



WATERLOO REGIONAL  
POLICE SERVICE  
BOARD

## WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

**Policy Number: 076**

### BOARD MEMBER ONBOARDING AND EDUCATION

Date Approved:	July 7, 2010
Dates Amended	September 11, 2019 August 14, 2024
Date to be Reviewed:	August, 2027

### Introduction

The Waterloo Regional Police Service Board recognizes the importance of pursuing excellence in governance through an ongoing commitment to training, education and development, and has adopted this policy to formalize onboarding and ongoing learning requirements for its Members.

### Policy of the Board

#### Onboarding

All new Board members will complete an onboarding program, which will include the following components:

Activity	Timeline
Complete any mandatory training sessions required by the Ministry of the Solicitor General.	Within the Ministry prescribed timelines
Attend an orientation session with Board Staff. At this session, the new member will receive and review an orientation manual, which will include the following essential reading: relevant sections of the <i>Community Safety and Policing Act</i> , Board Roles and Responsibilities, Bylaws, Strategic Plan, Board policies and information on key stakeholders.	Prior to first Board meeting
Attend an introductory meeting with the Board Chair.	Within the first month of appointment
Receive regular check-ins from Board Staff to address any questions.	Ongoing, during the first two months appointment
Complete online training sessions for new Members	Within the first three

provided by the Ontario Association of Police Services Board.	months of appointment
Complete an evaluation of the onboarding program, which will be used to assess the effectiveness of the program and to inform any updates or enhancements.	Three months following the appointment

In addition to the above, within the first three years of appointment, new Members are encouraged to attend one of the following:

- a. Ontario Association of Police Services Boards (OAPSB) Annual Meeting and Conference, or
- b. Canadian Association of Police Governance (CAPG) Annual Meeting and Conference.

### Board Education

1. Ongoing Board Education will take place through inviting guest speakers to make presentations or deliver workshops on issues pertinent to board governance, board responsibilities or emerging trends in policing, with an emphasis placed on issues of a strategic nature. Educational opportunities will be considered during the development of the Board's annual work plan. Board members are also encouraged to identify educational opportunities at any point throughout the year.
2. In addition to participating in the educational opportunities outline in one (1) above, and provided there are sufficient funds in the Board budget, Board members are encouraged to attend other learning opportunities related to governance or policing, such as conferences and workshops offered by, but not limited to:
  - a. Ontario Association of Police Services Boards (OAPSB)
  - b. Canadian Association of Police Governance (CAPG)
  - c. Police Association of Ontario
  - d. Ontario Association of Chiefs of Police
  - e. Canadian Association of Chiefs of Police
  - f. Canadian Professional Police Association
  - g. Canadian Association of Civilian Oversight of Law Enforcement
3. Following attendance at an educational event, Board Members will provide key learnings from the event at the next Police Services Board meeting.