**THUNDER BAY POLICE SERVICES BOARD**

**LABOUR RELATIONS COMMITTEE**

**TERM OF REFERENCE**

**DRAFT MAY 19**

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1. Name of the Committee: The Committee is named the Labour Relations Committee of the Thunder Bay Police Services Board
2. **Background**

In considering the overall recommendations of the ‘Sinclair Report’, and those of the Board’s Expert Panel, along with ongoing interactions with the Thunder Bay Police Service, Thunder Bay Police Association, and the Thunder Bay Senior Officers dd Association it was apparent that a more deliberate effort was required to address labour relations; in all aspects of that area.

While the previous Board has taken steps to develop a protocol for collective bargaining, more work was needed to address workplace grievances under collective agreements, and building a direct, and more positive, relationship with the Associations was overdue. The Board has also acknowledged the growing concerns for mental health and well being amongst Service members, as is highlighted in specific recommendations from the Expert Panel.

In response to recommendation the Board moved to establish a Labour Relations Committee in January of 2023, identifying a composition that would include 2 members of the Board and 2 community representatives as voting members, working with the support of Service members and Board Administration.

1. **Mandate**

The Committee’s mandate, as set out in the Board’s establishing motion, includes the review and drafting of:

* meeting procedural by-laws, meeting processes and practices
* recruitment of Board members
* development and education of Board members,
* recruitment of the Police Services Board the Chief of Police and the Deputy Chief,
* recruitment of administrative officers of the Board

All draft policies and procedures, and proposed amendments to existing ones, are to be submitted to the Board for its consideration of approval and adoption.

1. **Resources and Finances**

The Committee will be funded through the annual budget process, considered as a part of the budget for the Thunder Bay Police Services Board.

The Committee will, in September of each year, consider its activities and the needs for financial resources and submit those needs to the Board for consideration. Financial resources will be administered by the Secretary to the Board in accordance with the direction of the Board for purchases and financial management and reporting.

1. **Objectives**

In accordance with its mandate the Committee will

* Develop an annual implementation plan of the work before it
* As the need arises undertake recruitment of the Chief of Police and Deputy Chief of Police
* Assist the Board in building a robust set of policies and procedures that provide direction to the Chief and Service
* Assist the Board in establishing and maintaining relationships withing the broader community
* Assist the Board in establishing effective communications to the general public and key stakeholders.
1. **Deliverables**

 The Committee will:

* Develop and submit to the Board an annual work plan
* Report regularly to the Board its activities through its minutes and such reports and recommendations that the Committee might generate
* Submit proposed, new and amendments to existing, policies and procedures to the Board for approval
* Consult with the community at large, key stakeholders – both internal and external – in the development of policies and procedures.
* Recommend to the Board a communication plan in support of policy development and review
1. **Membership**

The Committee shall include 3 members of the Board and 3 community representatives, all appointed by the Board and all with one vote on Committee actions. Members of the Board appointed to the Committee will serve for the term on their appointment to the Board. Community representatives will serve for the term identified in their appointment by the Board; the Board will consider staggering such appointments so as to retain knowledge and experience on the Committee as best as can be.

1. **Roles and Responsibilities**
* Members will participate fully in all meetings of the Committee, being actively engaged in the work of the Committee.
* The Committee will set its own meeting schedule, with consideration for monthly meetings.
* Members will, from amongst themselves select a Chair and Vice-Chair for the Committee. Such selection to be conducted on an annual basis.
* Members will be called upon to undertake work in between meeting of the Committee as assigned.

**Attendance**

* Representatives will attend all regularly scheduled meetings, as is reasonably possible, advising the Chair and Secretary in advance of any absence by 12 noon on the day prior to the meeting.
* If a member misses more than three consecutive meetings their membership will be subject to review by the Chair. Further information may be requested. Membership may be withdrawn by a vote of the Board if all other efforts to confirm membership have been exhausted.

**Administration**

Administrative support for the Committee will be provided by the Secretary to the Board, together with the Assistant to the Secretary.

Such expert advice required from the Service will be provided through the Office of the Chief of Police.

The Committee may seek external advice and support as budgets allow.

1. **Governance**

Meetings of the Committee will be conducted in accordance with the Procedural By-laws of the Thunder Bay Police Services Board.