City Of Brandon

BRANDON POLICE BOARD

POLICIES AND PROCEDURES

BRANDON POLICE BOARD
Policies and Procedures Manual

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INTRODUCTION

RATIONALE:

Manitoba municipalities that run a police service are required to have a police board in place, in accordance with the Province of Manitoba's Police Services Act. The requirement for such boards was mandated by the Provincial Government to improve overall accountability and transparency within municipal police services across Manitoba.

AUTHORITY:

The Brandon Police Board (Board) is delegated authority and responsibility by the Province, through the Police Services Act, including the Manitoba Policing Standards, to ensure the delivery of policing services adequately meet the needs of the City of Brandon.

The Board is responsible to the City of Brandon for the provision of policing services.

The Board demonstrates accountability to the public, the City and the Province through meetings and periodic reports, by receiving presentations from interested persons, and by operating in a transparent manner.

LEGISLATION:

The Board is a legislative-based organization. Its role, responsibilities, and function are founded upon the following legislation:

- The Police Services Act of Manitoba
- The Manitoba Policing Regulations
- City of Brandon Municipal By-law No. 7041

Important legislation and agreements of concern to members include the following:

- The Manitoba Freedom of Information and Protection of Privacy Act (FIPPA)
- The Criminal Code of Canada
- The Canadian Charter of Rights and Freedoms
- The Municipal Act
- The Manitoba Human Rights Act
- City of Brandon Municipal By-law & Policies

PART 1: GENERAL PROVISIONS

1.0 DEFINITIONS:

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

Act means *The Police Services Act*, C.C.S.M.c. P94.5 and its regulations, as amended or replaced from time to time.

Board means the Brandon Police Board.

Budgets means the annual capital and operating budget of the Police Service.

By-law means the City of Brandon Police Board By-law No. 7041, as amended or replaced from time to time.

City means the City of Brandon.

Council means the duly elected Council of the City of Brandon.

Commission means the Manitoba Police Commission established by the *Act*.

Commission Manual means the policy and procedure manual developed for police boards by the commission.

Regular Meeting means a duly constituted meeting of the Board as part of the Schedule of Meetings to exercise decision-making power.

Member(s) means a member(s) of the City of Brandon Police Board who are appointed by Council or by the Province of Manitoba.

Police Chief means the Chief of the Police Service hired by the Board.

Police Service means the Brandon Police Service established or continued under the *Act*.

Private Meeting means a Board meeting or portion of, closed to the public pursuant to sections 34(2) and (3) of the Police Services Act.

Secretary means the secretary to the Police Board.

Special Meeting means a Board meeting held outside the Schedule of Meetings

2.0 PURPOSE OF THE BOARD

The purpose of the Board is to provide:

a. civilian governance respecting the enforcement of law, the maintenance of the public peace and the prevention of crime in the City; and
b. the administrative direction and organization required to provide an adequate and effective police service in the City.

3.0 GENERAL DUTIES OF THE BOARD

The general duties of the Board are to:

a. after consulting with the Police Chief, establish priorities and objectives for the police service;
b. direct the Police Chief and monitor the Chief's performance on an annual basis;
c. review the Police Service Strategic Plan and Annual Report prior to submission to the Manitoba Police Commission;
d. approval of the Police Service budget submission, as per Part 8, Section 24;
e. perform any other prescribed duties.

4.0 SPECIFIC DUTIES OF THE BOARD

The Board must:

a. hire the Police Chief;
b. ensure that the Police Chief established programs and strategies to implement the priorities and objectives established for the police service;
c. ensure that community needs and values are reflected in the policing priorities, objectives, programs and strategies;
d. ensure that police services are delivered in a manner consistent with community needs, values and expectations; and
e. act as a liaison between the community and the Police Chief or Police Chief's designate.

PART 2: BOARD COMPOSITION AND MEMBER ELIGIBILITY

5.0 BOARD COMPOSITION

5.1 The Board shall be comprised of the following ten (10) members:

- The Mayor of the City;
- One (1) member appointed by the Province of Manitoba;
- Two (2) members of Council;
- Five (5) persons who meet the eligibility requirements in section 6, and are appointed by Council; and
- The City Manager who shall be considered an ex-officio, non-voting member.

6.0 MEMBER ELIGIBILITY

6.1 To be eligible to serve, the five (5) members appointed by Council
a) must:

- be at least 18 years of age;
- be a Canadian citizen or a permanent resident of Canada; and
- reside in, be employed in, or have a business interest in the City; and

b) must not be a:
- Judge of the Court of King's Bench or The Court of Appeal, Provincial Judge or Justice of the peace;
- member of the Legislative Assembly of Manitoba or of the Senate or House of Commons of Canada; or
- current or former member of the police Service.

6.2 All potential members must provide certified background and registry checks required pursuant to the *Act*. Notwithstanding the foregoing, at any time during the term of a member, the Board may require updated checks.

6.3 The term of a Council member on the Board ends when the person is no longer a member of the council**.**

6.4 The term of a person appointed to the Board by Council who is not a Council member must be fixed in his or her appointment, but must not extend past the term of office of the Council that made the appointment.

6.5 The term of a person appointed to the Board by the Lieutenant Governor in Council must be fixed in the order appointing the person, but must not exceed four years.

6.6 A person appointed to the Board who is not a council member may continue to serve on the Board after the expiry of his or her term until the appointment of his or her successor; and

b) is eligible for reappointment, as long as the reappointment does not result in more than eight consecutive years of service on the Board.

PART 3: ROLE OF BOARD MEMBERS

7.0 OATH OF OFFICE

7.1 Upon appointment, all members will swear an oath of office as per Schedule A.

8.0 CODE OF ETHICAL CONDUCT

8.1 All members must, upon appointment and annually, sign and adhere to the Brandon Police Board Code of Ethical Conduct in Schedule B.

8.2 A member whose conduct or performance is being investigated or inquired into by the Board, a policing agency, or the Minister shall not exercise his or her duties as a member of the Board for the duration of the investigation or inquiry

8.3 In the case of a member appointed by the Province of Manitoba, if the Board determines that a member has breached the Code of Ethical Conduct, it must record that determination and outcome in its minutes. The Board may:

a. require the member to appear before the Board and be reprimanded;
b. ask the member to resign from the Board;
c. request the Council to revoke the appointment of the member; or
d. in the case of a member appointed by the Province of Manitoba, request that the Province of Manitoba revoke the appointment of the member.

9.0 CONFLICT OF INTEREST & LIABILITY

9.1 A conflict of interest arises when a member's private interests supersede or compete with the member's dedication to the public interest and the Police Service. This could arise from real, potential, or apparent conflict of interest that may or may not include financial gain as set forth below;

a. A "real" conflict of interest occurs when a board member exercises an official power or performs an official duty or function and, at the same time, knows that in the performance of that duty or function or in the exercise of power, there is the opportunity to further a private interest.

b. A "potential" conflict of interest occurs when there exists some private interest that could influence the performance of a board member's duty or function or in the exercise of power, provided that the member has not yet exercised that duty or function.

c. An "apparent" conflict of interest exists when there is a reasonable apprehension, that a reasonably well-informed person could properly believe, that a real conflict of interest exists on the part of a member.

9.2 A member has an obligation to declare a conflict of interest and make a full disclosure prior to discussion of an issue. This enables the Board to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.

9.3 Upon declaration of a conflict, the person recording the events of the meeting should duly note the declaration. The member who declared the conflict must absent themselves from the proceedings during discussion or voting on that particular matter, contract or arrangement.

9.4 Members concerned that another member may have a conflict of interest must bring the matter to the attention of the Chair as soon as is practicable. In the case of a conflict of interest involving the Chair, the matter is to be brought to the attention of the Vice-Chair. Conflicts brought to the attention of the Chair or Vice Chair must be resolved in a manner that preserves and enhances public confidence and trust in the objectivity and impartiality of the Board. This may mean asking the member who is or who is perceived to be in a conflict of interest to abstain from a particular vote or discussion or in extreme cases, asking the member to step down or be removed from his/her appointment.

9.5 The Board shall ensure that adequate liability insurance is in place to indemnify and save harmless its members.

10.0 ROLE OF BOARD MEMBERS

10.1 Members will oversee and support the responsibilities of the Police Chief.

10.2 At each meeting the members will:

a. review the agenda and all accompanying materials prior to the meeting;
b. be prepared to discuss items on the agenda;
c. Identify to the Chair if there is a conflict of interest to any item on the agenda;
d. identify to the Chair their intensions to speak on the subject;
e. move and second motions;
f. vote on motions;
g. conduct themselves in a respectful manner; and
h. not interrupt any speaker, or engage in private conversations or act in such a manner as to interrupt the meeting;
i. no member may bring into the Council Chamber a device unless muted and remains programmed so as to prevent an audible tone or ring;
j. members may have a non-alcoholic beverage at the table, but no food is permitted during the proceedings of a meeting;

10.3 Members are expected to attend and actively participate in all Board meetings and shall notify the Chair of any anticipated absences.

10.4 Where a member fails to attend three consecutive meetings in their entirety without being authorized to do so, by resolution of the Board, such member thereby forfeits the member's seat on the Board. The Member must provide notification to the Secretary in a reasonable time frame if they are unable to attend the meeting.

10.5 Members will assist the Board in making effective and informed decisions during their term of office.

10.6 Members shall keep confidential any information disclosed or regarding the Police Service, its staff, operations or administration that has not been disclosed or discussed at a regular meeting of the Board.

10.7 A member of the Board shall not access, collect, use, alter, retain, or disclose to any person, any information that has been obtained by or made available to the member in the course of his/her duties except as authorized by the Board.

10.8 A member who publicly expresses disagreement with a decision of the Board must make it clear that the member is expressing a personal opinion and not the opinion of the Board.

PART 4: CHAIR AND VICE CHAIR

11.0 APPOINTMENT OF CHAIR & VICE-CHAIR

11.1 Annually and after a municipal election, the Board must recommend a Chair and Vice-Chair to Council for designation.

12.0 ROLE OF CHAIR & VICE CHAIR

12.1 The Chair will preside at each meeting of the Board and will:

a. call the meeting to order, as soon as quorum is present;
b. announce the business before the Board in the order as outlined in the Agenda;
c. receive all motions presented by members;
d. set priority and order of speaking at the meeting;
e. maintain order and decorum during the meeting;
f. put to a vote all motions which are moved and seconded or arise during the course of the proceedings, and announce the results; and
g. adjourn the meeting when the business is completed or upon a motion to adjourn.

12.2 The Chair is responsible for ensuring the Board is meeting its legislative responsibilities and obligations including providing training, materials and forms to new members in accordance with the Manitoba Police Commission.

12.3 The Chair will ensure the Board follows the Police Services Act, policies set forward by the Manitoba Police Commission, and its own policies and procedures.

12.4 The Chair must maintain communication with all members.

12.5 The Chair must be the sole spokesperson for the Board.

12.6 The Chair is responsible for ensuring that all complaints regarding the police chief follow the appropriate review or investigative process.

12.7 Any role bestowed upon the Chair may be delegated by the Chair to the Secretary or to any member of the Board except the role of chairing a meeting, which must be delegated to the Vice-Chair.

12.8 The Chair will attend the Annual Canadian Association of Police Governance conference on behalf of the Board, or an alternate will be approved by the Board to attend on his/her behalf.

12.9 The Vice-Chair shall act on behalf of the Chair when the Chair is absent or unable to assume his/her duties.

12.10 While presiding over a meeting of the Board, or acting during the absence of the Chair, the Vice-Chair shall exercise all the same powers and duties of the Chair.

13.0 ABSENCE OF BOTH CHAIR & VICE-CHAIR

13.1 In the absence of the Chair and Vice-Chair, the Board may elect a member as acting chair who may exercise the powers and duties of the Chair.

PART 5: RESTRICTIONS OF THE BOARD

14.0 RESTRICTIONS OF THE BOARD

14.1 The Board shall not:

- give any direction to police staff except for the Police Chief;
- interfere with:
    - the Police Service's operational decisions and responsibilities;
    - day-to-day operation of the Police Service;
    - police investigations, intelligence or prosecutions;
    - the promotion process for police officers within the service;
    - discipline or personal conduct of any police officer;

PART 6: BOARD MEETINGS

15.0 MEETING SCHEDULE

15.1 The Board will be required to meet a minimum of six (6) times a year; and

15.2 Before December 31st of each year, the Board must publish the schedule regular meetings along with times and locations on the City of Brandon website.

15.3 **Notice of Meetings:**

At least 21 days before the day of the scheduled Board meeting, the Board must give public notice of a board meeting by posting the notice in City Hall and the City's website.

15.4 **Special Meetings**

Are at the call of the Chair as required. No less than 7 days before the day of the meeting, public notice must be given in accordance with methods of regular meetings.

15.5 **Rules of Order**

Meetings of the Board shall be conducted following Robert's Rules of Order.

16.0 AGENDA

16.1 The Secretary must prepare an agenda for each regular meeting of the Board, in consultation with the Police Chief, the Chair, and the Vice-Chair.

The general order of business for Board meetings will be as follows:

- Call the meeting to order
- Approval of the Agenda
- Adoption of previous Minutes
- Public or Police Service Presentations
- Chief of Police Report
- Financial Reports
- Other Business
- Next Regular Meeting
- Adjournment

17.0 QUORUM

17.1 A quorum is required for and during each meeting of the Board and shall consist of a majority of members comprising the Board, or if a position is vacant, a majority of the remaining members of the Board.

17.2 If quorum is not present within thirty minutes after the time appointed to commence the Board meeting, the Secretary must record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting.

18.0 VOTING ON MOTIONS

18.1 Every member present at a Board meeting, when a question is put forward, must vote on the question.

18.2 A member must not vote on a question if the member is prohibited from voting by law or a conflict of interest.

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

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

19.0 PRIVATE MEETINGS

19.1 Private (in-camera) Board meetings will be scheduled immediately following the regular Board meeting.

19.2 Private Board meetings will be closed to the public.

19.3 An agenda will be prepared for all Private meetings of the Board.

19.4 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;
c. any matter that would involve the disclosure of information in contravention of *Freedom of Information and Protection of Privacy Act* or *The Personal Health Information Act*; or
d. a personnel issue or discipline matter regarding the Police Chief.

19.5 When discussing matters that fall within 19.4 d. the Chair may ask non-members to leave the meeting.

20.0 MINUTES

20.1 The Secretary will prepare minutes of all Board meetings, and at each Board meeting, submit the minutes of the preceding meeting for approval.

20.2 All records of the Board are stored and archived as per the policies and procedures of the City, in conjunction with the retention and disposition of municipal records as regulated by *The Municipal Act* of Manitoba.

21.0 PUBLIC AT BOARD MEETINGS

21.1 Meetings of the Board are open to the public and the Board must give public notice of its meetings.

21.2 Members of the public in attendance at meetings of the Board will:

a. maintain order and be quiet during the proceedings;

b. not interrupt any person or action of the Board or any other person who may be addressing the Board, and required to maintain decorum and are not permitted to engage in conversation or other behavior which may disrupt any proceedings of the Board;
c. not bring into the Council Chamber any food or drink;
d. not bring into the Council Chamber a cellular device unless the phone is muted and remains programmed so as to prevent an audible tone or ring.
e. not bring in any pet or animal unless it is licensed with the City of Brandon as a service animal; and
f. not bring in signs, placards, applaud speakers, or other objects which may disrupt the proceedings.

21.3 Members of the public in attendance at meetings of the Board, will maintain order and decorum and are not permitted to engage in conversation or other behavior which may disrupt any proceedings of the Board. Attendees displaying poor conduct may be asked by the Chair to leave the meeting.

22.0 PUBLIC PRESENTATIONS

22.1 Persons wishing to present information to the Board on a matter that is within the jurisdiction of the Board, must submit to the Secretary, in writing, received at least 14 days before the meeting, of their request to appear as a delegation including:
a. the date of the meeting at which they wish to appear;
b. the subject to be discussed and any material that is to be distributed to the Board;
c. the name and current mailing address of the person who will be addressing the Board; and
d. the telephone number where the representative of the delegation can be reached during normal business hours.

22.2 Presentations are limited to 10 minutes, following which members of the Board will be provided with an opportunity to ask questions.

PART 7: COMMUNICATIONS

23.0 BOARD SPOKESPERSON

23.1 The Chair must be the sole spokesperson for the Board except for the following instances:
a. in the absence of the Chair, the Vice-Chair will be the spokesperson for the Board; or
b. in the absence of the Chair and the Vice-Chair, s.13 of the above shall apply.

23.2 **Media Inquiries**

Media representatives may only speak to the Chair or the Chair's designate as per s. 18.1, and not Members, about the Board and the Board's decisions.

PART 8: BUDGET AND FINANCIAL MANAGEMENT

24.0 BUDGET PROCESS

24.1 The Board will adhere to the City's budget development timeline.

24.2 The Police Chief must prepare and submit to the Board for its consideration at a private meeting a proposed budget comprised of the estimated cost and revenues of the Police Service.

24.3 The Police Chief and the Chair must submit the approved Police Services budget for review, consideration and approval of the Council, and in accordance with the City's annual budget procedures.

24.4 The Police Chief must prepare and submit to the Board for its consideration and approval any material changes in revenues and expenditures from the approved budget at a regular or special meeting of the Board.

24.5 Should an unanticipated expenditure cause an operating budget deficit, a report will be submitted by the Police Chief to the Board. Where alternative financing within the operating or capital budget is not possible, the Board will submit a contingency budget allocation request to Council.

24.6 Should an unanticipated surplus be identified, a report will be submitted by the Police Chief to the Board. The Board will submit a proposal to Council for consideration in accordance with the City's annual budget procedures.

24.6 Regular Financial Reports.
The Police Chief will prepare and submit a financial report to the Board that sets out actual revenues and expenditures of the previous months and year-to-date, with projected revenues and expenditures to the end of the year, for each line of the budget.

25.0 HONORARIA AND EXPENSES

25.1 Remuneration will be provided to members of the Board in accordance with the City of Brandon Police Board By-law.

25.2 Members approved to attend the Annual Canadian Association of Police Governance or other meetings outside of regular or special Board meetings, must complete the expense claim form with attached receipts in accordance with the City of Brandon Policy, to the City Administration for reimbursement.

25.3 Per diems may be claimed for by Members (except for elected officials) due to attendance at meetings or conferences outside of regular or special Board meetings.

25.4 The Chair or Vice-Chair is authorized to spend up to $500 per budget year without resolution and will be reimbursed for expenses where applicable. These expenditures will be reported at the next scheduled Board meeting.

PART 9: HIRING OF POLICE CHIEF

26.0 HIRING PROCESS

26.1 Pursuant to section 21 of the Police Service Act, a municipality's police board must appoint a person with the qualifications outlined in the Police and Special Constables Qualifications Regulation to serve as the police chief of the municipal police service.

26.2 The Board must create a recruitment strategy for the police chief which shall include where the Board intends to advertise the job posting, the term of the position, or any other criteria that speaks to the specific needs of the community.

26.3 The Board shall employ a third-party recruiter to recruit qualified candidates from either inside or outside the municipality.

26.4 As the municipality will be considered the employer of the police chief, the Board shall confirm compensation and benefits prior to making the job posting public.

26.5 The Board must verify through the interview process that candidates possess the minimum qualifications laid out in the Police and Special Constables Qualifications Regulation.

26.6 The Board must verify that the municipality is in agreement with the job offer and the terms of employment contained within it.

26.7 Background checks (as defined in the Police and Special Constables Qualifications Regulation) must be completed prior to presenting an offer of employment to the successful candidate, or the offer of employment shall be made contingent on the successful completion of the background check.

26.8 The job offer and terms of employment for a successful candidate for Police Chief shall be in writing, and clearly indicate that the Board directs the Police Chief and monitors performance.

PART 10: COMPLAINTS AGAINST POLICE CHIEF

27.0 COMPLAINTS PROCESS

27.1 The Board is not compelled to initiate a conduct review of an unsigned complaint about the Police Chief. Any complaint must also include a means for the Board to communicate such as phone number, address, email address, etc.

27.2 The Board will handle each complaint in accordance with the four distinct processes set out in the Manitoba Police Boards Police and Procedure Manual.

27.3 All conduct complaints received by the Board about the police service or an individual police officer other than the police chief must be forwarded to the police chief or designate for appropriate action.

PART 11: EFFECTIVE DATE

28.0 REVIEW PROCESS

28.1 The Board shall review the Brandon Police Board Policies and Procedures and City of Brandon by-law at least once during each term.

These Policies and Procedures are hereby effective November 13, 2026.

Schedule “A”

OATH OF OFFICE FOR BRANDON POLICE BOARD MEMBERS

I, _____

(Printed Name in Full)

do solemnly and sincerely swear/affirm that I will faithfully, diligently, and impartially perform the duties required of me as a member of the Brandon Police Board, and while I continue to hold office, I will, to the best of my judgement, skill, knowledge and ability, carry out, discharge and perform all of the duties bestowed on the police board and th police board members in *The Police Services Act* (Manitoba), the Code of Ethical Conduct and the Manitoba Police Boards: Policy and Procedure Manual developed for police board members by the Manitoba Police Commission, and any other act and regulation, rule or by-law; and, will not, except in the discharge of my duties, disclose to or discuss with any person any matter of information brought before the Brandon Police Board during a meeting, or part of a meeting, that was closed to the public, so help me God/I so affirm.

Signature: _____

TAKEN, subscribed and sworn/affirmed before

me at *Brandon, Manitoba* _____

this _____ day of _____, _____

Legislative Services Clerk

_____

A Commissioner for Oaths

My commission expires on the ___ day of _____, _____

Schedule "B"

BRANDON POLICE BOARD CODE OF ETHICAL CONDUCT

This Code of Ethical Conduct is intended to guide Board members in conducting themselves in a way that respects the moral principles, values, needs and expectations of the community they serve. These values include but are not limited to, honesty, integrity, trust, transparency and accountability. The basic principle of community ethics is to act in the best interest in the community and in such a way that a reasonable person would perceive those actions to be ethical. Board members must abide by the code of ethical conduct outlined herein.

1. Board members are expected to attend and actively participate in all board meetings and shall notify the Chair of any anticipated absences.

2. Board members shall not interfere with the Brandon Police Service's operational decisions and responsibilities or with the day-to-day operation of the police service, including but not limited to specific investigations or prosecutions and the promotion process for police officers within the service.

3. Board members shall undergo any training that may be provided or required for them by the Manitoba Police Commission and shall enhance their capabilities as board members by participating, where possible, in outside training opportunities.

4. Board members shall keep confidential any information disclosed or regarding the police service, its staff, operations or administration that has not been disclosed or discussed at a regular meeting of the police board.

5. No Board member shall purport to speak on behalf of the board unless authorized by the board to do so.

6. Board members shall discharge their duties loyally, faithfully, impartially, with commitment and accountability to the community and according to *The Police Services Act* (Manitoba), any other act and any regulation, rule or bylaw, as provided in their oath of office.

7. Board members shall uphold the letter and spirit of the Code of Ethical Conduct and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.

8. Board members shall refrain from acting unlawfully and/or from engaging in conduct that would discredit or compromise the integrity of the board or the Brandon Police Service.

9. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with *The Human Rights Code* (Manitoba) and the *Canadian Charter of Rights and Freedoms*.

10. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.

11. (1) Board members shall not use their office to obtain employment with the board or the police service for themselves or family members.

    (2) For the purposes of subsection (1),
    "family member" means the common law partner, dependent or family, as those terms are defined in Section 1 of *The Municipal Council Conflict of Interest Act* (Manitoba).

12. A Board member who applies for employment with the Brandon Police Service including employment on a contract or fee for service basis, shall immediately resign from the Brandon Police Board.

13. Board members must adhere to the Conflict of Interest Policy.

14. Board members must adhere to the *Manitoba Police Board Policy and Procedure Manual* developed for police boards by the Manitoba Police Commission.

15. A Board member whose conduct or performance is being investigated or inquired into by the board, a policing agency, or the minister shall not exercise his or her duties as a member of the Board for the duration of the investigation or inquiry.

16. If the Board determined that a board member has breached the Code of Ethical Conduct, the Board shall record that determination in its minutes and may,

    (a) require the member to appear before the board and be reprimanded;

    (b) ask the member to resign from the Board;

    (c) request that the municipal council revoke the appointment of the member;

    (d) request that the Lieutenant-Governor in Council revoke the appointment of the member.

17. Board members shall sign on an annual basis that they have read the Code of Ethical Conduct and are unaware of any matters that contravene it.

Signed: _____ Date:_____

Schedule "C"

COMPETENCIES AND ATTRIBUTES RECOMMENDED FOR BOARD MEMBERS

The Brandon Police Board operates under the authority of the Police Services Act and regulations.

The Brandon Police Board has identified a range of attributes and characteristics it considers important for members to effectively contribute to the Board.

COMPETENCIES

City Council, as the approving authority shall consider the following competencies for the appointment to the board:

- **Community-oriented**

Preference shall be given to applicants eligible to vote in the City of Brandon Municipal Elections.

- **Availability**

An appointee must be willing and able to commit the time necessary to properly fulfill their responsibilities on the Board, including preparing for, attending and participating at all scheduled Board meetings. The Brandon Police Board meets a minimum of six times per year, as scheduled by the Board.

- **Board Experience**

An appointee should have demonstrated experience serving on community or corporate boards of directors and a demonstrated understanding of the governance role.

- **Integrity and professionalism**

An appointee should have a demonstrated record of integrity, professionalism, discretion, and good judgment.

- **Education and/or life experience**

An appointee should be able to read and understand substantial amounts of materials with the ability to critically evaluate it, problem-solve and meaningfully participate in Board discussions.

▪ **Understanding of the environment for policing in Brandon**

An appointee should be committed to making governance decisions that are informed by the environment for policing in Brandon. An appointee should understand that the city's history and socioeconomic trends influence crime and policing priorities.

▪ **Compatibility**

An appointee should have the ability to develop strong working relationships with other Board members, the Police Chief, and other stakeholders. An appointee should share the Board's interest in community safety and effective policing.

▪ **Financial literacy**

The Board has a responsibility to monitor the Brandon Police Service budget and recommend an annual budget that is sufficient to provide adequate police services. Therefore, appointees should have the basic financial literacy to participate in budget discussions and understand information provided by the Brandon Police Service regarding how the Board's strategic priorities may affect the resources.

▪ **Strategic thinking and priority setting**

Setting and focusing on strategic priorities for the Brandon Police Service is a core component of the Board's mandate. A Board appointee should be able to actively contribute to developing multi-year strategic plans for the Police Service.

ATTRIBUTES

Applications will be reviewed and evaluated based on the following attributes:

▪ **Collaboration**

The Board will strive to operate collaboratively, valuing the contributions of all Board members and pursuing a positive working relationship with the Brandon Police Service, City Council, and other stakeholders. The Board prefers to make decisions by consensus wherever possible.

▪ **Diversity**

The Board should be composed of diverse cultural, social and economic members with different experiences and perspectives to create a Board that reflects the community is serves.

▪ **High ethical standards**

The Board will strive to lead by example by valuing ethical behavior and accountability. Board members will actively promote an organizational culture characterized by high ethical standards.

▪ **Collectively knowledgeable of key governance areas**

In order for the Board to be effective, each Board member should have experience in one or more of the following fields and vacancies should be filled with consideration given to any gaps in the Board's collective expertise:

- Board governance
- Strategic planning
- Policy making
- Financial management and budgeting
- Public service / municipal government
- Communications
- Community services and development

Schedule "D"
EXCLUSIONS OR DISQUALIFICATIONS

The Brandon Police Board operates with integrity and independence, free from conflicts of interest or undue influence from individuals who may have a vested interest in the police service's operations.

As per The Police Services Act Police Board Regulation, certain persons may not be appointed to a municipal police board.

Exclusions from appointment to the Brandon Police Board:
1) A current or former member of the police service for which the board is responsible;
2) Judges of the Court of King's Bench or The Court of Appeal, Provincial Judges and Justices of the peace;
3) A member of the Legislative Assembly of Manitoba or of the Senate or House of Commons of Canada; or
4) Individuals with certain Criminal Backgrounds.

Disqualifications from appointment to the Brandon Police Board as per The Police Services Act if their appointment to the position would

a. benefit themselves;
b. benefit one or more persons with whom they have a personal relationship; or
c. interferes with the administration of justice.

1. To obtain employment or contracts for services with the Brandon Police Service for themselves or persons with whom they have personal relationships;
2. To advance their interests or the interests of any person or organization with whom or with which they are associated;
3. To act unlawfully and/or engage in conduct that would discredit or compromise the integrity of the Board or the Brandon Police Service;
4. To interfere with the administration of the Board or the Brandon Police Service;
5. To act or to have undue influence from person with whom they have a personal relationship which interferes with their duties to act loyally, faithfully, impartially, with commitment and accountability to The Police Services Act (Manitoba), any other act and any regulation, rule or bylaw, as provided in their oath of office