



Terms of Reference

Essex Police Services Board

Authorizing or Mandating Legislation: *Police Services Act*, section 27

Procedural By-Law: By-Law Number 2159, as amended from time to time

Approved: March 20, 2023 – Council Resolution R23-03-105

Evaluation Date: August 2026

1.0 PURPOSE

1.1 The responsibilities of the Police Services Board are set out in the Police Services Act. The Board is responsible for the provision of adequate and effective police services in the Town of Essex. According to the Ontario Association of Police Services Boards, these boards are also responsible for:

- a) Recommending priorities, objectives, and policies for police services in their community;
- b) Monitoring performance of their police service; and
- c) To maintain and improve the health, safety, and well-being of our residents.

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Local Board

2.2 **Resources:**

- a) Staff Support: Office of the Chief Administrative Officer
- b) Number of Council Members: Two
- c) Number of Community Members: Three (One, appointed by Council, and Two, appointed by the Lieutenant Governor in Council)

2.3 **Term:** January 1, 2023 to November 14, 2026

2.4 **Meeting Frequency:** Monthly

2.5 **Remuneration:** \$150.00 per attendance for members / \$175.00 per attendance for Chair

3.0 SCOPE OF WORK

3.1 The Essex Police Services Board shall perform the functions as set out in section 31 of the *Police Services Act* (the "Act"), including:

- a) Be notified of the appointments of the members of the municipal police force.
- b) Generally, determine, after consultation with the Inspector, objectives, and priorities with respect to police services in the municipality.
- c) Establish policies for the effective management of the police force.
- d) Establish policies respecting the disclosure by chiefs of police of personal information about individuals.

- e) Receive regular reports from the Inspector on disclosures and decisions made under section 49 (secondary activities) of the Act.
- f) Establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50 of the Act.
- g) Establish guidelines for dealing with complaints under Part V, subject to subsection (1.1) of the Act.
- h) Review the Inspectors administration of the complaints system under Part V of the Act and receive regular reports from the chief of police on his or her administration of the complaints system.

4.0 REQUIRED SKILLS

Strategy

Risk Management

Critical Thinking/Analysis

Stakeholder Relations

Communications

Business Management

Legal