



## Call for applicants for the Southern Georgian Bay O.P.P. Detachment Board

*Are you interested in participating in community service and making a substantial contribution to your municipality?*

The Towns of Midland and Penetanguishene, the Townships of Tay and Tiny, and The District of Muskoka (Township of Georgian Bay) are seeking applications to form the Southern Georgian Bay O.P.P. Detachment Board as required under the *Community Safety and Policing Act, 2019*. We are seeking five (5) community representatives (**one (1) representative from each municipality**) to form a thirteen (13) member board. The other five (5) representatives will be Council appointees (one Council member from each municipality) and three (3) representatives will be Provincial appointees.

The Southern Georgian Bay O.P.P. Detachment Board will be responsible for completing mandatory board training, oversight of the O.P.P. Detachment Commander's local action plan, presenting an annual report to each Council, preparing rules and procedures, creating by-laws, local policies, and board policies, and preparing board estimates/budget to Councils for board operations.

The following are ineligible from being members of the Board:

1. A judge or justice of the peace.
2. A member of a police service, a special constable, or a First Nation Officer.
3. Any person who practices criminal law as a defense counsel or as a prosecutor.
4. Any person employed by one (1) of the five (5) municipalities policed by the Southern Georgian Bay O.P.P. Detachment and the District of Muskoka.

All interested applicants are encouraged to submit a letter of interest outlining your competencies and attributes listed in the attached "competencies and attributes model profile" to the undersigned prior to April 2, 2024, at 11:59pm. We thank all applicants that apply and advise that only those selected will be contacted.

Transitioning to the Southern Georgian Bay O.P.P. Detachment Board  
c/o Emily Dermott-Simpson, Corporate Services Executive Assistant  
10 Robert Street West, Penetanguishene, ON L9M 2G2  
edermott-simpson@penetanguishene.ca | 705-549-7453

The five (5) municipalities of the Towns of Midland and Penetanguishene, the Townships of Tay and Tiny, and The District of Muskoka (Township of Georgian Bay) are committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruitment process. Please advise Emily Dermott-Simpson by telephone or email if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

Personal Information gathered through this advertisement is collected under the authority of the *Municipal Act, S.O. 2001, Chapter 25*, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be only used for candidate selection for these positions.



## Job Description (Roles and Responsibilities)

### Southern Georgian Bay O.P.P. Detachment Board Community Representative

The Ministry of the Solicitor General is working towards a proclamation date of April 1, 2024, for the *Community Safety and Policing Act, 2019*. The legislation will require that the Southern Georgian Bay O.P.P. Detachment has a thirteen (13) person O.P.P. Detachment Board consisting of elected and community representatives from the Towns of Midland and Penetanguishene, the Townships of Tay and Tiny, and The District of Muskoka (Georgian Bay Township).

The five (5) Municipalities are seeking applications for the position of Community Representative on the Southern Georgian Bay O.P.P. Detachment Board. In applying for this position as **O.P.P. Detachment Board Member**, the applicant must articulate what competencies and attributes they possess which have been listed in the attached *Competencies and Attributes Model Profile*.

#### Ineligible Persons

The following persons are not eligible to be members of a police service board:

1. A judge or justice of the peace.
2. A member of a police service, a special constable or a First Nation Officer.
3. Any person who practises criminal law as a defence counsel or as a prosecutor.
4. Any person employed by one (1) of the five (5) municipalities policed by the Southern Georgian Bay O.P.P. Detachment or the District of Muskoka.

#### Former members of a police service

(5) A former member of a police service is not eligible to be a member of a police service board unless,

- a) the police service board does not maintain a police service that the person was a member of, and
- b) at least one (1) year has passed since the person ceased to be a member of any police service.

#### Police Record Check

If successful, the applicant must provide a satisfactory police record check with no criminal history prior to confirmation of any appointment to the Board.



## Residency Requirement:

The applicant must be a resident of one (1) of the municipalities participating in this Board. Proof of residency must accompany the application. One (1) resident from each of the five (5) municipalities will be appointed.

## Roles and Responsibilities

In accordance with the *Community Safety and Policing Act, 2019* and its regulations, members of an O.P.P. Detachment Board are **collectively** required to:

- (a) take an Oath or Affirmation of Office in accordance with the regulations;
- (b) complete all ministry mandated training and education as required;
- (c) participate in Board training as requested by the Board Chair;
- (d) for residents from the Township of Georgian Bay be familiar with the District of Muskoka Community Safety and Well-Being Plan. HS-6-2022-2-Appendix-A-Community Safety Well-being Plan (muskoka.on.ca).
- (e) for residents from the Town of Midland, the Town of Penetanguishene and the Townships of Tay and Tiny be familiar with the [North Simcoe Community Safety and Well-Being Plan](#).
- (f) 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;
- (g) 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;
- (h) advise the detachment commander with respect to policing provided by the detachment;
- (i) monitor the performance of the detachment commander;
- (j) review the reports from the detachment commander regarding policing provided by the detachment, and
- (k) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves;
- (l) establish local policies (where needed), **after consultation with the detachment commander or his or her designate**, with respect to policing in the area receiving policing from the detachment;
- (m) actively participate, as required, in the development of the O.P.P. Detachment Action Plan by the O.P.P. Detachment Commander;
- (n) participate in the development of the Board's Estimates/Budget for councils of the municipalities policed by the O.P.P. Detachment;



- (o) comply with the Board's Rules and Procedures, the Code of Conduct, Conflict of Interest Rules, and the Board's Code of Ethics and by-laws, matters of secrecy or confidentiality, and directions provided by the Board Chair.

### **Time Commitment**

For the first year, Board members can anticipate spending up to 6 to 8 hours a month including attend Board meetings, and committee (involving the Board member) meetings. Mandatory training during the first six (6) months is in addition to the 6 to 8 hours.

Board members will be required to complete any mandatory training, especially during their first six (6) months. There will be additional mandatory training, education, and professional development which the Board member shall participate in.

### **Accountability**

The Board is a creature of statute and is governed by the *Community Safety and Policing Act, 2019* and its regulations. There is a standalone Code of Conduct (regulation) governing the conduct of an O.P.P. Detachment Board. The Board is answerable to all five (5) municipal councils, to their communities, to the Minister (Ministry), and to the Inspector General. Each board member is accountable to the Board.

### **Remuneration**

To be determined.

Please view the respective municipal website for application details and for a copy of the Southern Georgian Bay O.P.P. Detachment Board Competencies and Attributes Model Profile.

**Closing Date:** Tuesday April 2, 2024, at 11:59pm

### **Applications submitted to the attention of:**

Transitioning to the Southern Georgian Bay O.P.P. Detachment Board  
c/o Emily Dermott-Simpson, Corporate Services Executive Assistant  
10 Robert Street West, Penetanguishene, ON L9M 2G2  
edermott-simpson@penetanguishene.ca | 705-549-7453



## **SGB O.P.P. Detachment Board Member Competencies and Attributes**

### **Competencies**

#### **a. Service to the community**

A prospective Board appointee should be an active member of the community, contributing through volunteerism and other activities.

#### **b. Community-oriented**

Civilian governance of police is intended to make police agencies more consistent with and responsive to community needs, values and expectations. An appointee should be highly conscious of this objective, always considering the community's best interest when making governance decisions.

#### **c. Board experience**

An appointee should have demonstrated experience serving on community or corporate boards of directors and a demonstrated understanding of the governance role.

#### **d. Strategic thinking and priority setting**

Setting and focusing on objectives and priorities for the Southern Georgian Bay O.P.P. as determined by the Board and the Detachment Commander is a core component of the Board's mandate. A Board appointee should be able to actively contribute to the SGB O.P.P. Detachment policing objectives and priorities, Local Action Plan, and serving on one or more of the Board's committees.

#### **e. Integrity and professionalism**

An appointee should have a demonstrated record of integrity, professionalism, discretion, and good judgment.

#### **f. Financial literacy**

The Board has a responsibility to monitor the Southern Georgian Bay O.P.P. Board budget and recommend an annual budget that is sufficient to provide funding for the Board to effectively and efficiently function. Therefore, appointees should have the basic financial literacy to participate in budget discussions.

#### **g. Availability**

An appointee should be willing to commit the time necessary to properly fulfill his or her responsibilities on the Board, including preparing for and participating in Board and committee meetings.



#### **h. Compatibility**

An appointee should have the ability to develop strong working relationships with other Board members, Board Staff, the Detachment Commander, Board Committees, Council, and other stakeholders. An appointee should share the Board's interest in community safety and effective policing.

#### **i. Education and/or lived experience**

An appointee should be able to read and understand substantial amounts of material with the ability to critically evaluate it, problem-solve and meaningfully participate in Board and Committee discussions. Although not necessary, any postsecondary education, and training or education related to governance, finances, policing, or related fields will be taken into consideration.

#### **j. Understanding of the environment (policing areas) for policing SGB O.P.P. Detachment is responsible for.**

An appointee should be committed to making governance decisions that are informed by the environment for policing in their respective community. An appointee should understand how the SGB O.P.P. Detachment's policing objectives and priorities, local policies, rules, and procedures are developed, and their role in the development of the Detachment's local action including the priorities identified in their Community's Safety and Well-being Plan.

An asset would be working knowledge of the *Community Safety and Policing Act, 2019*, knowledge of police oversight bodies, and past policing experience, especially at the supervisory or senior/executive leadership level.

### **Attributes**

In addition to these, the Board has identified a set of **attributes** that should characterize the Board members collectively:

#### **a. Collaboration**

The Board will strive to operate collaboratively, valuing the contributions of all Board members and pursuing a positive working relationship with the Southern Georgian Bay O.P.P. Detachment Commander, Council and other stakeholders. The Board prefers to make decisions by consensus wherever possible.





## **b. Diversity**

The Board should be composed of members with different experiences and perspectives to create a Board that reflects the community it serves. The need to ensure that the Board is representative of the area it serves, having regard for the diversity of the population it serves including that the municipalities of Penetanguishene and Tiny are designated communities who offer services in French in accordance with the *French Language Services Act*, R.S.O. 1990, CHAPTER F. 32;

## **c. High ethical standards**

The Board will strive to lead by example by valuing ethical behaviour and accountability. Board members will actively promote an organizational culture characterized by high ethical standards as outlined in the Board's Rules and Procedures, Code of Ethics, and Code of Conduct.

## **d. Collectively knowledgeable of key governance areas**

In order for the Board to be effective, each Board member should have knowledge and experience in one or more of the following fields and vacancies should be filled with consideration given to any gaps in the Board's collective expertise:

- Board governance
- Knowledge of policing including senior police/ executive leadership
- Knowledge of civilian oversight bodies
- Knowledge of the *Community Safety and Policing Act, 2019*
- Knowledge of their Community's Safety and Well-being Plan
- Strategic planning
- Policy making
- Financial management and budgeting
- Risk management / audit
- Public service / municipal government
- Communications
- Conflict resolution
- Community services and development
- Information Technology Systems
- Bilingual in English and French