



# **Durham Regional Police Services Board Community Member Appointment Recruitment and Selection Policy**

April 2022

## **1. Authority**

- 1.1 Subsection 27(9) of the Police Services Act, R.S.O 1990, provides that the Police Services Board shall consist of one person appointed by resolution of Council, who is neither a member of the Council nor an employee of the municipality.

## **2. Recruitment Process**

- 2.1 Prior to the start of each new term of Regional Council, the Regional Clerk will place an advertisement within each area municipality and on the Regional website seeking individuals interested in serving as the community member on the Durham Regional Police Services Board.
- 2.2 The Regional Clerk will prepare an application form to be completed by individuals interested in serving as the community member on the Durham Regional Police Services Board.
- 2.3 Interested individuals will be required to complete and submit an application form to the Regional Clerk.
- 2.4 Corporate Services – Legislative Services will prepare a list of applications received.

## **3. Selection Process**

- 3.1 Applications shall be reviewed by a Selection Committee comprised of the Regional Chair and the Chairs of the Standing Committees, or Vice-Chair in the absence of the Standing Committee Chair, as selected at the first meeting of Regional Council of each new term.
- 3.2 Corporate Services – Legislative Services will provide administrative, procedural and other support services to the Selection Committee.
- 3.3 Corporate Services – Legislative Services will review all applications received and identify any applicants that are ineligible for appointment either because they do not meet the eligibility criteria or because their application is late.
- 3.4 The Selection Committee is responsible for short listing candidates, conducting interviews of applicants, and recommending a candidate for appointment as the community member on the Durham Regional Police Services Board.

- 3.5 In nominating a community member, preference shall be given to individuals with:
- an interest in and commitment to public safety and responsible police governance
  - an understanding of the role of a police services board
  - senior executive or board of director experience
  - administrative and budgetary experience
  - previous community and professional involvement
  - availability to attend meetings
  - a flexible schedule to meet time commitments of the position
- 3.6 The Selection Committee shall submit a report to Regional Council recommending a candidate for appointment as the community member on the Durham Regional Police Services Board within 4 months of the start of each new term of Regional Council.
- 3.7 Selection Committee members shall return all applications and related confidential material in their possession (including any lists of applicants) to the Regional Clerk once Regional Council approves the appointment.

#### **4. Eligibility Requirements**

- 4.1 Individuals must be at least 18 years of age and be a resident of the Regional Municipality of Durham.
- 4.2 In accordance with the Police Services Act, a judge, a justice of the peace, a police officer and a person who practises criminal law as a defence counsel, are not eligible for appointment as a community member to the Durham Regional Police Services Board.
- 4.3 Members of Regional Council and Regional staff are not eligible for appointment as a community member to the Durham Regional Police Services Board.

#### **5. Term of Office**

- 5.1 The term of office shall correspond with the term of Regional Council that appointed the member, or until their successor is appointed.

#### **6. Remuneration**

- 6.1 Remuneration shall be paid to the community member at the same rate paid to the Provincial appointees.