



**VISION STATEMENT: THE TOWNSHIP OF ASPHODEL-NORWOOD IS A SAFE, GROWING COMMUNITY, RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE.**

**TOWNSHIP OF ASPHODEL-NORWOOD  
POLICE SERVICES BOARD**

**TERMS OF REFERENCE**

**January 2019 – November 2022**

**BACKGROUND**

The Police Services Act shall provide the basis for the Police Services Board.

**PURPOSE/MANDATE**

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

**COMMITTEE COMPOSITION**

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

**TIME FRAME**

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

## **BUDGET**

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

## **MEETING PROTOCOLS**

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

Meetings shall follow a written agenda and minutes shall be kept which accurately reflect the recommendations of the Board. Approved minutes shall be forwarded by the Township Clerk to be included in the Council package for information.

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

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct and Workplace Violence and Harassment.

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