

Ontario Homicide Investigator's Association

Charter



May, 2018



Ontario Homicide Investigator's Association

MISSION STATEMENT

It is the function of the Ontario Homicide Investigator's Association to bring together the men and women charged with the responsibility of death investigations in the Province of Ontario and to provide a forum through which they can share their skill, knowledge, and expertise for their professional development and support.

GOALS AND OBJECTIVES:

- **To share skills, knowledge, and experience:** *Through regular meetings, association members will share and discuss their successes, failures and unique experiences for the benefit and education of their colleagues.*
- **To develop and maintain an environment of teamwork and cooperation between police services and related agencies:** *the development of professional relationships between homicide investigators from various jurisdictions will serve as a conduit for assistance and cooperation.*
- **To identify and react to universal investigative problems:** *the sharing of information will allow members of all services to be alerted to any problem arising out of violent death investigations. The Association will serve as a forum to discuss, evaluate and recommend effective solutions to these problems.*
- **To provide a case conferencing forum:** *in drawing on the sum experience of its membership, the Association will provide a vehicle for problem-solving and case review as requested.*
- **To enhance the expertise of officers engaged in death investigations:** *The Association will strive to enhance the expertise of investigator's by offering assistance, training, and guidance in the field of death investigation.*



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Ontario Homicide Investigator's Association Charter

A. Charter Membership

1. The Ontario Homicide Investigator's Association (herein referred to as the Association) is comprised of members of police services and related government agencies that are involved in the investigation of unlawful death.
2. The member agencies are drawn from the Province of Ontario.
3. Membership in the Association may only be granted to a bona fide police agency or government agency directly involved in unlawful death investigation and whose members are subject to an oath of secrecy.

B. Charter Membership Roll

Barrie Police Service

Belleville Police Service

Brantford Police Service

Brockville Police Service

Centre of Forensic Sciences

Chatham-Kent Police Service

Cornwall Police Service

Durham Regional Police

Greater Sudbury Police Service

Guelph Police Service

Halton Regional Police Service

Hamilton Police Service

Kingston Police

LaSalle Police Service



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London Police Service

Major Case Management Ontario

Midland Police Service

Niagara Regional Police Service

Office of the Chief Coroner for Ontario

Office of the Fire Marshal and Emergency Management

Ontario Police College

Ontario Provincial Police

Orangeville Police Service

Ottawa Police Service

Owen Sound Police Service

Peel Regional Police

Peterborough – Lakefield Community Police Service

St. Thomas Police Service

Strathroy – Caradoc Police Service

Sarnia Police Service

Sault Ste. Marie Police Service

Six Nations Police

South Simcoe Police Service

Stratford Police Service

Toronto Police Service

Waterloo Regional Police Service



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Windsor Police Service

Woodstock Police Service

York Regional Police

C. Organization

1. The Association will be a single body with two separate components: The Executive and The Membership.

2. The Executive

All Executive members will serve a two-year term commencing on the date of their election. The Executive will consist of the following members with duties as described:

i. Chair: The Chair will be responsible for the overall direction and guidance of the Association. The Chair will be responsible for the conduct and execution of the Association meetings including the establishment of the meeting agendas. The Chair shall preside over all meetings and ensure business is carried out according to this Charter and Business Rules.

ii. Vice-Chair: The Vice-Chair will assist the Chair as required. The Chair will act on behalf of the Chair in his or her absence.

iii. Secretary: The Secretary will be responsible for keeping and maintaining the records of the Association. The Secretary will be responsible for the preparation and dissemination of Association materials to the membership as required.

The Secretary will ensure that proper minutes are kept of all Association business. The Secretary will keep an accurate record of all Association votes on



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business and elections. The Secretary will assist the Chair as required.

iv. Treasurer: The Treasurer will be responsible for the collection of membership dues and the maintenance of the Association financial accounts and records. The Treasurer will be responsible for creating and maintaining an accountable system for the Association funds. The Treasurer will provide a report on Association finances at each general meeting and will assist the Chair as required.

v. Director of Training: The Director of Training will be responsible for orchestrating a minimum of two one day symposiums per year. The Director will speak to new developments in training and case law at each of the general OHIA meetings. The Director will be a member of the annual workshop committee.

vi. Past Chair: The outgoing Chair will sit on the Executive for a two year term following the election of a new Chair with no voting privileges.

3. Executive Elections

- i. Executive elections shall take place at a scheduled General Meeting.
- ii. For the Executive elections to proceed, a vote will be recorded as per 50% +1 of the member agencies.
- iii. Membership agencies will be allowed one (1) vote per agency.
- iv. Nominees for election must be nominated and seconded.
- v. Nominations will be closed only by the Chair and seconded by an Executive Member.

For each executive position the nominations will be taken and the vote conducted before moving on to the next position. The order of voting will be; Chair, Vice-Chair, Secretary, Treasurer, and Director of Training. The election will be overseen and conducted by the Chair. Two members present but not standing for election shall be assigned to count the votes



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and report to the Chair. In the case of election for Chair, the Vice-Chair will overs and conduct the election.

- vi. All election voting will be done by secret ballot.
- vii. A majority of one is required to win a vote.
- viii. In the case of a tie, the Chair will conduct a second ballot.
- ix. If the second ballot fails to decide a winning candidate, the members of the Executive present will conduct a vote to decide the winner. In the event a member of the Executive is one of the tied candidates, he or she will be excluded from the vote.
- x. If a member of the Executive cannot complete their two year term a by-election shall be held at a time and location determined by the Chair. This by-election will be held as soon as practicable and will be for the completion of the original term of the departing Executive Member.

D. Membership

1. Membership Body

- i. The Membership will consist of members from the Charter Membership roll.
- ii. Any member agency attending a meeting of the Association will have one vote on general Association business.
- iii. Members may be called to assist the Executive as required.
- iv. Organizations or services seeking membership in the Association will be required to make a brief presentation to the membership in an open meeting format.
- v. Following the presentation, a vote will be held by the membership on the application using the Association rules for Executive elections.

2. Membership Dues

- i. Every two years, the Executive will determine the annual membership fees per agency, based on recommendations of the Treasurer, to ensure the sustainability of the Association.
- ii. Member agencies will be required to pay fees on an annual basis.
- iii. Member agencies will pay annual fees no later than the end of April in any calendar year.



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3. Voting:

- i. In the event sufficient members are not in attendance to form a quorum, at the discretion of the Chair, a representative from a member organization not in attendance may vote via proxy, phone, or e-mail.
- ii. Members shall declare a conflict of interest in any membership vote where he or she has a direct pecuniary interest.

4. Meetings

- i. The Association will meet a minimum of two times a year.
- ii. The location of the meetings may rotate between membership agency jurisdictions.
- iii. The Chair will determine the date and location of meetings.
- iv. The host agency will be responsible for providing the meeting facilities and the Association will be responsible for any reasonable costs incurred.
- v. Meetings may be called on an ad hoc basis if required, and if determined to be necessary by the Chair.
- vi. The Annual General Meeting of the Association will be held during the annual homicide workshop.