



Brantford Police Services Board

Policy #24-10 **Governance – Board – Chief Relationship** **and Chief to Board Communications**

Description

Chief Relationship - Purpose

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 Inspector General, Law Enforcement Complaints Agency (LECA) / SIU Director and any inspections conducted by the Inspector General.
 - c) Comply with lawful directions of the Board.
2. The relationship between the Board and the Chief of Police is a symbolic 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.
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.
4. This Policy serves to describe and ensure continuity of the Board's relationship with the Chief of Police

Requirements

1. The Board shall direct the Service solely through the Chief of Police, or his/her absence or incapacitation, an Acting Chief of Police appointed by the Chief or appointed by the Board.

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. All Board direction to the Chief of Police shall be made by way of Board resolution.
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's Executive Assistant.
5. Whenever, the Chief of Police travels outside of Ontario, or is otherwise unable to communicate with the Service or the Board, he/she shall appoint an Acting Chief of Police.
6. Whenever the Chief of Police is on vacation, sick leave or training for 7 consecutive days or more he/she shall appoint an Acting Chief of Police.
7. Whenever the Chief of Police travels outside of North America, or plans sick leave, training or vacation for 21 consecutive days or more, the advance approval of the Board is required.
8. An Acting Chief of Police shall be the Deputy Chief of Police or in their absence, a Senior Officer of the ranks of Inspector or higher.
9. Anytime an Acting Chief of Police is appointed, the Chief of Police shall inform the Board and the Service.
10. 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 the Board policies.

Chief to Board Communications - Purpose

1. Communications are essential to effective Governance, especially the communications the Board receives from its top employee and sole official link to the Service: the Chief of Police. The Board relies on information from the Chief of Police to make informed decisions that are relevant, timely, clear and compelling. The Board also supplements the information provided by the Chief of Police with independent advice when and where appropriate.
2. Characteristics of effective communications from the Chief to the Board are:
 - a) accuracy;
 - b) brevity;
 - c) relevance;
 - d) timeliness.; and
 - e) communication channels.

Standard Communication Channels

3. All information reported, and advice provided, to the Board shall be routed through the Board Executive Assistant in written report format for placement on the Board portal and appropriate meeting/workshop agenda or correspondence folder, in accordance with the Procedural Bylaw. This includes any and all general and/or educational information. The only exceptions are:
 - a) information or advice that is relevant to the specific delegated authority of the Chair and/or Committee Chair; and
 - b) information or advice that is a Matter of Immediate Strategic Significance.

Matters of Immediate Strategic Significance

4. A Matter of Immediate Strategic Significance is one that rapidly elevates the Board's operational, financial, reputational or other enterprise risk, and therefore calls for the Board's immediate attention and/or preparedness to take action prior to the next regularly scheduled meeting.
5. Examples of Matters of Immediate Strategic Significance include but are not limited to:
 - a) major incidents resulting in mass casualties;
 - b) incidents where the SIU has invoked its mandate in response to a death or life-threatening injuries;
 - c) any incidents involving, directly or indirectly, senior police officers or civilian directors, board members or public figures that are likely to draw significant media attention;
 - d) any incident that warrants a special press/media conference involving the Chief of Police.
6. The timely and accurate receipt of such information positions the Board to respond to public, OCPC/IG and/or media inquiries and demands, and helps to inform the Board's assessment of the Matter of Immediate Strategic Significance, as well as any Board decisions that follow from that assessment.

Notification Requirements for Matters of Immediate Strategic Significance

7. When a Matter of Immediate Strategic Significance arises, the Chief or his/her designate shall notify the Board Chair and Executive Assistant of the pertinent information by any electronic notification (e.g. email, phone or text) at the earliest possible time and provide updates as available and necessary.
8. Upon receipt of notification of a Matter of Immediate Strategic Significance from the Chief or designate, the Chair or the Executive Assistant shall inform the other Board members of the incident and any updates received.
9. For clarification purposes, any and all information that does not constitute a Matter of Immediate Strategic Significance, or is not a matter specifically for the Chair or a Committee Chair, shall be provided to the Board Executive Assistant for inclusion in

the appropriate Board agenda for Board consideration/discussion. Any other form of information sharing to the Board, such as direct emailing, undermines the Board's governance processes, and is therefore contrary to this policy.

Inquiries from the Media

10. Any media requests received by the Police Service's Corporate Communications Office related to the Board mandate, policies or decisions shall be forwarded to the Board Chair or Executive Assistant.
11. Unless otherwise specified, the Chair is the official spokesperson for matters within the jurisdiction of the Board. In response to an inquiry regarding the Board Governance or Board Policies.
12. The Board spokesperson shall only comment on matters within the jurisdiction and mandate of the Board, and shall avoid speaking on matters within the legislated authority of the Chief of Police. Similarly, the Chief of Police shall refrain from commenting or speculating, officially or otherwise, on matters within the Board's domain. Prior to responding to media requests for interviews or comments, the Board spokesperson shall consult, as appropriate, with the Chief or his/her designate to ensure the appropriate coordination.

Legislative Reference

Board Policy

Passed / Reviewed and/or Updated

Passed: November 28, 2024

Reviewed/Updated: T.B.D.