



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Member Roles, Responsibilities, and Qualifications
Policy Number:	WPSB-013
Effective Date:	December 8, 2025
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The purpose of this policy is to set out the roles, responsibilities, and qualifications of Woodstock Police Service Board (“Board”) members as required by the *Community Safety and Policing Act* (the “Act”), its regulations, and recognized governance best practices. This policy supports effective, transparent, and accountable civilian governance of the Woodstock Police Service.

Policy Application

1. Roles and responsibilities of Board members include:
 - a. attending all monthly Board meetings and additional special and emergency meetings as required;
 - b. participating annually in the election of a Board Chair and Vice-Chair in accordance with the *Act* and Board Procedural By-Law 01-2024;

- c. completing all mandatory training as required and directed by the Ministry of the Solicitor General and in accordance with the *Act* and being prepared to take advantage of voluntary training provided by Police Governance Ontario and/or the Canadian Association of Police Governance;
- d. establishing written governance and oversight policies that guide the operations of the Woodstock Police Service (the "Service"), without directing or interfering in specific investigations, operations, deployments, labour matters, or other decisions that fall under the Chief of Police's operational authority;
- e. preparing, consulting on, and adopting a Strategic Plan for policing outcomes in the City of Woodstock, which shall be reviewed and, if appropriate, revised at least once every four years;
- f. recruiting, appointing, directing, and compensating the Chief of Police and a Deputy Chief of Police in accordance with the *Act* and Board by-laws, and ensuring these appointments meet statutory qualifications;
- g. recruiting, hiring, directing and compensating Board Staff required to support the Board in carrying out its governance, oversight, and administrative responsibilities;
- h. setting annual, results-based performance objectives for the Chief of Police, monitoring progress throughout the year, and completing a formal annual performance evaluation in accordance with the Board's AI-022 Chief of Police Performance Evaluation Policy;
- i. appointing members of the Service and, as employer, bargaining in good faith and establishing Collective Agreements with the Woodstock Police Association and Woodstock Police Senior Officers' Association;
- j. reviewing and approving the annual budget proposal to Woodstock City

- Council, and monitoring financial performance through the year;
- k. receiving, reviewing, and evaluating reports from the Chief of Police regarding compliance with Board policies, progress on the Strategic Plan, and other matters required under the *Act* and regulations;
 - l. addressing and considering grievances raised by members of the Woodstock Police Service and ensuring matters are managed in accordance with the Board's obligations under the *Act*, applicable collective agreements, and internal processes;
 - m. managing public complaints about policies or services of the Woodstock Police service, including assessing the nature of each complaint and ensuring that all mandatory notifications or referrals are made to the appropriate oversight bodies such as the Inspectorate of Policing, Special Investigations Unit, and the Law Enforcement Complaints Agency in compliance with the *Act*;
 - n. participating in relevant training, conferences, and ongoing professional development to strengthen Board competency and ensure compliance with statutory responsibilities;
 - o. maintaining high ethical standards, avoiding conflicts of interest, and complying with the Board's Code of Conduct and the Code of Conduct for Members of Police Service Boards under the *Act*.
2. To qualify as a Board member, you must:
- a. be a resident of Woodstock;
 - b. undergo and successfully complete a comprehensive police record check;
 - c. demonstrate an understanding of the role and responsibilities of a Police Service Board;
 - d. be actively involved in the community and committed to principles of

- equity, diversity and inclusion;
 - e. possess strong written and verbal communication skills;
 - f. possess basic computer proficiency, with higher-level computer skills considered an asset; and
 - g. previous experience on boards, committees, or governance bodies, which is considered an asset.
3. The above duties are representative of the position and are not to be construed as all inclusive.