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Report of the Chief Administrative Officer

**Municipal Diversity Plan for Appointments to the York Regional Police Service Board**

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## **1. Recommendation**

1. Council approve the Municipal Diversity Plan for Appointments to the York Regional Police Service Board, included as Appendix A.

## **2. Purpose**

This report seeks Council approval of a Municipal Diversity Plan for Appointments to the York Regional Police Service Board ("the Plan") attached as Appendix A to this report. This is a requirement under section 28 of the [Community Safety and Policing Act, 2019](#) ("the Act").

### **Key Points:**

- Under section 28 of the Act, York Region must prepare and, by resolution, approve a diversity plan for its appointments to the York Regional Police Service Board (YRPSB) with an effective date of April 1, 2025
- Regulations related to YRPSB appointments accompanying this aspect of the legislation have not yet been issued by the Minister of Community Safety and Correctional Services. York Region must publish reports on the implementation of the plan on the Internet in accordance with any future regulations
- This proposed Municipal Diversity Plan outlines principles and actions to ensure the members of the YRPSB appointed by Regional Council are representative of the diverse population of York Region
- The plan must be reviewed and, if appropriate, revised every four years

### 3. Background

#### **York Region must adopt a Municipal Diversity Plan to ensure its appointments to YRPSB are representative of the diversity of the Region's population**

The YRPSB is a seven-member board which has responsibility for policing within York Region. The board comprises both provincial and municipal appointees. Currently, Council is responsible for the following appointees to the YRPSB:

1. If the Regional Chair chooses not to or is ineligible, another member of Council
2. Two additional Council Members
3. One person who is neither a Council Member nor a Regional employee ("Community Member Appointee")

The Act sets out who is ineligible to serve on a police service board. These are:

1. A judge or justice of the peace.
2. A member of a police service, a special constable or a First Nation Officer.
3. Any person who practises criminal law as a defence counsel or as a prosecutor.
4. A director, officer or employee of a prescribed policing provider.
5. Any other prescribed persons.

Effective April 1, 2024, the *Police Services Act* was repealed and replaced by the new Act (the Community Safety and Policing Act, 2019 ("the Act")) with the goal of modernizing policing and enhancing community safety. Section 28 of the Act requires every municipality that maintains a police service board to prepare and, by resolution, approve a plan to ensure its appointments to such board are representative of the diversity of its population. The plan shall be effective April 1, 2025.

The Act does not provide any guidance or direction on the content of the diversity plan. However, it does require that the plan be reviewed and, if appropriate, revised every four years.

As well as considering the Municipal Diversity Plan when making appointments to YRPSB, Council must also consider:

- the need to ensure the police service board is representative of the area it serves, having regard for the diversity of the population in the area
- the need for the police service board to have members with the prescribed competencies, where applicable
- the results of a Police Record Check prepared within the last 12 months

## 4. Analysis

### **The Municipal Diversity Plan outlines actions to meet legislated requirements and codifies past practices**

In the past, community member appointees were solicited through public notices and the need for diverse representation was an express consideration. The Plan builds on those practices and sets them out in a more structured way. As required by the Act, it also considers the process for Council Member appointees.

The proposed process for community appointees will be administered by the Regional Clerk and includes broad advertising of an actual or pending vacancy on the YRPSB, including to agencies or organizations that serve diverse communities. An appointed selection committee comprising of three or more Council Members and/or staff will review applications in accordance with the Plan and other legislated criteria and present its recommendation to Council.

### **Clerk will notify of an actual or pending Council member appointee vacancy, members will be invited to express interest**

The proposed process for Council Member appointees is more streamlined. At the appropriate time, the Regional Clerk will provide notice to Council of an actual or pending vacancy. Members will be invited to express interest by completing an application form and a Police Record Check. The Regional Clerk will confirm eligible candidates and submit them to Council along with supporting information. Upon receipt, Council will make a selection and complete the appointment.

It is important to note that Council's ability to influence the overall diversity and representativeness of the YRPSB is somewhat constrained. Firstly, Council is only responsible for appointing four of the seven members. Secondly, three of those four appointments must come from within Council. However, this Plan and the processes contained within will ensure that diversity and representativeness are considered to the maximum extent possible.

## 5. Financial Considerations

This report does not present current or anticipated financial changes to the Region's budget or fiscal position.

## 6. Local Impact

The proposed Plan supports a transparent appointment process that is equitable, inclusive and ensures diverse representation on the YRPSB. York Region aims to foster transparency by making this Plan, including the prescribed appointment process and subsequent reports, available to the public. This approach seeks to build trust and confidence between various diverse communities that

rely on York Regional Police Service (YRP) and the YRPSB and to develop greater cooperation between the YRPSB and YRP and the communities they serve in all local municipalities throughout the Region.

## 7. Conclusion

Council appoints four out of the seven members of the York Regional Police Service Board. Under section 28 of the Act, Council is required to adopt a Municipal Diversity Plan (“the Plan”) to help ensure the YRPSB is representative of the diversity of the population it serves. The Plan codifies past practices for community member appointees and additionally provides a process for Council member appointees. Both processes are intended to ensure Council meets its legislated obligations when making appointments to the YRPSB.

At least every four years, Regional staff will conduct a review of the Plan and provide recommendations to Council regarding revisions, if appropriate. Reports outlining implementation of the Municipal Diversity Plan will be prepared and posted as required.

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For more information on this report, please contact Stephen Maio, Senior Executive Officer at 1-877-464-9675 ext. 71420. Accessible formats or communication supports are available upon request.

Recommended by:



**Stephen Maio**

Senior Executive Officer, People Equity and Culture



Approved for Submission:

**Erin Mahoney**

Chief Administrative Officer

March 28, 2025  
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Appendix A – York Regional Police Service Board Municipal Diversity Plan

# MUNICIPAL DIVERSITY PLAN FOR APPOINTMENTS TO YORK REGIONAL POLICE SERVICE BOARD

**Approved by:** York Regional Council [pending]

**Issued:** TBD

**Responsibility:** The Regional Municipality of York

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

## 1. Context

Ontario police service boards are required by the *Community Safety and Policing Act, 2019*, S.O. 2019, c.1, Sched. 1 (“the Act”) to ensure adequate and effective policing is provided in the area for which they have policing responsibility in accordance with the needs of the population in the area and having regard for the diversity of the population in the area. Police service boards are a vital component of civilian police oversight and will be strengthened through the establishment of consistent selection criteria and processes for board member appointees.

The York Regional Police Service Board (YRPSB) has policing responsibility for The Regional Municipality of York (York Region). The YRPSB is comprised of seven (7) members composed of the following:

- (a) Regional Chair or Council Member Appointee in lieu of Chair;
- (b) two Council Member Appointees;
- (c) one Community Member Appointee; and
- (d) three Provincial Appointees.

## 2. Purpose

- 2.1 This Municipal Diversity Plan for Appointments to the York Regional Police Service Board (the “Plan”) will ensure that the Regional Council appointments of members to the YRPSB are representative of the diversity of the population in York Region to comply with the requirements of section 28 of the Act.

## 3. Core Values

The [Inclusion Charter for York Region](#) affirms York Region’s commitment to a welcoming and inclusive community where diversity is celebrated, where everyone can develop to their full potential, participate freely in society and live with respect, dignity and freedom from discrimination. York Region celebrates its [growing and diverse population](#) as a source of strength and vitality. York Region is located on the traditional territory of many Indigenous Peoples including the Anishinaabeg, Haudenosaunee, Huron-Wendat and Métis peoples and the treaty territories of the Haudenosaunee, Mississaugas of the Credit First Nation and Williams Treaties First Nations. The Chippewas of Georgina Island First Nation is the closest First Nation community to York Region.

The following Core Values inform this Plan. These values are geared toward recognizing and dismantling systemic barriers that perpetuate inequity.

**Commitment to Equity:** York Region recognizes that our strength lies in our diversity. York Region remains committed to creating an inclusive, equitable and accessible environment where every individual feels valued, respected and empowered. Achieving equity is an ongoing process that requires dedication and collaboration from all.

**Commitment to Reconciliation:** York Region is dedicated to fostering meaningful relationships with Indigenous Peoples and communities and acknowledges the historical and ongoing impacts of colonization. York Region is committed to reconciliation through respectful and collaborative efforts.

**Intersectionality:** York Region recognizes that individuals have multiple aspects of their identities that collectively inform their lived experiences, including their experiences of oppression.

## 4. Principles

- 4.1 The YRPSB must be representative of the area it serves, having regard for the diversity of the population in the area.
- 4.2 The Region must ensure that the YRPSB has members with prescribed competencies, where applicable.
- 4.3 Appointment processes shall be clear and transparent to be consistent with the Core Values.
- 4.4 Promotion to and consultation with representatives of the communities served by the police service in York Region is consistent with the Core Values.
- 4.5 York Region shall ensure diverse representation on the Board through the development and application of a transparent and equitable recruitment process identified in this Plan and informed by the Core Values identified in section 3.

## 5. Definitions

- 5.1 In this Plan:
  - 5.1.1 “Community Member Appointee” means a person appointed by Council resolution that is neither a member of Regional Council nor an employee of York Region;
  - 5.1.2 “Council Member Appointee” means a Regional Council Member appointed by Council resolution, including a Council Member appointed if the Regional Chair chooses not to sit or is ineligible, and does not include the Regional Chair;
  - 5.1.3 “Police Record Check” means a police record check that was prepared within the 12 months prior to the date of appointment; and
  - 5.1.4 “Provincial Appointee” means persons appointed by the Lieutenant Governor in Council.

## 6. Application

- 6.1 This Plan sets out the principles and process to ensure the Region’s appointments of board members to the YRPSB are representative of the diversity of the population of York Region.

## Community Member Appointments

### 7. Promoting Community Member Appointee Vacancies

- 7.1 Regional staff shall employ an outreach strategy to promote a vacant seat for a Community Member Appointee to the communities of York Region, using one or more of the following approaches:
- Traditional media such as printed newspapers and broadcast radio
  - Online media such as social media platforms, digital newspapers
  - Printed materials such as posters, flyers, postcards with posting information
  - Local municipalities and Regional information kiosks and facilities
  - Diverse local community organizations and agencies that represent diverse communities
  - Committees of Council and Regional networks that represent diverse communities, including but not limited to, the Human Services Planning Board, Municipal Diversity and Inclusion Group, Newcomer Inclusion Table and York Region Accessibility Advisory Committee
  - Targeted outreach through the Regional Chair's Office
- 7.2 The Region shall promote this opportunity in an accessible manner, including providing alternative formats upon request, in accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#).
- 7.3 Postings for Community Member Appointee seat vacancies shall be posted for one month or more prior to the Selection Panel's consideration of applications.
- 7.4 Postings for Community Member Appointee seat vacancies shall contain:
- 7.4.1 Description of roles and responsibilities of a YRPSB Member and expected time commitment;
  - 7.4.2 Description of the application process, including the deadline,
  - 7.4.3 Term of appointment;
  - 7.4.4 Remuneration;
  - 7.4.5 Prescribed eligibility criteria pursuant to the Act;
  - 7.4.6 Prescribed competencies pursuant to the Act;
  - 7.4.7 A statement that the Region shall consider the need to ensure the YRPSB is representative of the area it serves, having regard for the diversity of the population in the area; and
  - 7.4.8 Such other information as may be determined appropriate by the Regional Clerk.

### 8. Application Process

- 8.1 The Region shall ensure that an accessible and comprehensive application form is published on the Region's website and available to persons seeking to apply to become a Community Member Appointee.

- 8.2 Persons eligible and interested in serving as the Community Member Appointee shall submit a complete application form and resume to the Region as described in the posting.
- 8.3 After the deadline stated in the posting, the Regional Clerk's Office will examine applications to determine whether the applicants are eligible based on information provided in the applications.
- 8.4 The Regional Chair shall establish a Selection Panel comprised of three or more Regional Council Members and/or staff members.
- 8.5 The Selection Panel shall review applications, including Police Record Checks, and conduct interviews with shortlisted candidates. If appropriate, the Selection Panel may recommend candidates to Council for consideration in private session.
- 8.6 The recommendation will be accompanied by a report from the Regional Clerk that includes an outline of the recruitment process, including a description of the promotion strategy and number of applications received.
- 8.7 Upon receipt of the report of the Selection Panel, Council may:
  - 8.7.1 Appoint the recommended candidate as the Community Member Appointee, or
  - 8.7.2 Appoint another candidate as the Community Member Appointee, or
  - 8.7.3 Make such other decision as it determines appropriate in the circumstances.

## **Council Member Appointments**

### **9. Application Process**

- 9.1 When a Council Member Appointee seat is vacant, the Regional Clerk shall give notice to Council of the vacancy.
- 9.2 Council Members eligible and interested in serving as the Council Member Appointee shall submit an application form and Police Record Check to the Regional Clerk.
- 9.3 After the deadline stated in the posting, the Regional Clerk's Office will examine applications to determine whether the applicants are eligible based on information provided in the application and provide a list of eligible candidates, along with the candidates' Police Record Checks, to Council in private session.
- 9.4 Upon receipt of the list, Council will make the appointment.

## **Considerations for All Municipal Appointments**

### **10. General Considerations**

- 10.1 When recommending or considering an appointment pursuant to this Plan, the Selection Panel or Council, as applicable, shall consider:
  - 10.1.1 The eligibility of the person;
  - 10.1.2 The need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;
  - 10.1.3 The need for the police service board to have members with the prescribed competencies, where applicable;
  - 10.1.4 This diversity plan;



10.1.5 The results of a candidate's Police Record Check; and

10.1.6 Any further eligibility requirements the Selection Panel or Council may develop in consultation with the People, Equity and Culture Branch, the Clerk's Office and regional policy development staff.

10.2 Appointments made by Council shall be by resolution.

## **11. Review and Revision Schedule**

Council will review this plan every four years, at minimum.

## **12. Information sharing**

Regional staff shall ensure the Municipal Diversity Plan and any resulting reports are published on the Region's website, in accordance with the regulations made by the Minister, if any.

## **13. Inquiries**

For more information about this plan, please contact the Regional Clerk's Office at [clerks@york.ca](mailto:clerks@york.ca).