



## **Policy G-06**

# **Board-Chief Relationship**

### **1. Introduction.**

- 1.1. The Board's legislative link to the Service is through the Chief of Police, and only the Chief of Police, who is responsible to:
  - a. administer the police service and oversee its operation in accordance with the board's policies and strategic plan;
  - b. comply with any investigations conducted by the OIPRD/Complaints Director or the SIU Director and any inspections conducted by the Inspector General; and
  - c. comply with the lawful directions of the board.
- 1.2. The relationship between the Board and Chief of Police is a symbiotic one. The Chief of Police receives strategic direction from the Board including results to be obtained, limitations to be observed, authority that is delegated, and financial resources allowed. In turn, the Board receives information and input from the Chief of Police that it considers when formulating its policies, strategic plans, budgets and decisions.
- 1.3. The Chief of Police is responsible to the Board and nothing contained in this policy empowers the Chief to perform or direct any act that encroaches upon the legislative powers of the Board.

### **2. Intent.**

- 2.1. This policy serves to describe and ensure continuity of the Board's relationship with the Chief of Police.



### **3. Requirements**

- 3.1. The Board shall direct the Service solely through the Chief of Police, or in his/her absence or incapacitation, an Acting Chief of Police appointed by the Chief, or appointed by the Board if necessary.
- 3.2. The Chief of Police reports to and is responsible to the Board, and all Board direction shall be made by way of Board resolution.
- 3.3. All Board direction to the Chief of Police shall be made by way of Board resolution.
- 3.4. Except in emergency situations, all Chief of Police reporting to the Board shall be made via Board Reports at Board Meetings, submitted through the Board Secretary.
- 3.5. Whenever the Chief of Police travels outside of North America, or is otherwise unable to communicate with the Service or the Board, he/she shall appoint an Acting Chief of Police.
- 3.6. Whenever the Chief of Police is on vacation, sick leave or training for fourteen (14) consecutive days or more, he/she shall appoint an Acting Chief of Police.
- 3.7. Whenever the Chief of Police travels outside of North America, and/or plans vacation, sick leave or training for twenty-one (21) consecutive days or more, the advance approval of the Board is required.
- 3.8. An Acting Chief of Police shall be a senior sworn member of the Service of the rank of Superintendent or higher.
- 3.9. Anytime an Acting Chief of Police is appointed, the Chief of Police shall inform the Board and the Service of the name of the incumbent and the duration of the appointment, prior to the commencement of such appointment.
- 3.10. Anytime the Chief of Police intends to be on vacation, sick leave or training for a period of more than six (6) consecutive days but less than twenty-one (21) consecutive days, the Chief of Police shall advise the Chair.



3.11. The Board shall annually evaluate the performance of the Chief of Police, relative to the achievement of objectives and priorities established by the Board, and compliance with Board policies.

**4. Legislative Reference:**

*PSA*, s. 31, 41 (1)

*CSPA*, s. 37, 40, 79

**Attachment:** Chief of Police Evaluation Process & Form



## Chief of Police Evaluation Form

APPROVED 27 March 2025

**CONFIDENTIAL WHEN COMPLETE**

Police Chief: \_\_\_\_\_

Year: \_\_\_\_\_

### Process Notes

| When                                      | Who does What  |
|---|--|
| By 1 December                             | The Board Secretary provides the Evaluation Form to the Police Chief, without entries except for inputting the Police Chief's name and evaluation period above, and annual performance goals previously approved by the Board.   |
| By 15 January                             | <p>Police Chief adds the Chief's Comments to the Evaluation Form <b>under the blue headings</b> in Parts A, B, C and D, plus suggested performance goals for the next 12-month evaluation period (Part E), and sends this version of the Evaluation Form to the Board Secretary.</p> <p>The Board Secretary distributes this version of the Evaluation Form to the Chair and Board Members.</p>  |
| 1 week prior to the January Board meeting | <p>Board Members score the Evaluation Form and add their individual Board Members' Comments sections <b>under the purple headings</b> in Parts A, B, C and D, and return their completed Evaluation Forms to the Board Secretary.</p> <p>The Board Secretary collates (combines) all the scores and comments into a consolidated draft Evaluation Form and reviews with the Board Chair for accuracy and reasonableness, editing as/if directed by the Board Chair.</p> <p>The Board Secretary then distributes the consolidated draft Evaluation Form to the Board Members for the January meeting.</p>   |
| January Board meeting                     | <p>The Board Chair facilitates a discussion of the completed Evaluation Form with the Board Members only.</p> <p>Once the consolidated Parts A, B, C and D of the Evaluation Form are approved by Board resolution, the Chair invites the Police Chief into the meeting and addresses the highlights of the consolidated evaluation.</p> <p>Next the Chair facilitates a discussion of the proposed goals (Part E) for the next evaluation cycle, concluding with a Board resolution. The minutes include these goals.</p> <p>The Police Chief is provided a copy of the completed Evaluation Form, edited if required to conform to the 2 Board resolutions (regarding performance and next goals).</p> |



## Part A - Statutory Responsibilities

|  |                   |              |                     |
|--|-------------------|--------------|---------------------|
| 1. Administers the police service and oversees its operation in accordance with the Board's policies and Strategic Plan.                             | Needs Improvement | Satisfactory | Highly Satisfactory |
|  |                   |              |                     |
| Chief's Comments & examples/evidence:  |                   |              |                     |
| Board Members' Comments: How might performance be improved?  |                   |              |                     |
| 2. Complies with any investigations conducted by the Complaints Director or the SIU Director and any inspections conducted by the Inspector General. | Needs Improvement | Satisfactory | Highly Satisfactory |
|  |                   |              |                     |
| Chief's Comments & examples/evidence:  |                   |              |                     |
| Board Members' Comments: How might performance be improved?  |                   |              |                     |
| 3. Complies with the lawful directions of the Board.   | Needs Improvement | Satisfactory | Highly Satisfactory |
|  |                   |              |                     |
| Chief's Comments & examples/evidence:  |                   |              |                     |

|   |                   |              |                     |
|---|-------------------|--------------|---------------------|
|   |                   |              |                     |
| Board Members' Comments: How might performance be improved?   |                   |              |                     |
| 4. Manages the members of the police service to ensure that they carry out their duties in accordance with this Act and the regulations and in a manner that reflects the needs of the community. | Needs Improvement | Satisfactory | Highly Satisfactory |
|   |                   |              |                     |
| Chief's Comments & examples/evidence:   |                   |              |                     |
| Board Members' Comments: How might performance be improved?   |                   |              |                     |
| 5. Establishes written procedures regarding the administration of his or her police service and the provision of policing by the police service.  | Needs Improvement | Satisfactory | Highly Satisfactory |
|   |                   |              |                     |
| Chief's Comments & examples/evidence:   |                   |              |                     |
| Board Members' Comments: How might performance be improved?   |                   |              |                     |

## Part B - Relationships

|  |                          |                     |                            |
|--|--------------------------|---------------------|----------------------------|
| 1. Maintains positive professional relations with the community, groups within the community, underrepresented populations, and other stakeholders | <b>Needs Improvement</b> | <b>Satisfactory</b> | <b>Highly Satisfactory</b> |
|  |                          |                     |                            |
| <b>Chief's Comments &amp; examples/evidence:</b>   |                          |                     |                            |
| <b>Board Members' Comments: How might relations be improved?</b>   |                          |                     |                            |
| 2. Maintains positive and professional relations with members of the HRPS  | <b>Needs Improvement</b> | <b>Satisfactory</b> | <b>Highly Satisfactory</b> |
|  |                          |                     |                            |
| <b>Chief's Comments &amp; examples/evidence:</b>   |                          |                     |                            |
| <b>Board Members' Comments: How might relations be improved?</b>   |                          |                     |                            |
| 3. Maintains positive and professional relations with the HPB  | <b>Needs Improvement</b> | <b>Satisfactory</b> | <b>Highly Satisfactory</b> |
|  |                          |                     |                            |
| <b>Chief's Comments &amp; examples/evidence:</b>   |                          |                     |                            |

|   |                          |                     |                            |
|---|--------------------------|---------------------|----------------------------|
| <b>Board Members' Comments: How might relations be improved?</b>          |                          |                     |                            |
| <b>4. Maintains own health and welfare</b>                                | <b>Needs Improvement</b> | <b>Satisfactory</b> | <b>Highly Satisfactory</b> |
|   |                          |                     |                            |
| <b>Chief's Comments &amp; examples/evidence:</b>                          |                          |                     |                            |
| <b>Board Members' Comments: How might health and welfare be improved?</b> |                          |                     |                            |

### Part C – Annual Performance Goals

|  | <b>Objective not Achieved</b> | <b>Objective Achieved</b> | <b>Objective Achieved &amp; Exceeded</b> |
|--|-------------------------------|---------------------------|--|
| <b>1. Objective A [to be inserted]</b>                             |                               |                           |  |
| <b>Chief's Comments &amp; examples/evidence:</b>                   |                               |                           |  |
| <b>Board Members' Comments: How might performance be improved?</b> |                               |                           |  |



|  |                               |                           |  |
|--|-------------------------------|---------------------------|--|
| <b>2. Objective B [to be inserted]</b>                             | <b>Objective not Achieved</b> | <b>Objective Achieved</b> | <b>Objective Achieved &amp; Exceeded</b> |
|  |                               |                           |  |
| <b>Chief's Comments &amp; examples/evidence:</b>                   |                               |                           |  |
| <b>Board Members' Comments: How might performance be improved?</b> |                               |                           |  |
| <b>3. Objective C [to be inserted]</b>                             | <b>Objective not Achieved</b> | <b>Objective Achieved</b> | <b>Objective Achieved &amp; Exceeded</b> |
|  |                               |                           |  |
| <b>Chief's Comments &amp; examples/evidence:</b>                   |                               |                           |  |
| <b>Board Members' Comments: How might performance be improved?</b> |                               |                           |  |
| <b>4. Objective D [to be inserted]</b>                             | <b>Objective not Achieved</b> | <b>Objective Achieved</b> | <b>Objective Achieved &amp; Exceeded</b> |
|  |                               |                           |  |
| <b>Chief's Comments &amp; examples/evidence:</b>                   |                               |                           |  |



**Board Members' Comments: How might performance be improved?**

## **Part D - Additional Comments**

**Additional Comments from the Police Chief:**

**Additional Comments from Board Members:**

## **Part D - Performance Goals for Next Year**

A.

B.

C.

D.