



Diversity in Recruitment Policy for The Cornwall Police Service Board

Category	Corporate Policy
Department	Office of the City Clerk
Approval Authority	Council
Effective Date	May 25, 2026
Next Review Date	May, 2030
Policy Owner	Office of the City Clerk

1. Purpose

The purpose of this policy is to:

- Ensure that members of the Cornwall Police Service Board appointed by City Council reflect the diversity of the population of the City of Cornwall
- Fulfill the requirements set out under subsection 28(1) of the *Community Safety and Policing Act, 2019* (the Act)
- Promote equitable, transparent, and inclusive appointment processes

2. Policy Statement

The City of Cornwall is committed to fair and equitable representation in its appointments to the Cornwall Police Service Board.

City Council will ensure that appointment processes actively support diversity and inclusion and reflect the communities served, including equity-deserving and underrepresented groups.

3. Scope

3.1 This policy applies to all Council appointments and reappointments to the Cornwall Police Service Board, including:

- Two members of Council appointed by Council resolution
- The Council Chair or 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 two members appointed by the Lieutenant Governor in Council under the Act.

3.3 This policy supplements any other applicable policies and legislative requirements

4. Definitions

For the purposes of this policy:

Diversity refers to the range of human traits, including but not limited to:

- Race, ethnicity, and cultural background
- Indigenous identity, including members of **Akwesasne**
- Gender identity and expression
- Sexual orientation (2SLGBTQ+)
- Age
- Disability
- Socio-economic background and lived experience

Equity-deserving groups are communities that experience systemic barriers to participation and representation.

5. Policy Principles

This policy is guided by the following principles:

- **Equity:** Addressing systemic barriers to participation
- **Transparency:** Clear and open recruitment and selection processes
- **Inclusion:** Creating meaningful opportunities for diverse participation
- **Accountability:** Monitoring and reporting on outcomes
- **Community Representation:** Reflecting the diversity of Cornwall residents

6. Policy Requirements

6.1 Recruitment and Outreach

The City will:

- Publicly advertise all vacancies
- Use plain-language and accessible recruitment materials
- Conduct outreach to:
 - Community organizations
 - Indigenous communities, including Akwesasne
 - Cultural and equity-deserving groups

6.2 Selection Process

The City will:

- Use standardized evaluation criteria
- Ensure fairness and consistency in selection
- Consider diversity, skills, and lived experience in decision-making

6.3 Barrier Reduction

The City will:

- Identify and address barriers in the application and appointment process
- Provide accommodation where appropriate
- Encourage applications from individuals with no prior board experience

6.4 Data and Monitoring

The City may:

- Collect voluntary self-identification data
- Use plain language in recruitment materials for accessibility.
- Monitor diversity in applicant pools and appointments
- Use data to inform continuous improvement

6.5 Communication

Recruitment efforts will include multiple communication channels to broaden reach and awareness within the community.

7. Roles and Responsibilities

7.1 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 Cornwall Police Service Board, applicable .

7.2 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.

7.3 Municipal Administration (Clerk's Office, HR, ECB Specialist)

- Implements recruitment and outreach processes
- Ensures alignment with this policy
- Provides support to selection processes

7.4 Cornwall Police Service Board

- Provides input on skills and competencies needed
- Supports alignment with governance best practices

8. Compliance and Enforcement

Failure to adhere to this policy may result in:

- Non-compliance with the *Community Safety and Policing Act, 2019*
- Increased risk to governance integrity and public trust

9. Training

While formal training is not required, individuals involved in the appointment process are encouraged to complete training related to:

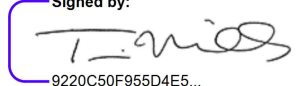
- Equity, diversity, and inclusion
- Bias awareness
- Inclusive decision-making

11. Review Cycle

This policy will be reviewed at least once every four (4) years, or earlier if required, to ensure alignment with legislation and community needs.

12. Approval & Sign-off

By signing below, the Approval Authority confirms that this Policy has been reviewed, approved, and authorized for implementation.

X  Signed by:
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Tim Mills
Chief Administrative Officer

X  Signed by:
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Justin Towndale
Mayor