

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Corporate Services	Policy No.:	
Department:	Office of the City Clerk	Approval Date:	May 12, 2025
Division:	Council Services	Approved By:	CR202/2025
		Effective Date:	May 12, 2025
Subject:	Diversity in Recruitment Policy for the Windsor Police Service Board	Procedure Ref.:	
Review Date:	May 2028	Pages:	Replaces:
Prepared By:	Corporate Policy Coordinator/ Administrative Director of the Windsor Police Service Board		Date:

1. **POLICY**

1.1. The City of Windsor supports the Windsor Police Service Board (the Board) and its commitment to excellence in service through the strength of its people, teamwork, integrity and values.

2. **PURPOSE**

2.1. This policy is meant to ensure that the members of the Windsor Police Service Board appointed by City Council are representative of the diversity of the population in the City of Windsor, in accordance with Subsection 28(1) of the *Community Safety and Policing Act, 2019* (the Act).

3. **SCOPE**

3.1. This policy applies to all Council appointments and reappointments to the Board, which include:

- Two Council Members appointed by Council resolution;
- The Council Chair, or a designated Council Member if the Chair is ineligible or declines;
- One public member appointed by Council resolution, who is neither a Council Member nor a municipal employee.

3.2. This policy does not apply to the three members appointed by the Lieutenant Governor in Council under *the Act*.

3.3. This policy supplements any other applicable policies and legislative requirements.

4. **RESPONSIBILITY**

4.1. To ensure compliance with statutory requirements, this Diversity Policy shall be provided to all decision-making bodies for consideration in any process to appoint or reappoint a Member of Council or public member to the Windsor Police Service Board, as applicable.

4.2. All City Employees who administer the appointment process for a public member in accordance with the Appointment Policy (undertaking, for example, matters such as outreach, recruitment, communications, initial application screening, providing support to decision-making bodies, and writing relevant reports) must also consider the requirements of this plan in any applicable activities.

4.3. The Office of the City Clerk is responsible for the maintenance and review of this policy as well as the keeping of any documents associated with the provision of this policy.

5. GOVERNING RULES AND REGULATIONS

5.1. Appointment of elected Members of Council to the Board

Processes to appoint a Member of Council to the Windsor Police Service Board may include but not be limited to the following:

- A survey to Council Members on preferred appointments, with recommendations made by the Striking Committee

In order to promote diversity in the appointment process and increase the application, this policy will be included in Council orientation materials. Council must consider this policy when making appointments, per Subsection 33(1) of *the Act*.

5.2 Appointment of the Public Member to the Board

The City will implement proactive outreach and recruitment aligned with its Diversity and Inclusion Initiative, ensuring representation from, but not limited to, Indigenous, racialized, disabled, gender-diverse, 2SLGBTQQIA+, and both urban and rural communities.

- Equity and inclusion principles will be upheld through clear deadlines, standardized evaluation criteria, and accommodations for diverse communication needs.
- Recruitments will include advertisements in print, on the City of Windsor website and all social media channels as well as outreach to community organizations and relevant professional groups

5.3 Additional Considerations

To further enhance diversity in applicants and appointments, staff will consider:

- Using plain language in recruitment materials for accessibility.
- Incorporating optional self-identification in applications to inform selection panel decisions.
- Providing education to selection panels on bias, discrimination, and systemic barriers.

5.4. This policy will be proactively posted to the City's website, subject to any specific requirements provided by any regulations. Any reports on the implementation of the plan will be published online in accordance with any regulations.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. Documents generated as a result of this policy will be maintained in accordance with the Corporation's Record Retention By-law 12599.