

GENERAL INFORMATION
FOR
MEMBERS OF A POLICE SERVICES BOARD

Introduction

1. In 1998, the Council of the Corporation of the Town of Cochrane entered into an Agreement with the Ministry of the Solicitor General for the provision of adequate and effective Police Services by the Ontario Provincial Police.
2. Adequate and effective Police Services includes, at a minimum, all of the following:
 - (a) Crime prevention
 - (b) Law enforcement
 - (c) Assistance to victims of crime
 - (d) Public order maintenance
 - (e) Emergency response
3. Pursuant to Section 27(1) of the Police Services Act, Council is required to establish a Police Services Board.

Composition

4. The Cochrane Police Services Board shall consist of:
 - (a) the head of the Municipal Council and another Council member appointed by resolution of Council;
 - (b) one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the municipality; and
 - (c) two person appointed by the Lieutenant Governor in Council.

Responsibilities

5. A board is responsible for the provision of police services and for law enforcement and crime prevention in the municipality and shall:
 - (a) appoint the members of the municipal police force;
 - (b) generally determine, after consultation with the Chief of Police, objectives and priorities with respect to police services in the municipality;
 - (c) establish policies for the effective management of the police force;

- (d) recruit and appoint the Chief of Police and any Deputy Chief of Police, and annually determine their remuneration and working conditions, taking their submission into account;
 - (e) direct the Chief of Police and monitor his or her performance;
 - (f) establish an employment equity plan in accordance with Section 48 of the Act, and the regulations, review its implementation by the Chief of Police and receive regular reports from him or her on that subject;
 - (g) receive regular reports from the Chief of Police on disclosures and decisions made under Section 49 (secondary activities);
 - (h) establish guidelines with respect to the indemnification of members of the police force for legal costs under Section 50 of the Act (liability);
 - (i) establish guidelines for the administration by the Chief of Police of the public complaints system under Part VI;
 - (j) review the administration by the Chief of Police of the public complaints system and receive regular reports from him or her on that subject;
6. The members of the police force, whether they were appointed by the board or not, are under the board's jurisdiction.
 7. The board may give orders and directions to the Chief of Police, but not to other members of the police force, and no individual member of the board shall give orders or directions to any member of the police force.
 8. The board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.
 9. The board shall ensure that its members undergo any training that the Solicitor General may provide or require.
 10. The board may, by by-law, make rules for the effective management of the police force.
 11. Before entering on the duties of office, a member of a board shall take an oath or affirmation of office in the prescribed form.
 12. The board shall hold at least four meetings each year.

Code of Conduct

13. Board members shall attend and actively participate in all board meetings.

14. Board members shall not interfere with the police force's operational decisions and responsibilities or day-to-day operations of the police force, including recruitment and promotion of police officers.
15. Board members shall undergo any training that may be provided or required for them by the Solicitor General.
16. Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
17. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
18. A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
19. Board members shall discharge their duties, loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
20. Board members shall uphold the letter and spirit of the Code of Conduct set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
21. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
22. Board members shall not use their office to advance their interest or the interest of any person or organization with whom or with which they are associated.
23. Board members shall not use their office to obtain employment with the board or the police force for themselves or their family member.
24. For the purpose of Section 11, "*family member*" means the parent, spouse or child or the person, as those terms are defined in Section 1 of the Municipal Conflict of Interest Act.
25. A board member, who applies for employment or a fee for service, shall immediately resign from the Board.
26. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.
27. A board member whose conduct or performance is being investigated or inquired into by the Commission under Section 25 of the Act shall decline to exercise his

or her duties as a member of the board for the duration of the investigation or inquiry.

28. If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
- (a) require the member to appear before the board and be reprimanded;
 - (b) request that the Ministry of the Solicitor General conduct an investigation into the member's conduct; or
 - (c) request that the Commission conduct an investigation into the member's conduct under Section 25 of the Act.

Selection Criteria for Board Members

29. Among the skills required by board members are: good communications skills, written and verbal; experience in policy making and budgeting; familiarity with strategic planning; contract negotiation and dispute resolution, and volunteer service to the community.
30. Candidates will undergo an interview conducted by a panel to determine their understanding of the role of the Police Services Board, particularly the aspect of civilian governance of a police service.
31. The municipality will perform a police security check on the chosen candidate.
32. Those applying must submit a letter of introduction and attach thereto a curriculum vitae along with a list of personal references. All applications must be received at the Town Hall within the prescribed time, in a sealed envelope clearly marked "***Application for the Cochrane Police Services Board***".

If you require any additional information, please contact the municipal office at 272-4361.