



Orangeville OPP Detachment Board Policy

Board Executive Assistant – Hiring, Job Description and Performance Review Guidance

Policy No: D3(k)

Effective Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

- 1.1. This Policy provides guidelines to Board Members governing the Board's hire of the Board Executive Assistant.

2. Statutory Authority or References

- 2.1. Not Applicable

3. Scope

- 3.1. This Policy will apply to Board Members and the Executive Assistant in the conduct of their duties.

4. Definitions

- 4.1. As defined herein.

5. Policy Guidelines (General)

- 5.1. The process governing the Board's hire of the Board's Executive Assistant shall, unless otherwise determined appropriate by the Board in specific circumstances, include a public job solicitation and qualified candidate vetting, selection and interviews accomplished with the assistance of the Town of Orangeville Human Resources Department.
- 5.2. The Board shall establish an ad hoc committee of at least 2 Board members to participate in the process described above in paragraph 5.1 and report back to the Board with recommendations.
- 5.3. Following receipt of the report described above in paragraph 5.2, the Board shall decide on next steps, including extending an offer of employment to a successful candidate based on a current job description communicated to such candidate.
- 5.4. To provide guidance relating to an offer of employment and job description the Board has adopted the attached template in Appendix "A" - Offer of Employment Letter and attached Schedule "A" Job

Description, Schedule "B" Special Meeting and Assigned Work Remuneration/Expense Reimbursement Policy effective September 19, 2023 and Schedule "C" Board Service Standards Policy effective September 19, 2023.

- 5.5. The successful candidate shall be required to swear an oath of office. (Appendix "B")
- 5.6. The Board shall review the performance of the Executive Assistant annually at the first in-camera meeting of each year. Performance assessments shall be documented using the general format attached as Appendix "C".

6. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of Board's governance reform project
April 1, 2024	Updated to reflect the new CSPA
<u>January 21, 2025</u>	<u>Updated to remove comment boxes</u>

Approved and ratified by the Board effective ~~January-April 21, 2025~~.



Todd Taylor

Todd Taylor – Chair



Ian McSweeney – Vice-Chair

APPENDIX "A"

Offer of Contract Employment

[Date]

[Name and address]

Dear [insert]:

It is a pleasure to provide you with this offer of contract employment for the position of Executive Assistant with the Orangeville OPP Detachment Board ("Board").

Please review this letter carefully to ensure you understand the terms and conditions of your employment with the Board:

1. You will be engaged to work for the Board in the position of Executive Assistant and you agree to perform the duties and responsibilities on a contract basis as outlined hereto as Schedule "A". The Board shall be entitled to amend your duties and responsibilities from time to time. You will report directly to the Board Chair, and in the Chair's absence, the Vice-Chair.
2. Your remuneration for this position will be \$ [insert amount] per month, pro-rated for any partial month worked. Any payroll deductions required by law will be deducted from your gross wages and remitted as required. In addition, you will be paid at the per diem rate of \$100, less applicable deductions and remittances, for approved special meetings or assigned work both as approved/assigned by the Board in accordance with Board policy [insert policy number] (a copy of which has been provided to you), which contains further information relating to Board member and Executive Assistant compensation.
3. You will also be required to comply with the Board's Meetings Service Standards Policy [insert policy number] and General Service Standards [insert policy number] both revised effective April 1, 2024 (copies of which have been provided to you), providing guidelines to ensure, as a matter of governance best practices, the consistent and timely completion of the steps necessary to prepare for in-cameral and public Board meetings, circulate meeting materials and carry out post-meeting tasks and follow up.
4. Your start date in this position will be [insert date]. The end date for this contract will be [insert date], subject to renewal (which may include amendments) by mutual written agreement and subject to paragraph 5 below. The Manager, Human Resources will make an appointment with you to complete your new hire paperwork and will arrange for training.
5. Your hours of work will be dependent upon the business needs of the Board and may include days, evenings and weekend work.
6. Either party may terminate this contract with two (2) weeks' written notice to the other party. You further confirm that such two (2) weeks' written notice, or pay in lieu of notice, is in full satisfaction of applicable *Employment Standards Act, 2000* (the "ESA"). You further confirm that no further amount of notice, severance pay, or pay in lieu of notice, pursuant to the ESA or at common law is payable.
7. This offer will be conditional upon completion of a satisfactory police check prior to your start date. Please find enclosed with this offer letter of contract employment, a letter requesting a police check be completed by the OPP. Once you have accepted this offer of contract employment, Human Resources will assist you with facilitating your police check. Please note that you are responsible for any costs incurred.

8. You hereby affirm that you have not been charged or convicted with an offence pursuant to the Criminal Code of Canada for which a pardon has not been obtained, and that no pardon which you may have obtained has been revoked, up to and including the date of this affirmation. You acknowledge that if you have not been truthful in this declaration, your employment as Board Executive Assistant may be terminated immediately for cause. You hereby agree to notify the Board Chair immediately if during the course of your employment as the Board Executive Assistant you are charged or convicted with an offence pursuant to the Criminal Code of Canada, or if a pardon which you may have previously obtained is revoked. You acknowledge that if, in such circumstances, you fail to notify the Board Chair, your employment as Board Executive Assistant may be terminated immediately for cause.
9. This position of Board Executive Assistant requires you to hold and maintain a valid Class G Ontario Driver's License.
10. You will be provided with a laptop, printer, printer cartridge as well as an email address for your use as the Board Executive Assistant.
11. The written provisions of this contract shall constitute the full extent of the agreement between the Board and you; regardless of any oral agreements, commitments, or understandings, express or implied, that may arise from time to time, and which may presently or hereafter exist between the Board and you. No waiver or modification of any provision of this contract shall be valid unless in writing and duly executed by both the Board and you.

Please acknowledge acceptance of the above terms of employment by signing and returning a copy of this "Offer of Employment" to **[insert name]** Manager, Human Resources prior to **[insert time and date]** at which time this offer becomes null and void. If you have any questions, please contact **[insert name]** at 519-941-0440 ext. 2241.

[insert name], we wish you all the best in your new position!

Yours truly,

[insert name]

Chair,
Orangeville Police Services Board

I, **[insert]**, accept the contract position of Board Executive Assistant with the Orangeville OPP Detachment Board, and agree to the terms and conditions of employment as stated above.

By signing this offer, I agree to abide by the policies and procedures of the Board, knowing that the Board reserves the right to amend, revoke or introduce new policies and procedures as may be necessary from time to time.

Signed and dated this ____ day of _____. 202_.

[insert name]



Schedule "A"

Job Description

Job Title: Executive Assistant – Part-time (One Year Contract)
Reports To: Chair, Orangeville OPP Detachment Board
Job Description Date: January 2, 2020

Job Purpose:

Responsible for providing executive and administrative support to the Orangeville OPP Detachment Board ("Board").

Duties and Responsibilities:

Board/Committee Meetings

- Administers and coordinates Board and Committee meetings including agenda preparation and delivery, posting to the website, coordinating delegates, notifying interested stakeholders, reporting out and tracking outstanding matters in accordance with Board By-Law 001-2024.
- Attends meetings, records and prepares minutes.

Records Management/Freedom of Information (FOI)

- Maintains Board records including agendas, minutes, correspondence, policies, by-laws and agreements in accordance with Board By-law 002-2024, Assists Town Clerk's Office, as required, to coordinate and process FOI requests. Completes and files annual report.

Administration

- Coordinates maintenance of the Board webpage with the Town Clerk's Office and the Orangeville Dufferin OPP, creating and updating information, as necessary.
- Responds to enquiries from and liaises with the general public, other levels of government, OPP and Town staff, both on the telephone and in person regarding all aspects of the operation of the Board.
- On behalf of the Board and its members, prepares correspondence and monitors any follow up action that may be required.
- Assists the Board with Ontario Association of Police Service Boards, Zone 5 and

other matters.

- Organizes and coordinates meetings in consultation with the Chair.
- Develops and coordinates Board Member orientation.
- Coordinates and schedules Board/Committee meetings and events.
- Arranges Board-approved member attendance at events and conferences.
- Prepares and coordinates notices or advertisements in the local media.
- Monitors and authorizes payment of accounts in accordance with Board policy.
- Performs other duties as assigned by the Board from time to time.
- Keeps track of, and reports to Town Finance, approved special meeting remuneration for Board members.
- Completes and submits to the Board the Board Semi Annual Remuneration Report and the Board Final Annual Remuneration Report.
- Complete and submit to the Board at each regular Board meeting the Action Register
- Complete and circulate the meeting service standards for the next regular Board meeting following the last meeting.
- Maintain the Board policies and review for revisions as required as well as draft or revise Board policies as required.

Confidential Information:

This position has access to highly sensitive and confidential information, including information related to closed meetings of the Board.

Supervision/Staff

Direct report to the Board – no staff to supervise.

Position Requirements:

Education/Knowledge

Minimum grade 12, but Community College diploma in Public Administration, Office Administration or legal related field preferred.

Demonstrated knowledge of Ontario police or policing board policy and procedures as it relates to Board administration preferred.

Completion of, or willingness to complete online, Parliamentary Procedures course. The Board will fund registration cost - [https://www.amcto.com/Education-Events/Education-Programs/Parliamentary-Meeting-Protocol-Course-\(PMPC\)](https://www.amcto.com/Education-Events/Education-Programs/Parliamentary-Meeting-Protocol-Course-(PMPC))

Experience

Minimum two (2) years of progressive, related and demonstrated work experience. Knowledge and experience with the *Community Safety and Policing Act, 2019/Police Services Act* and the *Municipal Freedom of Information and Protection of Privacy Act* preferred. Experience in the preparation & submission of municipal grants would be an asset.

Job Skills

Demonstrated organizational and critical thinking skills.

Demonstrated ability to work independently to complete tasks and work with a high degree of accuracy and to complete work within time constraints.

Excellent interpersonal, writing skills, priority setting and records retention skill with the ability to respect confidentiality.

Computer proficiency in MS Office (Word, Excel, Outlook and PowerPoint) and related information systems.

Mental Effort

Focused attention to details required to prevent errors. High levels of concentration during Board/Committee meetings.

Physical Effort

- Sitting for long periods of time. Can change positions frequently unless during a Board/Committee meeting.
- Filing
- Photocopying

Health and Safety:

Working environment contains the usual risks/discomforts. Provides support assistance to the public with ultimate responsibility to the Board.

Job Locations:

Meetings

[In-person meetings TBD in Orangeville]

Meetings may also occur electronically.

General Office Environment

Regular Board meetings are generally scheduled every 2nd month at 4:00 p.m. Special meetings of the Board and Committee meetings may be held from time to time as determined by the Chair/Board.

Work schedule is generally flexible.

Compensation:

An honorarium of \$ **[insert amount]** per month plus an additional \$100 for preparation, attendance and minutes relating to any special OPSB/Committee meetings. Compensation will be net of applicable deductions and remittances.

Approvals:

Chair, Orangeville Police Services Board

Date



Schedule "B"

Orangeville OPP Detachment Board Policy

Special Meeting and Assigned Work Remuneration/Expense Reimbursement

TO BE ATTACHED



Schedule "C"

Orangeville OPP Detachment Board Policy

Board Meeting Service Standards Guidelines

TO BE ATTACHED



APPENDIX "B"

Oath and Affidavit

I, _____

of, _____

(address)

solemnly swear (affirm) that:

- a. 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 Executive Assistant to the Orangeville 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; and
- b. that I will not disclose any information obtained by me in the course of my duties as Executive Assistant to the Board, except as I may be authorized or required by law.

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

Sworn/Affirmed before me at the _____)

Town of Orangeville, in the County of _____)

Dufferin, this ___ day of _____, 20___)

Signature

Commissioner of Oaths in and

for the Province of Ontario

Commissioner Signature