

**NORTH GRENVILLE, MERRICKVILLE-WOLFORD
OPP DETACHMENT BOARD
AGENDA**

Thursday, July 3, 2025, 1:30 p.m.
Held in Meeting Room 1, 285 County Road 44

Pages

A. OPEN MEETING

B. LAND ACKNOWLEDGMENT

The Municipality of North Grenville acknowledges that the Municipality operates on the territory of the Anishnabek.

We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

C. APPROVAL OF AGENDA

D. DISCLOSURE OF INTEREST

E. MINUTES OF THE PREVIOUS MEETINGS

1. Board Minutes - May 1, 2025

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F. DELEGATIONS

None identified.

G. REPORTS

1. OPP Report

2. Chairperson Report
3. Members' Report
 - 3.1 OAPSB Zone 2 Meeting Update
Member, Greg Brown
4. Treasurer Report
 - 4.1 Account and Budget Update
 - 4.2 Student Bursaries

H. GENERAL BUSINESS/DECISION ITEMS

1. Traffic Safety
County Road 43 and St. Lawrence St Intersection - Merrickville-Wolford
2. Break and Enter Trends
Merrickville-Wolford
3. Remember Adam Campaign
Signage Unveiling
4. OPP Detachment Board - Draft Terms of Reference

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I. CORRESPONDENCE

None identified.

J. OTHER BUSINESS

K. ADJOURNMENT

**GRENVILLE OPP DETACHMENT BOARD
MINUTES**

**May 1, 2025, 1:30 p.m.
Held in Meeting Room 1, 285 County Road 44**

MEMBERS PRESENT Mayor Nancy Peckford, North Grenville
Gregory Brown
Jim Goodman
Jacques Pelletier
Tim Wasylo

MEMBERS ABSENT Mayor Michael Cameron, Merrickville-Wolford
Christopher Scott

STAFF PRESENT Lisa Nicholas, OPP Detachment Commander
Darlene Plumley, CAO Merrickville Wolford
Julia McCaughtery-Jansman, Clerk Merrickville-Wolford
Mary Remmig, Acting Clerk North Grenville (Recording Secretary)

OTHERS PRESENT Deputy Mayor John Barclay
Councillor Deb Wilson
S/Sgt Cory Briscoe
Community Safety Officer, Annie Collins
A/Spt Stephen Neufeld
MCRT Nurse, Shawna Marshal

A. OPEN MEETING

Co-Chair Mayor Nancy Peckford called the meeting to order at 1:37 p.m.

B. LAND ACKNOWLEDGMENT

The land acknowledgement was read by Mayor Nancy Peckford.

C. APPROVAL OF AGENDA

#PSB-2024- GODB-2025-008

Moved by Tim Wasylo

Seconded by Jim Goodman

Be it resolved that:

The agenda for May 1, 2025 be approved as presented.

CARRIED

D. DISCLOSURE OF INTEREST

None at this time.

E. MINUTES OF THE PREVIOUS MEETINGS

#PSB-2024- GODB-2025-009

Moved by Gregory Brown

Seconded by Christopher Scott

Be it resolved that:

The following meeting minutes be approved as circulated:

1. North Grenville, Merrickville-Wolford OPP Detachment Board -
March 6, 2025

CARRIED

1. Minutes of the Regular Meeting of March 6, 2025

F. PRESENTATIONS

Mayor Nancy Peckford conducted a round of introductions prior to beginning presentations.

1. Mobile Crisis Response Team (MCRT)

Annie Collins, Shawna Marshal and Cory Briscoe delivered an overview of the work and purpose of the Mobile Crisis Response Team (MCRT). The group explained how their community partnerships contribute to their work and how the process works.

Members were provided an opportunity to ask questions regarding the work conducted by the MCRT.

Mayor Nancy Peckford suggested the Municipality or County consider a delegation to AMO to support the work of the MCRT.

Mayor Nancy Peckford relinquished the Chair to member Greg Brown.

#PSB-2024- GODB-2025-010

Moved by Jacques Pelletier

Seconded by Gregory Brown

THAT the North Grenville, Merrickville-Wolford Village OPP Detachment Board recognize the excellent and innovative work of the Mobile Crisis Response Team

AND THAT the North Grenville, Merrickville-Wolford Village OPP Detachment Board urge the province to continue support of the use of the Mobile Crisis Response Teams in Ontario, particularly in Eastern Ontario.

CARRIED

2. Comments from A/Superintendent

Detachment Commander, Lisa Nicholas introduced Acting Superintendent Neufeld.

Acting Superintendent Neufeld addressed the board and advised of his attendance as a learning experience. He expressed that the Board has a very strong leadership command team to help serve our communities. Acting Superintendent Neufeld also explained that the Province has invigorated a need for police to be addressing traffic in the community.

G. REPORTS

1. OPP Report

Detachment Commander, Lisa Nicholas delivered an overview of the report.

Mayor Nancy Peckford returned and resumed chair at 2:35 p.m.

Mayor Nancy Peckford acknowledged an increased presence of officers in the community for traffic enforcement.

Detachment Commander, Lisa Nicholas explained the role the detachment has in traffic enforcement and advised that Sergeant Justin McKenna has been assigned to Merrickville- Wolford and Sergeant Shane Belanger to North Grenville. She will arrange for meetings between the respective Sergeants and the Municipal CAOs.

Commander Lisa Nicholas shared that Victim Services has received a grant that has allowed them to expand family victim services.

2. Chairperson Report

Mayor Nancy Peckford acknowledged First Responder's Day.

Mayor Nancy Peckford advised that North Grenville Council has received a formal recommendation from staff to process with Automated Speed Enforcement.

3. Members' Report

Greg Brown advised that there may be funding available for a pilot project for officers to learn martial arts.

Detachment Commander Lisa Nicholas suggested this may need to be brought to the Chief of the Region for discussion.

4. Treasurer Report

North Grenville Acting Clerk, Mary Remmig updated the board on the approval of the North Grenville budget and the launching of the Board's bank account.

Merrickville-Wolford Clerk, Julia McCaughtery-Jansman updated the board on the approval of the Merrickville-Wolford budget.

H. GENERAL BUSINESS/DECISION ITEMS

1. O.P.P. Detachment Board Name

North Grenville Acting Clerk, Mary Remmig advised on the process if the board wishes to process with a name change. She advised that the other OPP Detachment board under the Grenville Detachment's purview has chosen to rename themselves as "South Grenville OPP Detachment Board"

By way of consensus, the board chose to proceed using their legal name. An informal common name may be decided at a later date.

2. Remaining 2025 Schedule

#PSB-2024- GODB-2025-011

Moved by Jim Goodman

Seconded by Tim Wasylko

Be it resolved:

THAT the North Grenville, Merrickville-Wolford Village OPP Detachment Board continue to meet bi-monthly on the first Thursday of each month;

AND THAT the next four meetings of the Board be as follows:

- July 3, 2025 at 1:30 p.m.;
- September 4, 2025 at 1:30 p.m.;

- November 6, 2025 at 1:30 p.m.; and,
- January 8, 2026 at 1:30 p.m.

CARRIED

3. MADD Canada Yearbook Message

#PSB-2024- GODB-2025-012

Moved by Jacques Pelletier

Seconded by Jim Goodman

Be it resolved:

THAT the North Grenville, Merrickville-Wolford Village OPP Detachment Board direct staff to proceed with the MADD Yearbook Message ad.

CARRIED

I. CORRESPONDENCE

None.

J. OTHER BUSINESS

For the next meeting, the board would like to discuss:

- Remember Adam Campaign - Signage Project;
- Student Bursaries; and,
- Road Safety Campaign.

K. ADJOURNMENT

#PSB-2024- GODB-2025-013

Moved by Jacques Pelletier

Seconded by Gregory Brown

Be it resolved that:

The meeting adjourned at 3:31 p.m.

CARRIED

**Municipality of North Grenville, Merrickville-Wolford Village
OPP Detachment Board**

Terms of Reference

1. Purpose

It is the legislative mandate of the OPP Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils on other matters in accordance with the Community Safety and Policing Act (CSPA). The purpose of the OPP Detachment Board is to:

- a) comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
- b) make decisions on matters within their jurisdiction and provide advice and information to the Municipal Councils on specialized matters as outlined in the Act;
- c) facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;
- d) make decisions on enhancing the quality of life and ensuring the safety and security of all persons and property within the communities, in keeping with the Minister's Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and,
- e) conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 67(4)) and in keeping with the OPP Detachment Board's Procedural By-law, upon enactment.

2. Roles and Responsibilities

Per Section 68(1) of the Community Safety and Policing Act (CSPA), the OPP Detachment Board's roles shall include:

- a) consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;

- b) determining 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;
- c) advising the detachment commander with respect to policing provided by the detachment;
- d) monitoring the performance of the detachment commander;
- e) reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f) on or before June 30th in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

3. Authority

- a) Authority delegation is restricted to the scope described in Section 42 of the CSPA.
- b) The OPP Detachment Board members shall:
 - ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;
 - not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
 - not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary-Treasurer for distribution which may be shared by the OPP Detachment Board members;
 - not authorize any expenditures outside the OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board;
 - have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the OPP Detachment Board or designate.

4. Reporting

The OPP Detachment Board reports to the respective Municipal Councils, Council of the Municipality of North Grenville and Council of the Village of Merrickville-Wolford, comprising the OPP Detachment Board as required in accordance with the CSPA.

5. Composition

Unless otherwise determined by Provincial Legislation, membership shall be comprised of eight (8) members:

- One (1) member from each respective Council;
- Two (2) community representatives from the Municipality of Merrickville-Wolford Village;
- Three (3) community representatives from the Municipality of North Grenville; and,
- Two (2) provincial representatives.

5.1 Qualifications of the Community Representatives

To qualify for the Community Representative on the OPP Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.

Community Representatives shall not be employees of their respective municipality.

Preference will be given to people demonstrating knowledge or experience specific to the subject Committee / Board.

5.2 Appointments

- a) Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the CSPA.
- b) Council Appointments to the OPP Detachment Board shall be made by the respective municipal Council.
- c) Community Appointments to the OPP Detachment Board shall be made by the respective municipal Council.
- d) Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

5.3 Term of Membership

The term of office for Council and Community Appointees on the OPP Detachment Board shall be consistent with the term of Council during which the appointment was made.

As per O.Reg 135/24, an appointed member shall sit until the earlier of six months after the expiry of their term of office; or the day the member's

successor is appointed by the municipality.

The Term of office for a member appointed by the Minister to the OPP Detachment Board shall be set out by the Minister in the member's appointment.

5.4 Absence

It is the expectation of the Board that members shall attend every meeting. However, any Community Representative that is absent from three (3) consecutive regular meetings without leave or without satisfactory reason shall forthwith cease to be a member and the Secretary-Treasurer shall advise the Clerk of the respective municipality so that the vacancy may be filled.

5.5 Resignation of Representatives

- a) Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Co-Chairs with a copy to the Secretary-Treasurer. The Secretary-Treasurer shall notify the Clerk of their respective municipality so that a replacement may be appointed.
- b) Any Provincial Representative wishing to resign shall provide their resignation in writing to the Co-Chairs with a copy to the Secretary-Treasurer. The Secretary-Treasurer shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

5.7 Filling Vacancies

- a) Vacancies of Council and Community Representatives may be filled at the discretion of the respective Municipal Council and within six (6) months of the vacancy occurring so long as quorum is maintained.
- b) Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

6. Responsible Party:

The Secretary-Treasurer appointed by the OPP Detachment Board shall be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA.

7. Structure:

- a) Co-Chairs

In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members. For the purpose of the Municipality of North Grenville Merrickville-Wolford Village OPP Detachment Board, the Chair and Vice Chair will serve as Co-Chairs.

In the event of both Co-Chairs being absent from a meeting, an Acting Chair shall be elected at the beginning of the meeting and act as the chair for the duration of that meeting.

b) **Support Resources**

- The OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.
- Recording Secretary: The Recording Secretary shall be the Secretary-Treasurer appointed annually by the OPP Detachment Board members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

8. Procedures

- a) All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
- The CSPA and its regulations
 - Code of Conduct Regulation under the CSPA
 - The OPP Detachment Board's
 - Accountability and Transparency Policy
 - Procedural By-law
 - Procurement By-law;
 - Terms of Reference; and
 - The OPP Detachment Board shall review its documents identified in 8.a) once every term in the last year of the term and amend them as necessary.
 - Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
- b) The OPP Detachment Board shall meet bi-monthly on the first Thursday of the month, except for the months of January where the meeting may be rescheduled to accommodate statutory holidays, or unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the respective municipal websites.
- c) Meetings should rotate between North Grenville and Merrickville-Wolford

- locations and the location shall be included on the agenda and websites.
- d) The schedule shall include at least four (4) regular meetings per year.
 - e) Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Co-Chairs, shall vote.
 - f) The OPP Detachment Board may solicit, document, and consider public input where appropriate.
 - g) The agenda shall be distributed and posted at least three (3) business days before the OPP Detachment Board meetings on the respective municipal websites.
 - h) The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the respective municipal websites.
 - i) The approved minutes shall be provided to the Clerks of the respective municipalities for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Procedural By-law.

9. Financial

- a) The OPP Detachment Board's annual budget shall be approved by each of the Municipal Councils of the OPP policed communities comprised by the Board in accordance with Section 71(2) of the CSPA.
- b) The Secretary-Treasurer shall present a year-end financial report to the OPP Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the OPP policed communities comprised by the Board.

10. Quorum

Greater than 50% of the OPP Detachment Board members eligible to vote and not excluded by legislation shall constitute quorum.