

# **SASKATOON BOARD OF POLICE COMMISSIONERS**

## **BOARD MEMBER ROLES & GUIDELINES**

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## **INTRODUCTION**

The Saskatoon Board of Police Commissioners (the Board) is an independent body responsible for overseeing the Saskatoon Police Service on behalf of the people of Saskatoon.

The purpose of this document is to provide a clear understanding of what responsibilities, time commitment, skills and attributes are expected of prospective and existing Board members, and serves as a guideline for the recruitment, selection, orientation, and continuing development of Board members.

## **MANDATE**

The Board is mandated by *The Saskatchewan Police Act, 1990* to:

- ensure the delivery of policing services within the municipality of Saskatoon;
- provide general direction, policy, and priorities; and
- develop long-term plans for the Police Service and monitor their implementation.

City of Saskatoon Bylaw No. 7531: The Saskatoon Board of Police Commissioners Bylaw was created to establish a board of police commissioners for The City of Saskatoon and provide for the appointment of its members as required by *The Police Act, 1990*, S.S. 1990, Chapter P-15.01.

Link goes to: <https://www.saskatoon.ca/sites/default/files/documents/city-clerk/bylaws/7531.pdf>

## **MISSION**

To strengthen the culture of community safety in Saskatoon.

## **MEMBERSHIP**

The Board is made up of the Mayor of the City of Saskatoon, two members of Saskatoon City Council (appointed by Council) and four volunteer members of the Public.

## **RECRUITMENT**

Each fall, Saskatoon City Council recruits members of the public to Council Committees and Boards using an application process. Appointments are made according to City Council Policy No. C01-003 Appointments to Civic Boards, Commissions, Authorities, and Committees.

Link goes to: <https://www.saskatoon.ca/sites/default/files/documents/city-clerk/council-policies/c01-003.pdf>

## **TERMS**

Board terms are for two years beginning in January. Board member appointments may be renewed for up to six years; however, a new application must be submitted every two years.

## **COMPENSATION**

There is no remuneration paid to Board members, either for time spent preparing for meetings, day-to-day work, or for participating in training and representing the Board at community events.

## **RESPONSIBILITIES & COMPETENCIES**

The main responsibilities of Board member are to:

- Attend meetings as regularly scheduled and as deemed necessary by the Board; maintain confidentiality of 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.
- Participate in establishing overall long-term and short-term goals, objectives and priorities in fulfilling the mandate of the Board.
- Recommend policies and programs to the Board including strategic planning, risk assessment/management and communications strategies.
- Participate in monitoring and evaluating the performance of the Chief through annual review.
- Participate in monitoring and evaluating the effectiveness of the Police Service through regular review of programs and activities.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship with other Board members and the Chief.
- Ensure that the Board complies with its statutory obligations.

The core competencies required of Board members include:

- Understanding of the distinction between the strategic and policy setting role of the Board and the operational responsibilities of the Chief.
- Capability to give leadership to the development of the Board and the Police Service.
- Commitment to the vision, mission, values, and strategic goals of the Board.
- Ability to work as a member of a team.
- Respect for and tolerance of the views of others.
- Recognition of the time commitment and the willingness to devote the time and energy necessary to perform the role of a board member.
- Enthusiasm and capacity for resolving challenging issues.
- Knowledge and appreciation for family systems and community dynamics in Indigenous and diversified communities.

## **TIME COMMITMENT**

Members spend about 10 - 15 hours per month on Board business, which can increase substantially depending on the circumstances. The Chair and Vice Chair may spend significantly more time on Board business.

The Board meets monthly, except for the month of July, typically on the third Thursday of the month, and beginning at 1:00 p.m. Monthly meetings include a regular meeting open to the public, followed by an in-camera meeting (Board and Police Service only or Board only). Additional meetings may be called by the Board Chair if required.

## **BOARD COMMITTEES**

When required, the Board establishes standing or ad hoc committees. Terms of Reference are created to outline the roles and responsibilities of the committee, and how the committee will conduct itself.

There are currently two Board Committees – the Governance Committee and the Measurement and Evaluation Committee. Board members volunteer for these committees and are expected to attend committee meetings as required.

## **MEMBER COMPETENCY MATRIX**

To achieve its mandate, Board members must collectively possess certain knowledge, experience, skills, and connections necessary for the board to fulfill its role. To ensure qualified, competent candidates are recruited and selected, and that the Board as a whole is equipped for success, the Board has adopted a Competency Matrix that sets out the attributes they seek in candidates.

### **Knowledge, Experience, Skills**

- Board governance experience (ex. not-for-profit organizations, corporate and public entity)
- Business and/or business administration experience
- Strategic planning
- Risk management evaluation
- Financial literacy
- Human resource knowledge/experience
- Labour relations knowledge/experience
- Legal knowledge/experience
- Policing or related experience or knowledge
- Advocacy experience
- Policy formulation experience
- Media/strategic communications experience
- Community/Stakeholder engagement experience
- Community building experience
- Awareness with/knowledge of social determinants of crime and criminalization
- Familiarity with relevant Federal and Provincial jurisdiction

### **We also acknowledge experience, familiarity, or connections with the following:**

- Newcomer communities
- Indigenous communities
- Other racialized/Black Indigenous People of Colour communities
- LGBTQIA2+ communities
- Disproportionately criminalized populations
- Business Community
- Social Serving Sector
- Other community leadership
- Youth

\*Note: An individual is not required to have knowledge, experience, skills, and connections in each of the areas above; rather, the Board as whole, should strive for these attributes as a group.

## **BOARD CHAIR**

The Chair of the Board, in addition to fulfilling all the responsibilities of a Board member, provides leadership to and presides over the activities of the Board, particularly concerning the Board's:

- Review and approval of the Strategic Plan.
- Monitoring use of the Service's financial resources.
- Monitoring the Service's performance.
- Relationship with the Chief, the Service, the Saskatchewan Police Commission, the Minister of Justice, and the public.

### **Main responsibilities:**

- Ensure proceedings of Board meetings are followed.
- Be a member ex-officio of all committees and attend committee meetings as appropriate.
- Develop and maintain an effective Board structure.
- Foster a positive working relationship with other Board members and the Chief.
- Ensure that the policies essential for achieving the mandate of the Board are developed and applied.
- Provide guidance and leadership to the Chief on key issues, as mandated by the Board.
- Ensure representation of the Board to the public and to other stakeholders including media.
- Develop relationships and represent the Board as required.
- Be a signing authority on behalf of the Board.

The Board Chair, or designated Board member, also responds to requests to speak at various policing events such as Saskatoon Police Service functions, and community events.

## **Vice Chair**

The Vice-Chair performs all the functions of the Chair, in the absence or unavailability of the Chair.

## **ORIENTATION**

New Board members are required to take an Oath of Office as soon as possible after their appointment. The Oath of Office enables them to participate in Board affairs.

New Board members are also provided with a governance orientation prior to the first meeting in January. This orientation includes the following:

1. Overview of *The Saskatchewan Police Act, 1990* and the Bylaw 7531.
2. Overview of Saskatchewan's Freedom of Information and Protection of Privacy (FOIP) Act and how it applies to the Board, as well as other pertinent legislation.
4. Instruction on conflict of interest.
5. An overview of key Board procedures and Board budget.
6. A description of the public complaints process.

7. Overview of the Saskatoon Police Service budgeting process.
8. Other topics as appropriate.

At this orientation, or separately in individual meetings, the Saskatoon Police Service will provide additional orientation to new Board members, including a review of key aspects of its priorities, operational areas, structure, authority, and human resources.

## **TRAINING & DEVELOPMENT**

The Board recognizes the importance of pursuing excellence in governance through an ongoing commitment to training, education, and development to its members.

Each year, the Saskatchewan Police Commission requires all board members to attend training (typically one full day) conducted by the Saskatchewan Police Commission. The Commission works with police services and boards of police commissioners to promote effective policing throughout the province.

Funding is also allocated to Board members to attend conferences, seminars, workshops, or other educational opportunities directly related to their responsibilities.

This includes:

- Site visits of Saskatoon Police Service Headquarters.
- Ride-alongs with members of the Saskatoon Police Service
- Canadian Association of Police Governance (CAPG) governance training and webinars.
- CAPG annual conference.