



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 079

RELATIONSHIP WITH THE CHIEF OF POLICE

Date Approved:	October 6, 2010
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Date to be Reviewed:	December, 2028

Policy of the Board

This policy sets out general rules regarding the relationship between the Board and the Chief of Police, and general expectations that the Board has of the Chief of Police.

The Board has adopted this policy to establish the way in which it will monitor the Chief's performance. Monitoring of the Chief's job performance will be against the expected job outputs for the Chief through the organizational accomplishment of the Board's Strategic Business Plan and the Waterloo Regional Police Service (WRPS) Annual Report, adherence to the *Community Safety and Policing Act* Mandated Reports to the Board and competencies outlined in the Chief of Police job description.

1. The Chief of Police is accountable to the Board acting as a body. The Board will instruct the Chief primarily, yet not solely, through written policies. Implementation and detailed operational procedure development are the purview of the Chief.
2. The Chief of Police shall ensure that all practices, activities, decisions and organizational circumstances are consistent with the *Community Safety and Policing Act* of Ontario, Ministry Standards, other relevant statutes, contractual agreements the Board has made with its bargaining units, and Board policies.
3. Only decisions of the Board, acting as a body, are binding upon the Chief. Decisions or instructions of individual Board members, officers, or committees are not binding on the Chief except in those instances when the Board has specifically authorized such exercise of authority and has advised the Chief of such authority.
4. As the Board's single official link to the organization, the Chief's performance will be considered to be synonymous with organizational performance as a whole. Consequently, the Chief's job contributions are based on performance in the following areas:
 - WRPS Annual Report;

- Board's Strategic Business Plan;
 - *Community Safety and Policing Act* Mandated Reports to the Board;
 - Chief of Police job description; and
 - Annual performance objectives with 360-degree performance feedback
5. The Board has the authority and the responsibility to meet with the Chief of Police to discuss their performance in the above-mentioned areas outside of the regular reporting that occurs.

Performance Review Process

The Board will undertake an annual performance review of the Chief of Police, as a component of an overall talent management program, to assess achievements against mutually agreed upon performance objectives. In addition, the Board will complete a mid-year review with the Chief of Police to review progress to date on the performance objectives and to discuss any issues or concerns.

1. Each year the Chief and the Board will establish the Chief's performance objectives to support the effective and efficient management of the WRPS. This performance plan will also include training and development objectives to ensure ongoing growth of the Chief's skills and experiences.
2. The performance objectives will incorporate both quantitative and qualitative measures that reflect the core competencies of the position as outlined in the job description, WRPS values, WRPS Annual Report, reports mandated by the *Community Safety and Policing Act* and the Board's Strategic Business Plan, as well as any other documents that either side may deem relevant to the effective operation of the Service.
3. Mid-year, in closed session, the Chief will provide the Board with a progress update on their performance objectives.
4. At the end of each year, performance feedback will be gathered through a 360-degree performance feedback process based on the WRPS values and key leadership competencies. During a closed session of the Board, the Chief will provide the Board with a year-end progress update on their annual performance objectives and present their performance objectives for the next year. The Board will review the progress update and have an opportunity to provide feedback on their achievements.
5. Following the year-end performance discussion, the Board will determine the Chief's remuneration, which will take their submissions into account.
6. A summary of feedback and the remuneration will be discussed and shared, in writing, with the Chief by the Chair and Vice-Chair or designate by end of April.
7. Extensions to the agreed upon timeline may be provided by mutual agreement.