



GREATER SUDBURY POLICE SERVICE BOARD POLICY

SUBJECT: BOARD MEMBER JOB DESCRIPTION	POLICY NUMBER: PSB014
ORIGINATING DATE: February 14, 2011	REVISED DATE: December 17, 2025
REPORTING REQUIREMENTS: None	

1.0 LEGISLATIVE REFERENCE / AUTHORITY

- 1.1 The *Community Safety and Policing Act* and *O. Reg. 392/23 Adequate and Effective Policing* set out the responsibilities that must be fulfilled by a police services Board. The Greater Sudbury Police Service Board has deemed it desirable to itemize these legislated responsibilities as part of a Board Member Job Description. The purpose of the Job Description is to provide a clear understanding of what is expected of Board Members in the way of responsibilities, time commitment, level of involvement, required skills and attributes to assist both prospective and existing members of the Police Service Board in understanding the role of a Board member.
- 1.2 Section 37 of the *Community Safety and Policing Act* sets out the following responsibilities for police services Boards in connection to its relationship to the chief of police:

37 (1) A police service board shall,

(a) ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10;

(f) monitor the chief of police's performance;

(g) conduct a review of the chief of police's performance at least annually in accordance with the regulations made by the Minister, if any;

40 (1) The police service board may give directions to the chief of police.

(4) The police service board shall not direct the chief of police with respect to specific investigations, the conduct of specific operations, the discipline of specific police officers, the day-to-day operation of the police service or other prescribed matters.

Further in support of this policy, the Board understands the following:

- 1.3 The Chief of Police is accountable to the Board acting as a body. The Board will instruct the Chief primarily, but not solely, through written policies. Interpretation, implementation and detailed operational policy development are the purview of the Chief.
- 1.4 The Chief of Police shall ensure that all practices, activities, decisions and organizational circumstances are consistent with the *Community Safety and Policing Act*, and its associated regulations, Ministry Standards, other relevant statutes, contractual agreements the Board has made with its bargaining units, Board policies, and commonly accepted business practices and professional ethics.
- 1.5 Only decisions of the Board acting as a body are binding upon the Chief. Such decisions shall be by way of Board resolutions:
 - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the Chief except in those instances when the Board has specifically authorized such exercise of authority by way of resolution and has advised the Chief of such authority; and
 - b. In the case of Board members or committees requesting information or assistance without Board authorization, the Chief can refuse such requests that require, in the Chief's judgment, a material amount of staff time or funds or are disruptive.

2.0 SCOPE/ACCOUNTABILITIES

- 2.1 The Greater Sudbury Police Service Board is legally responsible for the provision of adequate and effective police services in the City of Greater Sudbury. The Board represents the public interest in determining appropriate organizational performance of the Greater Sudbury Police Service, and in providing civilian oversight and governance of the activities of the Police Service.
- 2.2 In accordance with Section 35 of the *Community Safety and Policing Act*, before entering the duties of office, a member of the Board shall take an oath or affirmation of office in the prescribed form.

- 2.3 To protect the privacy and confidentiality of all information and records to which a member becomes privy, pursuant to their affiliation with the Board, members shall take an Oath of Secrecy in the prescribed form. Such obligation to maintain confidentiality shall continue ad infinitum even after the expiration of the member's appointment, subject to any obligation by law to disclose such information.
- 2.4 Failure to comply with the protection of confidential information or breach of conduct may be grounds for termination of the member or other such sanction as determined by the Inspectorate of Policing.

3.0 TIME COMMITMENT

3.1 MEETINGS

- a. Pursuant to Section 43(1) of the *Community Safety and Policing Act*, the Board shall hold at least four (4) meetings per year. Generally, the Greater Sudbury Police Service Board meets on the third Wednesday of each month with the exception of July and August. Meetings are generally held in the Fifth Floor Boardroom at Police Headquarters however, from time to time, at the discretion of the Board, outreach meetings may be conducted off site; and
- b. In addition, the time commitment can increase significantly if members assume the Chair or are required to participate on various Sub-Committees of the Board such as the Bargaining Committee. Further, members may be required to attend evening and weekend functions to represent the Board.

3.2 TRAINING REQUIREMENTS

Members of Police Service Boards in are required by legislation to take any training provided or required for them by the Ministry of the Solicitor General. In addition, the Greater Sudbury Police Service Board has adopted a policy of pursuing excellence in governance through an ongoing commitment to training, education, and development that requires all Board members to participate in orientation training endeavour to attend two specific police governance conferences at least once in their term.

3.3 RESPONSIBILITIES

In accordance with the *Community Safety and Policing Act* and the *O. Reg. 392/23: Adequate and Effective Policing*, as well as their other responsibilities, Police Service Board members are collectively required to:

- 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 submissions into account;
- e. Direct the chief of police and monitor their performance;
- f. Establish policies respecting the disclosure by chiefs of police of personal information about individuals;
- g. Receive regular reports from the chief of police on disclosures and decisions made under section 89 (secondary activities);
- h. Establish guidelines with respect to the indemnification of members of the police force for legal costs under section 47(2);
- i. Establish guidelines for dealing with complaints made by members of the public under Part X (of the *Community Safety and Policing Act*);
- j. Review the chief of police's administration of the complaints system under Part X and receive regular reports from the chief of police on their administration of the complaints system;
- k. Consider requests to review complaints about policies or services of the Police Service;
- l. Review complaints made about the conduct of the chief of police or a deputy chief;
- m. Determine and monitor the annual police service budget;
- n. Bargain in good faith with the associations representing police employees;
- o. Consider requests for reviews of grievances;
- p. Prepare a business plan for the police service at least once every three years;
- q. Implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the Act and its regulations;
- r. Abide by the Code of Conduct for Members of Police Service Boards (*O. Reg. 408/23*).

3.4 COMPETENCIES, TRAITS AND SKILLS

It is essential that the Board is representative of the communities they serve. The following is a list of general skills and traits that make for a successful Board and Board Member. This list is not exhaustive and has been prepared as a guide only:

- a. Dedication to public service and community demonstrated through a record of community involvement;
- b. An interest in public safety and police governance;
- c. A demonstrated ability and willingness to work and serve cooperatively with others in a team environment;
- d. Flexibility to meet the time commitments of the position. This includes attendance at daytime meetings and evening functions to represent the Police Service Board. This amount of time can increase significantly if members assume the Chair or are required to participate on various sub-committees of the Board, i.e. Collective Bargaining Committee;

- e. Demonstrated leadership, management and business skills (e.g. administrative and budgetary);
- f. An ability to deal sensibly and rationally with a variety of issues within a group setting, and the ability to balance competing interests against legislative requirements;
- g. Specific knowledge or experience which may be an asset to the Board (e.g. labour relations, human rights and race relations, human resources, conflict management and mediation skills/experience, financial management);
- h. An ability to demonstrate impartiality in the carrying out of the Board's quasi-judicial functions;
- i. An ability to adhere to the legislative requirements of the *Community Safety and Policing Act*;
- j. Knowledge of the policing community and issues facing the City of Greater Sudbury and their impacts on policing; and
- k. Open minded to new initiatives and approaches.

3.5 RESTRICTIONS

In accordance with section 40(4) of the *Community Safety and Policing Act*, 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.

3.6 REMUNERATION

Members shall be compensated in accordance with the City of Greater Sudbury respecting the Payment of Remuneration to Members of Council and Respecting the Payment of Expenses for Members of Council, Officers, Employees and Servants of the City of Greater Sudbury, and Local Boards

3.7 STATEMENT OF PREFERRED QUALIFICATIONS:

EXPERIENCE	<ul style="list-style-type: none"> • Experience in one of more of the following fields: <ul style="list-style-type: none"> - business management - finance / budgetary - legal - governance - strategic planning - policy making - risk management / audit - municipal government - communications - human resources / labor relations - conflict resolution - information technology • Have served on other Boards or governance bodies
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	<ul style="list-style-type: none"> • Community outreach / leadership (or involvement)
LANGUAGE	<ul style="list-style-type: none"> • Oral fluency, reading and writing ability in English. • Fluency in French considered an asset.
KNOWLEDGE	<ul style="list-style-type: none"> • Responsibilities and functioning of a municipal police governing body • Public safety or law enforcement issues • Greater Sudbury's social, cultural and political environments
ABILITIES	<ul style="list-style-type: none"> • Strong communication skills • Effective listener • Strong analytical skills • Strong decision-making skills • Exceptional interpersonal skills • Ability to interact cooperatively, effectively and efficiently with others
PERSONAL SUITABILITY	<ul style="list-style-type: none"> • Integrity and high ethical standards • Strong public service orientation • Values diversity • Discretion, objectivity and good judgment • Ability to meet time commitments of the job • Willingness to participate in ongoing training & and development • Resident of the City of Greater Sudbury • Criminal record check required