



POLICY AND PROCEDURES MANUAL

MORDEN POLICE BOARD

Updated May 22, 2025

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1 GENERAL PROVISIONS

1.1 Definitions

For the purpose of this document, the following definitions apply:

- a) **Act** mean *The Police Services Act*, CCSM c. P94.5 and its regulations, as amended or replaced from time to time.
- b) **Board** means the Morden Police Board and refers to an appointed form of local government charged with the oversight and governance of a local police force.
- c) **Board Member** means a member of the board appointed either by city council in accordance with the city bylaw or by the Lieutenant Governor in Council in accordance with the Act.
- d) **Chair** means the board chair, a committee chair, or the board member presiding at a board or committee meeting, as the case requires.
- e) **Citizen** means a person who resides or is employed in, or has a business interest in the city.
- f) **City** means the city of Morden.
- g) **Chief of Police** is synonymous with “Chief”. This officer is in charge of the Morden Police Service.
- h) **Commission** means the Manitoba Police Commission established by the Act.
- i) **Commission Manual** means the Manitoba Police Board Policy and Procedure Manual developed for police boards by the Manitoba Police Commission.
- j) **Council** means the council of the city.
- k) **Police Service** means the Morden Police Service established by the city in accordant with the Act.
- l) **Private Meeting** means a board meeting or part of a board meeting from which the public has been excluded in accordance with subsection 34(3) of the Act. Also referred to as an “in-camera” meeting.

1.2 Introduction

This manual contains practices and procedures established by the board, including practices and procedures created for a particular practice for which neither the Act nor the Manitoba Police Board Policy and Procedure Manual do not provide guidelines.

1.3 Rules to be followed

Subject to subsection 1.4 and 1.5, the board and its committees must operate in accordance with these rules.

1.4 Conflict between rules and commission manual

If there is a conflict between a provision of these rules and a requirement set out in the commission manual, the requirement of the manual prevails.

1.5 Board may vary rules

The board, or a board committee, as the case requires, may vary a rule if, in the particular proceedings or circumstances, the board or board committee is satisfied that it would be in the public interest to do so.

2 BOARD PRACTICES AND PROCEDURES

2.1 New or revised procedures

New or revised practices or procedures can be made at any board meeting by a motion and majority vote, and will be presented to the board in the following format:

- (a) Topic
- (b) General statement followed by specific requirements

Once the board approves a new or revised practice or procedure, it will be placed in this policy manual in the appropriate section and the revision history (section 1) updated.

2.2 Review

The board policy manual will be reviewed at a minimum every three years.

3 MEMBERSHIP

3.1 Board members

In accordance with the City of Morden By law No. 14-2012 the size of the board will comprise five (5) members.

3.2 Board executive positions

In accordance with the Act, city council will designate one member of the board as chair and another member as vice chair.

3.3 Term of member

The term of council member, a member appointed by council and the term of a member appointed by the Lieutenant Governor in Council shall be in accordance with the Act.

4 BOARD MEETING PROCEDURES

4.1 Meeting schedule

The Morden Police Board must hold a meeting at least once every three months, preferably the first week of the month following a quarter (i.e., quarter ends in December, meeting is first week of January). These meetings will be conducted following *Roberts' Rules of Order* and will be open to the public except where, in the opinion of the board, it is not in the public interest.

4.2 Notice of meetings

Before December 15 of each year, the board must publish a schedule of the regular meetings that it plans to hold the following year, which must be a minimum of one meeting every three months.

In accordance with the Act, the board must give public notice of the place and time of its regular meetings by posting a notice in the office of the city and on the municipality's website at least 21 days before the meeting.

The timing requirements for posting notice of a meeting do not apply when a meeting is called in exigent circumstances, but as much advance notice of the meeting should be provided as is reasonably possible.

4.3 Changes in meeting schedule

The board may vary the date and time of a regular meeting as circumstances may require, provided notice is given at least 21 days prior to the meeting.

4.4 Special meetings & notice

The board chair or two board members may arrange a special meeting of the board in exigent circumstances, upon as much notice as possible in the circumstances.

The board chair or two board members, as the case requires, must provide written reasons for arranging the special meeting to the other members of the board, including the reasons for the notice period.

The chair must, without delay, publish the special meeting notice of that meeting to ensure that the public are aware of the meeting and the reasons for the arranged meeting.

The chair will provide notice to board members by email, and telephone or other verbal communication if the meeting must be held upon less than twenty-four (24) hours.

4.5 Private meetings

In accordance with and without restricting the generality of s. 34(3) of the Act, the following matters are deemed to involve public security or sensitive financial or personal information and, when considered by the board, must be considered at a private meeting:

- (a) a critical event;

- (b) the review of a draft budget and related detailed submissions and advice carried out in accordance with chapter 7.1 of the Manitoba Police Commission Manual;
- (c) any matter that would involve the disclosure of information in contravention of *The Freedom of Information Act* CCSM c. F175 or *The Personal Health Information Act* CCSM c. P33.5; or
- (d) a personnel or disciplinary matter.

4.5.1 Motion required

During a board meeting, before moving into a private meeting, the board must pass a motion stating the general nature of the matter to be considered in private.

4.5.2 Disclosure of private meeting outside of regular meeting

If the board holds a special private meeting between regular board meetings, the chair must publicly report at the next regular board meeting

- (a) the fact of the holding and the time of the private meeting; and
- (b) the general nature of the matter considered at the private meeting.

4.6 Meeting agendas

The chair will set the agenda for each meeting in consultation with the police chief and other board members. In-camera items will be clearly marked.

The agenda will be distributed one week in advance of the meeting. Board members are expected to review the agenda and all accompanying material prior to the meeting and be prepared to discuss it in detail at the meeting.

4.6.1 Order of business

The sequence of the agenda to be followed at each regular board meeting shall be as follows:

- (a) Call the meeting to order;
- (b) Adopt of the agenda;
- (c) Approve of the previous minutes;
- (d) Delegate or citizen presentations;
- (e) Chief's Report;
- (f) Old business;
- (g) New business;
- (h) Closing question period;
- (i) Next meeting date;
- (j) Adjournment.

4.6.2 Police chief's report

At each board meeting, the police chief must provide

- (a) a financial statement;

- (b) information on the strategic plan metrics and matters relevant to the strategic plan;
- (c) a report on matters referred to the chief by the board at its previous meeting; and
- (d) any other information or advice on any other matter before the meeting, at the request of the chair.

4.6.3 Agenda material to be published

The chair will direct the responsible municipal staff to publish the agenda and supporting material one week prior to each regular meeting.

4.6.4 Additional material may be considered

The board may consider an item of business not on the published agenda or materials which have not been provided and published in accordance with section 4.2 (Notice of meetings) only with the consent of the majority of board members present.

4.6.5 Restriction on agenda of special meeting

The board must not consider or decide any matter not set forth in the notice calling a special meeting without the consent of all board members present.

4.7 Attendance of police chief

The police chief must attend all public board meetings unless excused or excluded by resolution of the board, or on authorized leave, and report on matters as required.

4.8 Citizen request to address the board

Citizens who wish to address the board about a matter must submit a written request to the chair no later than 14 days in advance of the meeting.

Submissions must contain the reasons for the request and provide relevant information to demonstrate that

- (a) the matter is within the jurisdiction of the board and is of material significance to the board's purpose under the Act;
- (b) either the citizen has exhausted all other processes available to address the matter, or a process available to address the matter is inadequate for its purpose or is being improperly administered; and
- (c) if the board has previously considered the matter, the citizen must set out new information of material significance since the board last considered the matter.

The chair must, without undue delay, review a submission made by a citizen and determine whether or not the matter of concern to the citizen should be placed on the agenda of a board meeting.

If the chair is satisfied that the matter should be placed on the agenda of a board meeting, the chair must ensure the matter is placed on the published agenda of the next board meeting.

If the board chair determines that the matter of concern to the citizen should not be placed on the board meeting agenda, the chair must

- (a) inform the citizen of the chair's decision; and
- (b) if appropriate in the circumstances, make best efforts to direct the citizen to an office or body that may have the authority or responsibility to address the citizen's concern.

In general, presentations will be limited to five (5) minutes, unless otherwise approved by the chair.

After the citizen has spoken, board members may ask questions of the citizen and the citizen may respond, for a total of five (5) minutes, or for such additional time as the chair may permit.

Where a citizen who wishes to speak at a board meeting on a matter which appears on the agenda of that meeting, they must register their intention in writing to the chair not later than 1:00 p.m. on the business day preceding the meeting.

The board may accept and consider a written submission from a citizen on a matter which appears on the agenda of the board if

- (a) the citizen has registered to speak at the meeting; or
- (b) the submission has been received not later than 1:00 p.m. on the business day preceding the meeting.

Members of the public in attendance at board meetings must maintain order and decorum and are not permitted to engage in conversation or other behaviour which may disrupt any proceedings of the board.

Attendees displaying poor conduct may be asked by the chair to leave.

4.8.1 Limit on number of citizens who may speak

If more than two citizens register to speak on a matter, the chair may

- (a) request that those who wish to speak in support of or in opposition to particular position agree on the selection of up to two delegates to speak on their behalf;
- (b) if the citizens fail to agree on their delegates, select the citizens who may speak;
- (c) rule that no additional speakers may be heard; and
- (d) set a reasonable limit on the total time the delegates may speak.

4.9 Quorum

A majority of the members of the board will constitute a quorum. This means more than half of the total number of board members must be present for the meeting where at least one member in attendance is not a council member.

If a quorum is not present within thirty (30) minutes after the time appointed to commence the meeting, the secretary will record the names of those present and the meeting shall stand adjourned until the next regular meeting or a special meeting called to deal with the matters on the agenda of the meeting adjourned.

4.10 Role of the chair

The chair presides, maintains order and decorum, and decides questions of order at meetings of the board, subject to an appeal to the board.

4.10.1 Specific duties of the chair

The chair must

- (a) as soon as a quorum is present, commence the meeting by taking the chair and calling the board members to order;
- (b) announce the business before the board and the order in which it is to be acted upon;
- (c) receive and submit, in proper manner, all motion presented by board members;
- (d) put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and announce the result;
- (e) enforce on all occasions the rules of procedures and the observance of order and decorum during the meeting; and
- (f) adjourn the meeting when the business is completed or upon a motion to adjourn.

4.10.2 Specific powers of the chair

The chair may,

- (a) when they determine that a motion contravenes these rules or is beyond the jurisdiction of the board, decline to put the motion to a vote;
- (b) when they find it is not possible to maintain order, adjourn or suspend the meeting to a time and place specified by him or her, without any motion being put; and
- (c) when they deem it proper, permit any question to be asked of the police chief or his designate by a board member, through the chair, in order to provide information to assist any debate.

4.10.3 Absence of chair

In the absence of the board chair, the board vice chair may exercise the powers and duties of the chair.

4.10.4 Absence of both

In the absence of the board chair and vice chair, the board may elect a board member who may exercise the powers and duties of the chair at the next meeting.

4.10.5 Chair may take part in a debate

Subject to subsection 1.3 (Rules to be followed) the chair may participate in the debate on questions before the board without leaving the chair.

4.10.6 Chair to facilitate consensus

The chair must make his or her best efforts to facilitate a consensus among board members on a question prior to calling for a vote.

4.11 Board to strive to make consensus

Board members must strive to achieve consensus on a resolution related to policing priorities, objectives, programs and strategies that reflects their collective best understanding of community needs and values.

4.12 Meeting conduct**4.12.1 When board members may speak**

A board member must signal to the chair his or her desire to speak at a board meeting or public committee meeting by raising his or her hand, and they must not speak until called upon by the chair.

4.12.2 Priority of speaking

Subject to subsection 4.12.1 (When board members may speak), when two or more board members signal their desire to speak, the chair must call upon the member who in the chair's opinion signaled first.

4.12.3 Movers priority to speak

When a motion is before the board, the chair must provide the mover an opportunity to speak to the motion before permitting any other board member to do so.

4.12.4 Members must not interrupt

When a board member is speaking, no other board members shall pass between that member and the chair, or interrupt that member except to raise a point of order or privilege.

4.12.5 Motion may be read during a debate

A board member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member who is speaking.

4.12.6 Member may only speak once

Subject to subsection 4.12.7 (Reply permitted), a member may not speak more than once to the same question or motion, except with leave of the chair.

4.12.7 Reply permitted

The board member who presented the motion may speak in reply following the conclusion of the speeches of the other members.

4.12.8 Limit on speaking time

A board member may not speak to, or reply to, the same question or motion for more than five minutes, without leave of the chair.

4.12.9 End of debate

After a question has been put by the chair, no member may speak to the question, and no member may make any other motion until after the vote is taken and the result has been declared.

4.13 No board member to leave

A board member must not leave a meeting of the board before it is over, unless permission to do so is received from the chair.

4.14 Voting**4.14.1 Members must vote**

Subject to subsection 4.14.2 (Exception if voting prohibited) and 4.14.5 (When chair may vote), every board member present at a board meeting when a question is put must vote on the question.

4.14.2 Exception if voting prohibited

A board member must not vote on a question if the member is prohibited from voting bylaw or the Manitoba Police Commission's conflict of interest policy.

4.14.3 Prohibition to be recorded

If a board member is prohibited from voting, the clerk must record in the minutes the fact that the member has abstained from voting and the reason for abstaining.

4.14.4 Refusal to vote

If a board member refuses to vote, the member is deemed to have voted in the negative.

4.14.5 When chair may vote

The chair may vote on a question only when his or her vote would change the result.

4.14.6 Approval by majority

A motion is deemed to have been carried when a majority of the board members present and voting have expressed their agreement with the question.

4.14.7 Tie vote

A question on which there are an equal number of votes is deemed to be decided in the negative.

4.14.8 No secret ballots

No vote shall be taken by ballot or by any other means of secret voting.

4.14.9 Recorded vote

Any board member, before the question is decided, may require that the vote be recorded, in which case the secretary to the board shall call the vote, announce the division, and record the names and votes of every board member on the question.

4.14.10 Objection to chair's declaration

If a board member disagrees with the announcement of the chair that a question is carried or lost, the member may, but only immediately after the declaration by the chair, object to the chair's declaration and require a recorded vote to be taken.

4.14.11 Dividing of question

When the chair is satisfied that a question contains distinct proposals, or upon the request of a board member, the chair may divide the question; the vote upon each proposal shall be taken separately.

4.14.12 Decorum during vote

When the chair calls for the vote on a question, each board member must remain seated until the result of the vote has been declared by the chair, and during such time no board member may speak to any other member or make any noise or disturbance.

4.15 Board member decorum

During a board meeting, a board member must not

- (a) engage in private conversation or any other activity in such a manner as to interrupt or disrupt the business of the board, or as to show disrespect to another board member or a member of the public;
- (b) use offensive or disorderly words;
- (c) speak on any subject other than the subject in debate;
- (d) interrupt any speaker, except to seek leave of the chair to raise a point of order or privilege; or
- (e) disobey the decision of the chair or of the board on questions of order or procedure or upon the interpretation of these rules.

4.16 Minutes to be taken

A designated board member must

- (a) prepare minutes of all board meetings with the content set out in subsection 4.17 (Content of minutes); and
- (b) at each board meeting, submit the minutes of the preceding meeting for approval or amendment to the chief and chair.

4.17 Content of minutes

Minutes of board meetings must include

- (a) the place, date and time of the meeting was called to order;

- (b) names of attendees and those sending regrets (and if only attending part of the meeting);
- (c) persons who moved and seconded the adoption of the agenda;
- (d) confirmation and correction of the previous meeting minutes;
- (e) declarations of interest in accordance with the Manitoba Police Commission's conflict of interest policy;
- (f) all motions and other proceedings of the board including the names of the members who made the motion and the seconders;
- (g) items that have been held over to another meeting (for tracking) with deadlines; and
- (h) the time the meeting adjourns.

4.18 Additional staff

Additional staff may be hired to help the board fulfill its duties and manage day-to-day operations. The hiring of additional staff must be approved by the board, as a whole, taking into consideration the budget cycle and available finances.

Each position shall have a job description and be subject to an annual performance review. Board staff do not have the right to vote on board decisions and are expected to keep confidential all matters before the board.

The chair or vice chair will forward a letter to the city if the board deems it necessary to request budgetary, financial or budgetary assistance.

4.19 Board skills and competencies

The skills and competencies of the board members are crucial to the board's ability to govern effectively. Collectively, board members should possess experience in a broad range of subjects such as business, law, finance, communications, community involvement, or education. Members also should have the personal attributes necessary to function as part of a board and to represent the Morden community.

4.20 Acceptance or giving of gifts

Members of the board shall not accept fees, gifts, gratuities or any other benefit that could reasonably be seen to influence any decision made by them, and shall not use their board position or its privileged information for personal gain or the personal gain of a family associate.

4.21 Honorariums and expenses

Where approved, expenses will be paid for members who attend meetings relevant to the purpose of the board.

The board members will receive an honorarium, in an amount approved by city council and included in the police service's budget, each year regardless of number of meetings attended (there are four public meetings/year).

4.22 Membership in associations

The board supports the participation of its members in associations which share common interest with the board, those which advocate community safety and security and innovative community-oriented responses to policing. Upon a request from a member, the board determines if a corporate membership is such a membership. The membership fees may be submitted for reimbursement by the board. The board supports memberships with the following agencies:

- (a) Canadian Association of Police Board (CAPB)
- (b) Canadian Association of Civilian Oversight of Law Enforcement (CACOLE)
- (c) National Association of Civilian Oversight of Law Enforcement (NACOLE)
- (d) Canadian Association of Police Governance (CAPG)
- (e) Any other associations deemed appropriate by the Police Board.

5 COMMITTEES

5.1 Committees may be established

The board may establish, by resolution in accordance with this section, such standing committees or committees for special purposes as it considers necessary to effectively carry out its duties.

5.2 Committee terms of reference

The resolution establishing a committee must set out terms of reference for the committee that specify:

- (a) the committee's general mandate and purpose;
- (b) the committee's responsibilities, activities, and tasks;
- (c) the duties and powers that are delegated by the board to the committee, if any, as permitted by section 38 of the Act;
- (d) the committee's meeting requirements;
- (e) for committees established for specific purpose, a date by which the work of the committee is expected to be completed or on which its mandate expires, subject to renewal by the board;
- (f) the number of board members to be appointed to the committee, which for standing committees must not be less than three members, not including the board chair.

5.3 Committee membership

5.3.1 Board chair determines committee members

The board chair must, after consulting other board members, appoint committee members and the committee chair, each for a term of one year.

5.3.2 Board chair on committees

The board chair is a member of each committee by virtue of the office.

5.3.3 Quorum for committees

Two members of a committee constitute a quorum to carry out the business of the committee.

5.3.4 Extended absence of member

If a committee quorum is not attainable due to the absence or inability of a committee member to attend a meeting of the committee, as exigencies require, the board chair may appoint another board member to serve as an alternate committee member for the period of the absence or inability.

5.3.5 Other board members may attend

Board members who are not appointed to a committee may attend and participate in any meeting of the committee, but they may not vote on any motion before the committee.

5.4 Committee meetings

5.4.1 Schedule of meetings

The chair of a standing committee must, before the end of December of each year, establish a schedule for the meetings of the committee in the following year.

5.4.2 Changes in meeting schedule

The committee chair may call a meeting, or cancel or reschedule a meeting of that committee, upon consultation with and reasonable notice to the committee members.

5.5 Committee of the whole

Board members may meet as a committee of the whole at the call of the board chair or by a vote of a majority of the board.

5.5.1 Chair of committee of the whole

The board chair is the chair of the committee of the whole.

5.6 Committee procedure

Subject to subsection 5.6.1 (Board procedures may be adopted), committee meetings may be conducted informally and the procedure to be followed is in the discretion of the chair.

5.6.1 Board procedures may be adopted

A committee may adopt procedures for the conduct of its meetings analogous to the procedures set out in Part 1 (Board practices and procedures), to the extent the committee considers necessary to ensure the timely and proper carrying out of its business.

5.7 Committee to make recommendations

Subject to the powers expressly delegated to the committee by the resolution of the board establishing the committee, a committee may only make recommendations to the board for its consideration and is not authorized to make decisions on behalf of the board.

5.8 Committee report

The committee chair must present a report on each committee meeting that includes the committee's recommendations, if any, arising from its deliberations, at the next board meeting.

6 STRATEGIC PLANNING

6.1 Strategic planning mandate

The board must establish a multi-year strategic plan for the Morden Police Board and the Morden Police Service. The board is responsible for working with the chief of police to develop a strategic plan that the direction and scope of the board and the police service.

6.2 Strategic plan period

The strategic plan for the police service must be for a five (5)-year period.

6.3 Strategic plan review

The board must conduct a major review and revision of its strategic plan for the police service once every five (5) years; however, they may carry out this review and revision at an earlier date if the board's annual systematic risk management audit indicates that a major change in the city's policing context has occurred or is anticipated in the coming year.

6.4 Strategic planning process

During the strategic planning process, the board's roles are to

- (a) provide direction and counsel to the police chief in the strategic planning process;
- (b) approve the strategic direction/priorities and the strategic plan for the police service/board; and
- (c) monitor the success of the Chief of Police and the police service in implementing the goals, objectives and priorities of the strategic plan.

The board must work with the police chief to devise a strategic plan that establishes an organizational focus for the delivery of police services and that reflects the public interest, incorporating the community's needs and values within the plan's goals, objectives, and priorities. The board will identify performance indicators that measure the success of the police services' strategic plan.

The board must ensure that the strategic plan is available to the public.

Once approved, the strategic plan provides a basis for evaluating the performance of the Chief of Police, the police service, and the board.

6.5 Monitoring and reporting on progress

The board must

- (a) carry out ongoing monitoring and evaluation of implementation of the strategic plan; and
- (b) report on implementation of the strategic plan in conjunction with the board's annual reports and strategic plan updates.

6.6 Succession planning

The board recognizes that succession planning is critical for the ongoing effective delivery of policing services. The board will ensure that the strategic plan includes a succession plan for both the board and the police chief, and that the chief has a succession plan in place for his or her senior personnel.

The strategic planning process will include a long-range succession plan that sets out a framework for changes in the work force. The police chief will prepare promotion policies and a succession plan for annual review and approval by the board.

The police chief will also ensure that procedures are in place for effective succession planning throughout the service.

7 ASSESSMENT AND MANAGEMENT OF RISK

The board is responsible for providing general direction and oversight to the police chief regarding the timely preparation and annual review of a risk registry, following a risk management framework, and ensuring compliance with the requirements set out in chapter 3.6 of the Manitoba Police Commission manual.

7.1 Definitions

In this part,

“risk” means an uncertain future event or circumstance that might significantly diminish or enhance the ability of the police service to achieve its goals and objectives.

A **“risk management framework”** is a structured approach to identifying, assessing, weighing, managing and monitoring risks within an organization.

7.2 Risk management

In collaboration with the police chief, the board must adhere to a risk management framework and establish a risk registry. This registry will be reviewed annually to assess and update potential risks to the police service. The risk mitigation strategies developed through the risk management framework will be incorporated into the strategic plan.

7.3 Risk registry

A risk registry will be established to document identified risks, likelihood, potential impacts and corresponding mitigation plans. The registry will be reviewed annually to ensure it remains current and accurately reflects the risk landscape.

7.4 Risk identification

The board and police chief should identify such risks through ongoing:

- (a) consultation with the executive team and other staff;
- (b) communication with the Policing Services Branch of the Province of Manitoba;
- (c) discussion with the municipal council and officials;
- (d) incident reports or cases involving Law Enforcement Review Agency (LERA); and
- (e) input from members of the community, other police boards, and other key stakeholders.

Risks experienced in other locations may also impact the local situation, and a periodic review of public media can provide valuable information on these risks.

7.5 Risk assessment

The identified risks will be analyzed to determine their potential impact and the likelihood of their occurrence. This steps helps to prioritize which risks require the most attention.

7.6 Risk mitigation

Mitigation strategies will be developed to minimize or eliminate risks. This might include implementing controls, creating contingency plans, audits or training.

7.7 Risk monitoring and reporting

The police chief will continuously monitor the risks and the effectiveness of the mitigation strategies and adjust the risk registry as new risks emerge or existing risks and mitigation strategies evolve. The chief will report the risks status to the board and other stakeholders to ensure transparency and informed decision-making.

7.8 Board oversight of risk management

Subject to section 7.9 (Greater role of the board with respect to high impact risks), the board must, through regular reporting, questioning, and monitoring, hold the chief to account for the performance of the police service in managing risk.

7.9 Greater role of the board with respect to high impact risks

The board must collaborate with the police chief to understand, quantify, prioritize, mitigate and monitor high impact risks identified in the risk management planning process.

7.10 Critical events

The police chief must notify the board chair of a critical event at the earliest practical opportunity after its occurrence.

The board chair must convene a private meeting of the board and police chief at the earliest practical opportunity.

At this meeting, the police chief must provide a report that addresses the following matters relevant to the critical event:

- (a) the date, time and location of the event;
- (b) the nature of the event, including the agencies involved and its attendance;
- (c) the police service's proposed priorities and objectives for policing the event;
- (d) human, financial and physical resources needed to adequately and effectively maintain public peace, order and security during the event;
- (e) specific significant facility and equipment requirements, including facilities for detainee management;
- (f) the funding requirements, and funding sources for the unbudgeted costs, of adequately and effectively policing the event;
- (g) agreements and understandings, or other collaborative and cooperative policing or funding arrangements, proposed or in place;
- (h) applicable legislation and policing standards;
- (i) risk management considerations;
- (j) command and control structure;
- (k) whether the police service is receiving planning or operational direction from another agency;

- (l) contingency planning to ensure regular policing services will be adequately and effectively maintained in the City;
- (m) policy and training issues, including development, implementation and compliance matters.

The board, in consultation with the police chief, must establish such ongoing reporting requirements in respect of the above matters the board considers necessary for proper oversight of the police service's planning and preparedness for policing the critical event and maintaining adequate and effective regular police services in the city during the event.

Where an exigent circumstance arises that presents a risk to the achievement of the police service's priorities and objectives for policing the event, the police chief must notify the board chair at the earliest practical opportunity.

The board may make recommendations to the police chief respecting plans for policing a critical event, consistent with the board's purposes under the Act and with a view to ensuring police services are delivered in a manner consistent with community needs, values and expectations, but may not provide direction on specific operational plans, tactics and decisions pertaining to the policing or management of the event by the police service.

7.11 Audits and evaluations

The board must ensure that the police chief establishes and maintains an internal audit capability relating to the delivery of adequate and effective police services, in accordance with generally accepted principles and standards for the professional practice of internal auditing.

7.12 Board effectiveness and evaluations

Every three years, the board will assess its effectiveness in overseeing and governing the police service. This evaluation will be conducted collectively by the board members using the board Self-Evaluation Questionnaire, focusing on both successes and areas for improvement. If the assessment identifies any need for change or adjustment, a plan to address these shortcomings must be documented in the minutes of the following board meetings. Additionally, board members are required to assess their own personal performance on an annual basis.

8 COMMUNICATION

8.1 Board communication plan

The board must establish a communication plan that includes a comprehensive public engagement strategy in accordance with chapter 3.4 of the Manitoba Police Commission manual. The communication plan must cover the following key elements in sections 8.2, 8.3, 8.4, 8.5, and 8.6.

8.2 Communication with stakeholders

The board must develop strategies to engage and communicate with the public, other stakeholders, and the media to seek input and provide information on a range of governance activities. When communicating, the board speaks with a unified voice. If a board member wishes to publicly express disagreement with a decision of the board, the member must make it clear that the opinion expressed is a personal opinion and not that of the board.

Unless otherwise specified, the chair of the board serves as its official spokesperson. Should the chair not be available, the vice chair or the acting chair shall be the spokesperson.

8.3 Communication providing input on the work of the board

The board will seek input on policing strategies from diverse stakeholders and representatives of the community. This input will be used when setting the goals, objectives, and priorities of the police service.

The board will facilitate community outreach through public forums, town-hall meetings, and environmental scans to gather input on policing matters.

The board will schedule, at least annually, a workshop or session so that the city council, the Police Board, and the police service can discuss and understand each other's current priorities and issues.

8.4 Regular and periodic reports to stakeholders.

Board meetings will be open to the public. Only when the matters being discussed dictate that an open forum is not in the public interest will the meeting be held in-camera.

Minutes of the public meeting portion of board meetings will be posted on the City of Morden website.

The chair or a member of the board should attend municipal council meetings when the chief of police presents information about policing or when the council seeks updates from the board.

The chair of the board shall be the official spokesperson when presenting the police service budget to council.

8.5 Emergency communications on an incident

In the event of an incident that may attract media or public interest, the chair and the chief will consult to determine the scope and content of the media releases. They will decide whether to address the public or the media together or separately, but not before informing the other board members and the mayor.

8.6 Ongoing communication with the police chief and members of the police services

The police chief will serve as the main conduit for communication with the police service.

The police chief shall be consulted regarding any communication intended for the benefit of members of the police service.

Police staff attendance at in-camera board meetings shall be coordinated with the chief and be at the request of the board.

At times, other members of the police service may have to appear before the board. This will be done in the company, or with the support, of the police chief.

The chief of police must take all reasonable steps to ensure that the board representative is briefed prior to attending scheduled police service presentations to council or to a committee of council.

Prior to major public announcements by the police service, the chief of police must take all reasonable steps to ensure that the chair of the board is made aware of the announcements being made.

As a general principle, board members acting in their capacity as members of the board and performing their official duties shall direct to the chief of police all requests for advice or information under the control of the police service.

9 POLICE BOARD BUDGETING PROCESS

In development.

10 POLICE SERVICES BUDGETING

In managing the finances of the Morden Police Service, the board must develop a budget and seek approval from the City of Morden. The budget comprises the estimated cost and revenues of the police service and the estimated cost of operating the board.

10.1 Budget estimates

The police chief is responsible for the financial planning, control, administration and management of the police service's operational and capital budgets.

The police chief must prepare and submit a budget to the police board before October 31, including the following:

- a) information on the implementation of new initiatives prioritized in the board's strategic plan for the police service;
- b) information on opportunities for cost reductions and improved efficiencies for the police service;
- c) information on any other proposed changes in the organization and operations of the police service that may affect the budget;
- d) operating and capital estimates that show the amounts that will be required to operate and maintain the police service and provide it with equipment and facilities (over the next three fiscal years for operating estimates and five fiscal years for capital estimates);
- e) a proposed allocation of the required funds that will enable the police service to provide adequate and effective policing services and to meet its strategic goals and objectives; and
- f) any additional information that the committee considers necessary to assess the financial requirements of the police service, and ensure the proposed budget is aligned with the strategic plan for the police service.

The police chief must be given authority to expend budgeted operating funds, unless the board suspends the general authority.

10.2 Budget approval

The police board must submit the budget by December 31, to city council for review, consideration and approval.

10.3 Board to allocate approved budget

Once the budget is approved by city council, the police board must ensure that the allocation of funds is done in such a way that adequate and effective policing services are provided and that strategic goals and objectives are met.

10.4 Budget updates

The Chief of Police has authority to expend budgeted operating funds, unless the board suspends the general authority.

The police chief must prepare and submit, before the end of the month following each quarter, a budget update report in a format approved by the board that:

- (a) sets out budgeted and actual expenditures for the quarter and year-to-date, and projected expenditures to the end of the year; and
- (b) provides a summary explanation of material variances between budgeted and projected expenditures to the end of the year, and risk factors affecting projected expenditures.

10.4.1 Reallocation

The board may approve a reallocation of the police service budget at any time as required, on the recommendation of the police chief or on its own initiative.

The police chief must obtain board approval before purchasing or leasing any single asset with a value of \$100,000 or more and a useful life of 10 years or more, even if funds are available in the allocated budget.

The police chief may not exceed the allocated budget without prior approval from city council.

10.4.2 Unanticipated expenses

The police board must ensure that the police service expenditures do not exceed the allocated budget without prior approval from the City of Morden.

If the board determines, after consulting with the police chief, that police service expenditures are likely to exceed the allocated budget without prior approval from city council, the board may suspend or limit the expenditure authority of the chief.

If the police chief determines that the amount necessary to operate and maintain the police service in a particular year might exceed the budget allocated for that year due to unanticipated expenditure requirements or reduced revenues, the police chief must submit a report to the board that specifies:

- (a) the amount of the anticipated funding shortfall;
- (b) the reasons the additional funding is required; and
- (c) alternatives for funding the requirements from within the allocated budget.

If the board agrees that there are no viable funding alternatives within the police service's allocated budget, the board may submit a request to council for supplementary funding, together with any contingency plans and information that council may require to properly assess the request.

11 CHIEF OF POLICE POSITION DESCRIPTION AND RECRUITMENT

11.1 Chief of Police position description

The board must prepare and adopt a police chief position description in accordance with section 6.1 of the Manitoba Police Commission manual and this section.

This document should be reviewed every five (5) years, or once there is a nationally accepted police leadership management model.

11.1.1 Competencies to be included

The police chief position description must set out and define the competencies, proficiency level, and associated behaviours for each competency that are required of the police chief, and must be consistent with the most important competencies recommended by the Canadian Police Knowledge Network (CPKN) and the Canadian Police College for inclusion in its Chief Competency Profile.

11.1.2 Public consultation

Any revisions to the police chief position description must be published in draft form and made publicly accessible prior to board approval. Community input on the experience, skills, and qualities residents believe are important for the position is welcome and will be considered during the board's next review of the position profile. Residents are encouraged to share their feedback with the board through the Morden Police Service website.

11.1.3 Advice from city administration

The board may seek advice from the City of Morden's Human Resource Department in developing and revising the police chief position description.

11.2 Chief of Police recruitment strategy

The board must prepare a police chief recruitment strategy without delay after it determines that the police chief's appointment is to be terminated, or the police chief has resigned. The recruitment strategy must address:

- (a) the means by which the board will advertise the job posting;
- (b) the geographic area in which the job posting will be advertised;
- (c) the timing of the recruitment process;
- (d) the term of the position, if applicable; and
- (e) any other factors relevant to the specific needs of the community.

11.2.1 Chief of Police pay and benefits

The board must request the City's proposed pay range and benefits for the police chief after the board has initiated preparation of the recruitment strategy.

11.2.2 Recruitment committee

The board must establish a police chief recruitment committee to implement the recruitment strategy. The committee will direct the recruitment process, interview candidates, and recommend a candidate for appointment.

The board and committee may also engage the services of the City's Human Resources Department or a third-party recruiting firm to administer the police chief recruitment process, including preparing and advertising the job posting, screening and short-listing candidates, and preparing interview questions.

11.3 Chief of Police job posting

The police chief recruitment committee must ensure that the police chief job posting includes:

- (a) the position description (excluding proficiency level and associated behaviours for each competency set out in the position description);
- (b) the term of the position; and
- (c) pay and benefits information for the position.

11.4 Appointing an acting police chief

If the police chief is on temporary leave, the chief must designate a deputy chief to serve as acting chief for this period and inform the board of this in advance.

If the current police chief is no longer capable of performing his or her duties, or resigns before the board can appoint a new police chief, the board must appoint a deputy chief to serve as acting police chief.

11.5 Appointing a new police chief

Before appointing a police chief, the board must ensure all of the following:

- (a) the city solicitor has approved of the contract of employment with the successful candidate specifying that the board will direct the police chief and monitor his or her performance, the police chief will be accountable to the board, and the police chief will assume the responsibilities outlined in this document;
- (b) city council has approved the contract of employment; and
- (c) the candidate meets the qualifications prescribed by regulation under the Act.

12 CHIEF OF POLICE PERFORMANCE MONITORING

12.1 Performance monitoring plan

After consulting with the police chief, the board must establish and implement a plan to monitor and evaluate the performance of the police chief and must review and update that plan annually.

The plan must include an evaluation of the police chief's performance with respect to the following areas of responsibility:

- (a) the enforcement of law, the prevention of crime and the preservation of the public peace in the City;
- (b) the management, administration and operation of the police service;
- (c) the maintenance of discipline in the police service;
- (d) ensuring that the police service meets all requirements imposed by the Act and that its police officers carry out their duties in accordance with the Act;
- (e) implementing policies established by the Police Board respecting the police service in a timely manner and managing, administering and operating the police service in accordance with those policies;
- (f) managing, administering and operating the police service in accordance with the priorities and objectives established by the Police Board under the Act, including in particular, implementing the strategic plan established by the board; and
- (g) demonstration of the competencies set out in the police chief's job description as adopted by the board.

The plan must include, where practicable, measures of performance in respect of each area of responsibility described above (a to g) to demonstrate that the police chief is effectively carrying out these responsibilities.

12.2 Performance evaluation process

The board, as the committee of the whole, must meet quarterly in private with the police chief to monitor and evaluate their performance in accordance with this section; and to provide any direction required to address any areas of deficiency or concern.

The police chief must complete a self-evaluation of his or her performance in the previous year before the first quarterly meeting held with the board.

At the first quarterly meeting of each year,

- (a) the police chief must provide the board with the results of his or her self-evaluation in writing;
- (b) the police chief must provide a report to the board in writing on the progress made in the previous year toward implementation of the strategic plan established by the board under Part 1 (Strategic Planning); and

- (c) the board must conduct a formal review of the performance of the police chief in accordance with the performance plan.

At the three quarterly meetings of each year, following the first quarterly meeting,

- (a) the police chief must provide a summary report in writing to the board on the progress made in the previous quarter toward implementation of the strategic plan established by the board under Part 1 (Strategic Planning); and
- (b) the board must discuss with the police chief any areas of deficiency or concern arising from the police chief's report or its own consideration of the police chief's performance.

12.3 Response to complaints

During the annual performance review, in addition to the matters set out in the performance plan, the board will consider the police chief's response to complaints respecting his or her performance.

If at any time the board is not satisfied with the performance of the police chief, the board may determine to take disciplinary action against the police chief, up to and including dismissal, after providing an opportunity for a hearing.

13 COMPLAINTS AGAINST POLICE

13.1 Definitions

In this Part,

“civilian director” means the person appointed as the civilian director of the independent investigation unit under the Act;

“Commissioner” means the Commissioner appointed under Law Enforcement Review Agency;

“complaint” means a complaint respecting the conduct or the performance of the police chief and can be broadly separated into three categories of complaint:

- (a) a complaint that is described under section 29 of The Law Enforcement Review Act (disciplinary default);
- (b) a criminal complaint;
- (c) a conduct complaint related to a failure to perform the duties described in the position description of the chief.

“director” means the person appointed as the Director of Policing under the Act;

“investigating authority” means any agency or entity with authority and responsibility to investigate a complaint respecting the conduct or performance of a police chief under a statute or upon the request of the minister responsible for the administration of the Act. The board is not an ‘investigating authority.’ Investigating authorities may include:

- (a) the Independent Investigation Unit established under the Act;
- (b) the Commissioner under The Law Enforcement Review Act; and
- (c) a police service other than the Morden Police Service.

“LERA” means The Law Enforcement Review Act, CCSM c. L75;

“Minister” means the minister responsible for the administration of these Acts, or his or her designate.

13.2 Complaints to be in writing

A person who wishes to complain regarding either the actions of an individual police service member may submit their written complaint with the chief of police or LERA.

A person who wishes to complain regarding the general quality of the Morden Police Service may submit their written complaint to the chief of police, the civic authority, the Police Board, Police Board members or the Manitoba Police Commission; these authorities will take appropriate action or redirect the complaint.

A person who wishes to complain regarding the police chief's conduct may submit their written complaint to the Morden Police Board.

All complaints to the Morden Police Board about the police chief's conduct must be made in writing, signed, and dated. The complaint must include a means for the Morden Police Board to communicate with the complainant (e.g., phone number, address, email address, etc.).

If the complainant is unable to put the complaint into writing, the person to whom the complaint is made shall

- (a) take down the complaint in writing;
- (b) read the complaint back to the complainant; and
- (c) have the complainant sign and date the complaint.

13.3 Action pending investigation

If a complaint against the police chief is under investigation by an investigating authority, the board may:

- (a) recommend that the City place the police chief on administrative leave pending the outcome of the investigation;
- (b) at any time recommend that the City suspend the police chief pending the outcome of the investigation; and
- (c) must not interfere in any manner with a lawful investigation.

13.4 Determination of appropriate process

Immediately after the submission of a complaint, it must be provided to the board chair, and the board chair must consider the nature of the complaint and determine the appropriate process by which the complaint must be administered.

The board must ensure that a complaint is received and administered in accordance with the Police Commission's policy and procedures. The board chair must

- (a) advise the board that a complaint has been received;
- (b) provide a report to the board at its next meeting respecting administration of the complaint.

The Morden Police Board will deal with each complaint in accordance with the processes noted below. There are four distinct processes at the disposal of the Morden Police Board to address complaints received against the chief of police.

13.5 Complaints about the chief's conduct or performance

13.5.1 Allegation of criminal offence

If the complaint normally would be investigated by a police service or an independent investigation unit, the police Board must forward the complaint to the minister, or the

minister's designate, to determine how an investigation of the alleged complaint should proceed.

If the minister believes it is in the interest of the administration of justice, under Section 20 of the Act, they may assign the investigation of an alleged offence to another service. An investigation that normally would be conducted by a police service or independent investigation unit may be assigned to the RCMP, to another police service in Manitoba, or a police service elsewhere in Canada.

The police board must not interfere with any investigation being undertaken by a policing agency. Board members must co-operate in the investigation and ensure the co-operation of the police chief to the fullest extent possible. If a complaint has been forwarded to the minister, the police board should make councillors for the City of Morden aware of this, unless otherwise instructed by the investigating authority.

If the minister refers a criminal allegation to an investigating authority, the board chair must inform the chief administrative officer respecting the complaint.

13.5.2 Allegation of disciplinary default

If there is a complaint that the police chief has committed a disciplinary default as defined in LERA, the board chair must make the complainant aware of how to file a complaint with LERA under section 11(1) of The Law Enforcement Review Act. The board, as a third party, may also may bring this complaint forward to LERA.

The police board must not interfere with any investigation being undertaken by LERA. Board members must co-operate in the investigation and ensure the co-operation of the police chief to the fullest extent possible. If a complaint has been forwarded to LERA, the police board should make councillors for the City of Morden aware of this, unless otherwise instructed by the investigating authority.

If the board chair becomes aware that a complaint has been filed with the Commissioner, the board chair must inform the chief administrative officer respecting the complaint.

If the Commissioner recommends that a penalty be imposed against the police chief under LERA; or a provincial judge has ordered a penalty against the police chief under LERA, the board shall recommend that the City impose the penalty.

13.5.3 Allegation of inadequate or improper performance

This section applies to a complaint alleging one of the following:

- (a) the police chief has not adequately, effectively or properly carried out his or her responsibilities under the Act, including the responsibility to manage, administer and operate the police service in accordance with the priorities, objectives and policies established by the board;
- (b) the police service is not providing adequate and effective policing services or has contravened a policy established by the board; or

- (c) the police chief has engaged in conduct unbecoming a Chief of Police that is not criminal or a disciplinary default.

The board chair must acknowledge receipt of the complaint and schedule a meeting to discuss the complaint with the police chief at the soonest opportunity. The meeting shall include at least one other board member designated by the board chair and a senior staff member of the City Corporate Human Resources. At this meeting one of the following options may be considered:

- (a) informal resolution of the complaint;
- (b) formal resolution of the complaint, where a special private meeting of the board must be convened with the police chief to discuss the matter; or
- (c) dismissal of the complaint.

14 REQUIREMENTS RESPECTING BOARD MEMBER'S CONDUCT AND PERFORMANCE

14.1 Code of Conduct

The oversight and governance of policing must exemplify impartiality and professionalism, and it must understand and support the safety needs of the community.

Accordingly, Morden Police Board members must abide by a Code of Conduct that underscores these ideals while maintaining a high degree of public trust in their stewardship of the Morden Police Service.

Board members are expected to fulfill their roles and responsibilities with the highest standards of conduct and to perform their duties in a manner that instills public confidence in the abilities and integrity of the board.

Once administered, an oath of office will be signed and retained in the board member's personnel file and will be recorded in the board minutes. Board members will adhere to the principles of these declarations for the duration of their tenure as a member of the board and beyond. These documents will be stored in accordance with part 1 (Information and Records Management)

In accordance with the Manitoba Police Commissioner's Police Board's Policy and Procedures, the Code of Conduct must be reviewed and signed on an annual basis.

14.1.1 Police record checks

Prior to being appointed as a member of a board, candidates are required to obtain their own criminal-record check and present it to the Morden City Council. Those who have appointing authority under the Police Services Act are responsible to ensure a criminal-record check has been conducted.

Should the check indicate that a criminal record may exist, confirmation and specific information can only be obtained by the applicant's submission of fingerprints, which the Morden Police Service will process through the RCMP Fingerprint Centre in Ottawa.

If the police service receives confirmation of a criminal record, it will release that information only to the person requesting the check. The potential board nominee then must decide whether to disclose that information in order to pursue the appointment process.

If a nominee discloses information confirming a criminal record, the board chair/Mayor will decide if the record is sufficient cause to render the nominee unsuitable for appointment to the board. As a general guideline, the chair/Mayor should consult with the chief of police before recommending to the City of Morden Council acceptance of a board nominee.

The types of offences that would be deemed unacceptable for appointment to the board include convictions related to crimes of violence, sexual offences, public-trust offences, drug-offences, or serious driving offences.

14.2 Complaints against the board

Every board member must assist the board in carrying out its responsibilities with respect to the enforcement of section 35 of the Act.

If the board deems it necessary, it will initiate an informal investigation of a board member's conduct. The board member whose conduct or performance is the subject of investigation will withdraw temporarily from all board duties and activities until the investigation is complete.

If the board determines, following an investigation, that a member has breached the Code of Conduct, it must record that determination and outcome in its minutes.

The board then must take one of the following actions:

- (a) counsel and/or reprimand the member in writing;
- (b) request the member's resignation; or
- (c) recommend to the Morden City Council or Manitoba Police Commission that the board member be dismissed under Section 5(2) of the Act.

14.2.1 Complaints from the public

Any person who perceives that a board member has breached the code of ethical conduct may submit a complaint in writing (signed and dated) to the board chair or to the Manitoba Police Commission. The complaint must set out detailed information to substantiate its allegations respecting the board member's conduct or performance.

If a complaint is received that is not signed, the chair and the board will decide whether or not to pursue an investigation.

If a board member becomes aware of information or receives a complaint that another board member may have breached the code of ethical conduct, the board chair must be informed without undue delay. If the board member in question is the board chair, the board member or secretary to the board must inform the vice chair.

14.2.2 Complaint process

If the chair of the board is the subject of the complaint, the chair will step aside and the vice chair will assume the role of the chair for the duration of the complaint investigation. Depending on the nature and circumstances of the complaint, the vice chair may wish to consult with the board as to whether the chair should be suspended from all board activities pending the outcome of the investigation.

The chair or vice chair must ensure the complaint is investigated in a way that gathers sufficient information to assess the validity of the complaint. If the complaint is deemed to

be valid, the chair or vice chair will ensure that it is investigated and that a recommended course of action is developed.

- (a) At the meeting convened to investigate the complaint, the board must present the available relevant information to the board for its consideration, and the board may take no further action or further investigate or inquire into the conduct or performance of the board member.
- (b) If the board decides to further investigate the conduct or performance of the board member, the board chair must disclose that the board has made this determination at the next public meeting of the board, but must not disclose any private or confidential information about the board member.
- (c) If the board decides to further investigate the conduct or performance of the board member, the board must do the following:
 - i. notify the board member who may have breached the code and provide the information considered by the board in making this determination;
 - ii. request the board member who may have breached the code to provide information to the board in response to the information provided in accordance with paragraph (a);
 - iii. remind the board member that the member under investigation cannot conduct any board duties during the investigation; and
 - iv. carry out the investigation and make the inquiries directed by the board, and convey the information obtained to the board members.
- (d) A board member whose conduct or performance is being investigated or inquired into by the board must reasonably co-operate with the investigation or inquiry and provide the board any information relevant to the investigation or inquiry.
- (e) The Manitoba Police Commission will be notified of the outcome of the investigation and will be asked to review that outcome to ensure that the Morden police board's investigation and actions are sufficient in the circumstances. The Manitoba Police Commission will notify the chair or vice chair of the board if clarification or further information is required.
- (f) If the investigation determines that a board member has contravened the Code of Conduct of the board, then appropriate corrective action(s) will be initiated by the chair or vice chair of the board, which may include:
 - i. Counsel and/or reprimand the member in writing;
 - ii. Request the member's resignation; or
 - iii. Recommend to the Minister of Public Safety or to the municipal council that the board member be dismissed under section 35 (2) of the Police Act.
- (g) If an investigation of the complaint identifies a need for the board to change any policy or practice, this change will be formulated by the board and included in its manual.
- (h) The board will forward to the complainant a summary of the investigation and the outcome of its findings.

- (i) The board will forward to the Manitoba Police Commission a copy of the investigation report, along with a summary of the investigation and the outcome of its findings.

14.2.3 An allegation that a board member has committed an offence against an Act of Parliament of Canada or the Legislature of Manitoba.

Allegations concerning offences against an Act of the Parliament of Canada or the Legislature of Manitoba will be dealt with in a formal criminal-investigative process.

14.3 Training for new board members

In addition to the training arranged by the commission under paragraph 7(d) of the Act, the board must arrange orientation and training sessions to be provided to new board members on the following:

- (a) the environment for policing in the City;
- (b) the priorities, objectives and policies established by the board for the police service;
- (c) the board's practices and procedures; and
- (d) any other matters as directed by the board chair.

14.4 Board member training and information

14.4.1 Board member's handbook

The board must prepare a handbook containing information and documents related to the duties and responsibilities of the board, including the following:

- (a) general briefing notes on the mandate and operations of the board;
- (b) the Act;
- (c) the commission manual;
- (d) the board bylaw;
- (e) these rules;
- (f) the terms of reference of board committees if they so apply;
- (g) policies established by the board under subsection 28(1) of the Act;
- (h) the current strategic plan for the police service, including the current environmental scan, established under part 4;
- (i) the most recent annual report of the board and the annual statistical report of the police service; and
- (j) the current communication plan of the board.

14.4.2 Board members to read handbook

The board must provide the handbook to each board member without delay after their appointment. Every board member must read the handbook before the board member's attendance at the second board meeting after his or her appointment.

14.4.3 Additional training

The board chair may arrange additional training for board members on an as-needed basis on topics of interest and importance to the City that the board chair or a board committee believes will assist board members in fulfilling their responsibilities.

15 INFORMATION AND RECORDS MANAGEMENT

15.1 Definitions

In this Part,

“access and privacy officer” means the member designated by the board chair under subsection 15.3 (Access and privacy officer).

“confidential information” means information that is not publicly available regarding the police service, its staff, operations, facilities or administration that is one of the following:

- (a) disclosed to a board member, unless the information is disclosed by the police service at a public board meeting;
- (b) contained in a record which has not been published by the board in accordance with these rules;
- (c) disclosed at a private meeting of the board;
- (d) involves public security or sensitive financial or personal information;
- (e) information that the head of a public body must or may refuse to disclose in accordance with FIPPA.

“FIPPA” means The Freedom of Information and Protection of Privacy Act, CCSM c. F175.

“protected information” means confidential information that a public body must or may refuse to disclose in accordance with section 25 of FIPPA and which has a higher standard of security for internal circulation and records management.

“record” means a record of information in any form that is created or received by or in the custody and control of the board, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records.

15.2 Board chair is a board head under FIPPA

The board chair is designated as the head of the board for the purposes of FIPPA.

15.3 Access and privacy officer

The board chair may designate a member as the access and privacy officer for the board and delegate to the access and privacy officer the responsibilities, duties, and powers of a head of local public body under FIPPA.

15.4 Requests for information

The board will proactively share information that supports accountability and builds trust with stakeholders. This includes making available the strategic plan, meeting minutes and other information relevant to the public's interest on its webpage.

Any requests for information not available on the board's webpage will be forwarded to the person designated as the access and privacy officer.

15.5 Security of confidential and protected information

The board members:

- (a) must not disclose confidential information; and
- (b) must keep secure confidential information in their possession, including confidential information in their personal notes, in accordance with part 1 (Information and Records Management).

The board chair and the access and privacy officer must carry out and exercise the responsibilities, duties, and powers of a head of local public body under FIPPA.

Board members may share confidential information with each other, and board members must share information in accordance with this section of the policy manual.

Discussions and deliberations in a private meeting and a board committee meeting must not be disclosed to any person, except

- (a) to a board member;
- (b) to a member of the police service who needs to know the information in order to carry out tasks assigned by the board or the board committee;
- (c) through minutes that do not contain confidential information and are approved for publication by the board or the board committee; or
- (d) by the chair.

15.5.1 Classification of confidential and protected information

The board will exercise a higher level of care when filing or circulating any records or information if it is any of the following:

- (a) identified as protected or particularly sensitive information by the organization that provided the information;
- (b) contains personal information about past, present or prospective board members, staff or police chiefs; or
- (c) is determined by the board chair or the secretary to the board to be of a particularly sensitive nature.

The board must ensure that all records that contain confidential information are clearly marked with the word "Confidential," and records that contain protected information are clearly marked with the words "Confidential – Protected" and "Do Not Copy".

15.5.2 Confidentiality agreements

The board chair must ensure that independent contractors engaged by the board enter into an agreement prohibiting the disclosure of confidential information and requiring that confidential information be kept secure from inadvertent disclosure.

15.5.3 Electronic transmission of confidential information

Board members must not electronically transmit or permit electronic access to a record containing confidential information, other than protected information, unless one of the following is true:

- (a) the document is sent or accessed within a secure local area network;
- (b) the document is located on a site accessible on the internet by the use of a password provided only to board members;
- (c) a password is required to open or access the record, the password is sent in a separate transmission from the transmission of the record;
- (d) the document is a draft minute or draft committee report that is proposed to be made public; or
- (e) the record was received by the board electronically over a public network.

15.5.4 Electronic transmission of protected information

Board members must not electronically transmit or permit electronic access to a record containing protected information, unless the document is sent or accessed within a secure local area network and the document is only viewable by one of the following:

- (a) a board member; or
- (b) a member of the police service who requires the information in order to assist the police chief in carrying out a direction from the board.

15.5.5 Delivery of confidential information

A board member who sends a physical record containing confidential information must ensure that the record is placed in a sealed envelope or other closed opaque package addressed to the recipient and is delivered to the recipient by a board member or the City of Morden internal mail service.

15.5.6 Delivery of protected records

Board members may only make the number of physical copies of a record that contains protected information that are required for each board member and police service member attending a private meeting to have a copy. Board members and police service members who receive a physical copy of a record that contains protected information must return the copy to a board member at the conclusion of the meeting.

15.5.7 Securing confidential information

A physical record that contains confidential information or an electronic device that can be used to access confidential information must be kept in a secure location when unattended. An electronic device which can be used to access confidential information must require a password to operate the device.

15.5.8 Protected records to remain in a municipal office

A physical record that contains protected information must remain within a municipal office and must be stored in a locked filing cabinet at all times when it is not required for

the review or consideration of a board member, until it is transferred or disposed of in accordance with *The Municipal Act* CCSM c. M225, Retention and Disposition of Municipal Regulation 53/97.

15.6 Securing the board office

The board must ensure that access to the municipal office and the board records is restricted to prevent unauthorized access to confidential information.

15.7 Discussions in public

Confidential information must not be discussed in a public environment where there is a risk of being overheard.

15.8 Termination of online access

Confidential information and records stored on secure servers with remote access may only be accessed by board members while they are in the service of the board.

15.9 Compliance with records management bylaw

The board members must comply with the requirements for the retention and disposition of records set out in *The Municipal Act* CCSM c. M225, Retention and Disposition of Municipal Regulation 53/97. The board chair must ensure that all records are retained, transferred, or disposed of in the appropriate manner.

The board chair must ensure the destruction and disposal of a record that contains confidential information after it is no longer required by the board.

When documents containing confidential information are no longer required by a board member, the member must deliver these physical records in their possession to the Chair of the Board, and must destroy copies of records stored on electronic devices in their possession that contain confidential information.

Records identified for destruction must be destroyed in a manner that

- a) is consistent with FIPPA; and
- b) ensures the protection of confidentiality and completeness of destruction without the possibility of reconstruction.

16 RECORD OF POLICY REVISIONS

Revision Date	Policy No.	Revision description	Notes