

Police Services Board

Terms of Reference

Name:	Police Services Board (PSB)
Reports to:	No direct reporting relationship to Council
Support:	Council and Legislative Services Department
Type:	Board/Agency
Established:	Approved: 2013-08-26
	Amendments:
Reference Items:	Police Services Act The Municipal Freedom of Information and Protection of Privacy Act Procedure By-law

Purpose:

The purpose of the Police Services Board is to establish priorities, objectives and policies regarding policing in Grey Highlands in consultation with the Detachment Commander and Council.

Mandate:

The Board's mandate, role and authority are defined under the *Police Services Act*.

The Police Services Board is responsible:

- To adopt a by-law to govern the proceedings of the Police Services Board, the conduct, duties and responsibilities of its members and the calling of meetings
- To determine a four year strategic plan as a key component in the development of annual operating or business plans including surveying ratepayers, evaluating the Boards performance and monitoring the changing needs and demographics of the Municipality
- To determine priorities and objectives for police services within the community through consultation with the Detachment Commander, Council, Municipal staff, police officers assigned to the community, as well as the public
- To participate in the selection of a Detachment Commander

- To advise the Detachment Commander with respect to police services provided
- To monitor the performance of the Detachment Commander
- To receive reports from the Detachment Commander

Any responsibilities not clearly identified within the Terms of Reference shall be in accordance with legislation as per Section 31 1 a through j as applicable.

Delegated Authority:

It is Council that enters into the written contract with the OPP and is responsible for the financial commitment.

Composition of Board:

The membership of the Board will be comprised as follows:

- Head of Council, or a Council member appointed by resolution;
- One Council member;
- Two persons appointed by the Lieutenant Governor in Council;
- One Community member appointed by resolution of Council who is neither a member of Council nor an employee of the municipality.

Appointment of the public member to the Board is subject to an interview process, conducted by a Council interview team as determined by resolution.

Appointment will be for a four year term, from the date of appointment to coincide with Council term. Members hold office until their successors are appointed. If a member ceases to be a member before the expiration of his/her term, Council will appoint another eligible person for the remainder of the term.

The advertising of vacancies and appointments for the public appointee to the Board will be in accordance with the policies adopted by Council from time to time.

Lead Department/Reporting Relationship:

The Lead Department will be Council and Legislative Services Department.

Staff support is comprised of a Secretary and Deputy Secretary from the Council and Legislative Services Department.

Meeting minutes and decisions are forwarded to a Council Agenda.

Administration of the Task Force:

Members will receive compensation in accordance with Section 2.2 Policy A09-C-02 Remuneration Policy for Council members.

Save and except as set out in these Terms of Reference, the rules of procedure as set out in the Police Services Board Procedural By-law shall apply to this Board. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Schedule/Location of Meetings:

Meetings are set bi-monthly (January) the fourth Tuesday and commencing at 10:00 AM

Budget and Financial Report:

An annual budget is submitted that includes: Remuneration, Mileage, Membership, Education and Training, Conferences, Advertising, Incidentals (Awards, Gifts, Sponsorships, etc.).

Board, through resolution, must approve all financial commitments.

2013 Budget set at \$15,950 (excludes internal staff and OPP costs)