



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Member Training and Orientation
Policy Number:	WPSB-007
Effective Date:	October 8, 2024
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The purpose of this policy is to establish guidelines and procedures for the training and orientation of Woodstock Police Service Board ("Board") members as mandated by the *Community Safety and Policing Act* (the "Act"). This policy aims to ensure that Board members possess the necessary knowledge, skills, and understanding to effectively fulfil their governance responsibilities.

Policy Application

1. The orientation of Board members shall include:
 - a. taking an oath of secrecy;
 - b. an overview from the Board's Executive Assistant and/or Chair on the roles and responsibilities of Board members;
 - c. an overview from the Chief of Police (the "Chief") on the operational

- policing environment and other relevant matters;
 - d. a briefing from Senior Management on their respective areas of responsibility; and
 - e. an introductory meeting with representatives of the Woodstock Police Association.
2. Board members shall successfully complete all training mandated and approved by the Minister.
 3. A Board member shall not exercise the powers or perform the duties of a Board or committee member until the member has successfully completed the aforementioned training.
 4. Board members are encouraged to participate in the activities to assist them in developing their knowledge and understanding of the Service, including ride-alongs, community events and functions sponsored by the Board, new recruit/member ceremonies, and the City of Woodstock council meetings.
 5. Board members are encouraged to attend additional learning and networking sessions related to policing and/or governance, subject to the availability of sufficient funds in the annual Board budget. These sessions may be organized by:
 - a. Ontario Association of Police Service Boards;
 - b. Canadian Association of Police Governance;
 - c. Police Association of Ontario;
 - d. Canadian Association of Chiefs of Police;
 - e. Ontario Association of Chiefs of Police; or
 - f. Other related organizations.

6. Detailed records of training and orientation attendance, including dates, topics covered, and participation details, shall be maintained by the Executive Assistant of the Board or designated personnel.