the following operating terms:

#### **1. Vision**

We are committed to working with the community to promote safety and security for all residents of Collingwood and our visitors. We believe that effective policing requires strong partnerships with community organizations, local businesses, and individual community members, and we are committed to building and maintaining these relationships.

## **2. Mandate**

The role of the Collingwood OPP Detachment Board as set out under Section 68(1) of the Community Safety and Policing Act (CSPA) is to:

- Consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;
- Determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- Advise the detachment commander with respect to policing provided by the detachment;
- Monitor the performance of the detachment commander;
- Review the reports from the detachment commander regarding policing provided by the detachment; and
- On or before June 30 in each year, provide an annual report to the Town of Collingwood Council regarding the policing provided by the detachment in their municipalities.

## **3. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to outline service levels provided to the Collingwood OPP Detachment Board (hereafter referred to as “Board”), by the Corporation of the Town of Collingwood (hereafter referred to as “Town”). This MOU aims to clarify the responsibilities, expectations, and objectives for cooperation on delivering the Boards legislative requirements and mandate.

## **4. Scope of Agreement**

This MOU covers the following:

- Levels of service provided by the Town to the Board

## **5. Levels of Service**

### **Town Services Provided to the Board:**

#### **Attendance at Meetings**

- Staff Liaison (or designate) to attend scheduled Board meetings
- Staff Liaison (or designate) to attend Town Council meetings, to support the Board, as requested by the Board

- Attend special meetings, as may be required, to support the work of the Board

### **Staff Liaison, Resource**

- Undertake a proactive role in ensuring that the legislative requirements and those of the Inspectorate of Policing are met if not exceeded.
- Support the development of strategic documents by completing research and advising on best practice, as requested including but not limited to policy development, long range planning, survey development and administration, annual calendar development, and correspondence development.
- Prepare the Board for an Policing Audit undertaken by the Inspectorate of Policing
- Assist with advocacy efforts with respect to certain policing efforts with relevant institutions and organizations
- Ensure that the Board is aware of the required suite of policies in order to complete the Board's work in compliance with legislative requirements
- Liaison with other Town divisions to ensure the spirit and intent of the MOU is delivered upon
- In collaboration with Clerk Services, ensure the Board is adequately aware of and trained on Town Policy/Procedure as applicable to the governance role
- Assist the Board in managing issues that would be resolved through an Integrity Commissioner
- Provide the Board with known training opportunities that would be applicable to the governance role

### **Administrative Support**

- Manage the Board meeting schedule: Polling for attendee availability, scheduling of meetings, room bookings and room setup, ensure in person and virtual options are available (when possible)
- Meeting minutes: Capture and distribute meeting minutes and action notes in accordance with the Town of Collingwood requirements for Boards and Committees
- Conference and training registration: Coordinate conference and training attendance and bookings on behalf of Board members. Ensure accommodation is booked and confirmed, circulate available itinerary
- Ensure that the Board is supported in setting up relevant community events

- Processing of invoices: Coordinate the payment of invoices against the Board Council approved budget
- Monitoring the Board budget
- Printing business cards for appointed public members

### **Budget Management**

- Include the recommended Board budget (per legislative requirements) in the draft municipal budget for Council consideration and approval
- Establish a budget line item, once approved, to enable the processing of invoices for payment. Complete the processing of invoices against the approved budget in alignment with the Town's financial and purchasing requirements
- Provide updates to the Board on the status of its budget

### **Information Technology**

- Supply the Board with budget approved information technology. Including
  - Issuing a Tablet(s) for Board members who require them for undertaking their duties – for the time that they serve on the Board.
  - Microsoft exchange accounts with a Town issued email address
- Administer the Use of Technology Agreement, issuance and management of the authoritative list. Note: Board members must review/sign prior to the deployment of IT equipment and/or tools
- Provide technical support for Town issued devices through the IT Help Desk [helpdesk@collingwood.ca](mailto:helpdesk@collingwood.ca)

### **Communications Support**

- Provide a dedicated webpage for the Board within the Town's corporate website. Ensure information posted to the site is compliant with accessibility legislation
- Provide use of the Town's dedicated booth at the local Farmers Market at least once per season (must be pre-booked). Provide available Town owned supplies to support the booth set up
- Re-share information regarding the work of the Board through Town social media and communication channels
- Provide assistance in the development of communications materials such as rack cards/posters

- Develop and execute communications strategies for various elements of the Board's work

### **Grant Applications**

- Support grant applications by providing information/data, as required

## **6. Duration of Agreement**

This Memorandum of Understanding (MOU) shall take effect from [start date] and will remain in force until [end date]. Any party to this MOU may terminate it by providing sixty (60) days written notice to the other parties. Notwithstanding the foregoing, changes, including significant changes, may be made to the MOU on the agreement of all parties by executed annex to the MOU. This MOU may be extended for additional terms on the agreement of all parties but shall be reviewed for its appropriateness on an annual basis by the Board.

## **7. Financial Considerations**

The Collingwood OPP Detachment Board budget will be prepared by the Board and aligned with the legislatively required criteria. The proposed budget will be provided to the Town Staff Liaison and will form part of the municipal budget process for Council consideration.

## **8. Confidentiality**

All parties agree to maintain the confidentiality of sensitive information shared in accordance with the Municipal Freedom of Information and Protection of Privacy Act and all other applicable laws and legislation.

## **9. Dispute Resolution**

In the event of any disagreement or dispute regarding the terms of this MOU, parties will seek to resolve the matter through discussion at a Board Meeting. Failure to resolve will result in the matter being brought before Town Council, in the appropriate forum based on the circumstances, for a decision of Council.

## **10. Amendments**

This MOU may be amended at any time by agreement of the parties by resolution.

## **11. Termination**

| Either party may terminate this MOU by providing [60~~number of~~ days] notice in writing to the other party. In the event of termination, both parties agree to settle any outstanding obligations up to the date of termination.

## 12. Signatures

By signing below, both parties agree to the terms outlined in this MOU:

IN WITNESS WHEREOF the parties have executed this Memorandum of Understanding (MOU) as evidence by the signature of their duly authorized officers:

Signature lines to be inserted