



## North Bay Police Service Board

By-Law # 17 Chief of Police Performance Evaluation
Legislative Reference / Authority <i>Community Safety and Policing Act</i> and Regulations

### 1. Preamble

- a. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the North Bay Police Service Board shall establish policy(ies) consistent with the *Act*, Regulation(s) and any other applicable legislation.
- b. It is the policy of the North Bay Police Service Board with respect to the Chief's performance appraisal that the Board will work in conjunction with the Chief to establish an annual performance appraisal based on pre-identified goals and objectives.

### 2. Police Service Board Responsibility

- a. The *Community Safety and Policing Act (CSPA)* outlines many duties attributed to the North Bay Police Service Board. It is the Board's responsibility to monitor the Chief of Police's performance and to conduct a review of the Chief of Police's performance at least annually in accordance with the regulations made by the Minister.

### 3. Duties of the Chief of Police

- a. Pursuant to the *Community Safety and Police Act* the duties of the Chief of Police include:
  - i. Managing the members of the police service to ensure that they carry out their duties in accordance with the *CPSA* and the regulations in a manner that reflects the needs of the community;
  - ii. Administering the police service and overseeing its operation in accordance with the board's policies and strategic plan;
  - iii. Complying with any investigations conducted by the Complaints Director or the SIU Director and any inspections conducted by the Inspector General;
  - iv. Establishing written procedures regarding the administration of the police service and the provision of policing by the police service; and
  - v. Complying with the lawful directions of the Board.

### 4. Evaluation Process

- a. By the end of February each year the Board together with the Chief of Police, will establish goals for the upcoming year for the Chief based upon duties



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associated to the position of Chief of Police as noted in section 2 above. The Chief of Police will document and submit to the Board a written proposal of performance objectives, which correlate to the agreed goals.

- b. An assessment based on attaining the agreed objectives will form the evaluative components of a self generated Performance Evaluation Report that is to be submitted to the Board by the Chief of Police by the end of each Calendar year;
- c. The Chair of the Board, in consultation with the Members of the Board, will review the report and will evaluate the Chief of Police's previous 12 month's performance and make comment based on the Performance Evaluation Report;
- d. The Board will meet in private with the Deputy Chief to review the Chief of Police's evaluation;
- e. The Deputy Chief will be encouraged to have a free and open discussion with the Board on all issues of the North Bay Police Service;
- f. The Chief of Police will be provided an opportunity to review and discuss the Performance Evaluation Report in private with the Board;
- g. The Chief of Police may also submit a written reply in response to any comment made by the Board.
- h. At the conclusion the Performance Evaluation Report will be signed by the Chief of Police and the Chair of the Board.

### 5. **Evaluation Reports and Forms**

- a. All documentation pertaining to Performance Evaluation Reports and associated submissions and forms shall be maintained by the Human Resources Section.

Read the first time this 21<sup>st</sup> day of May, 2024

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Read the third time this 21<sup>st</sup> day of May, 2024

R. Stivrins  
Board Chair