

**THUNDER BAY POLICE SERVICE BOARD**  
**GOVERNANCE COMMITTEE**  
**TERMS OF REFERENCE**

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1. Name of the Committee: The Committee is named the Governance Committee of the Thunder Bay Police Service Board

**2. Background**

Former Senator Sinclair, in his Final Report on the Investigation of the Thunder Bay Police Services Board recommends that a Governance Committee of the Board be established, in support of need for policy review and creation by the Board. His recommendation is worded as follows: **It is recommended that the Board establish a Governance Committee to review and propose revisions where necessary to all existing policies, including its Missing Person Policy, and to oversee the development and regular maintenance of Board policies.**

The work of the Governance Committee should be undertaken under a formal, Board-approved mandate, and reflect terms for reference that include the Committee's mandate, authority, membership, anticipated outputs and outcomes, and reporting requirements.

It is further recommended in the Final Report that the Governance Committee post all draft policies on the Board's website for public review.

In response to recommendation the Board moved to establish a Governance Committee in August of 2022, identifying a composition that would include 3 members of the Board and 3 community representatives.

**3. 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 Service Board, the Chief of Police and the Deputy Chief of Police
- recruitment of administrative officers of the Board
- development and review of Board policies and procedures: 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.

*Approved June 26, 2024*

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#### 4. 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 Service 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.

#### 5. 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 within the broader community.
- Assist the Board in establishing effective communications to the general public and key stakeholders.

#### 6. 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.

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#### 7. Membership

The Committee shall include 4 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. Should a vacancy occur of a Board member, the Board will consider, at its earliest opportunity, the appointment of a replacement. Should a vacancy occur of a community member, the Secretary shall issue a public call for applications for appointment; applications will be reviewed by the Chair and Vice-Chair of the Committee together with the Secretary and a recommendation will be made to the Board for appointment.

The Committee shall annually elect a Chair and Vice-Chair whose roles and responsibilities shall be as described in the Board's Procedural By-law (Attachment A).

#### 8. 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.
- Quorum for a meeting of the Committee shall be 50% of the members, plus 1.

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#### 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.

#### 9. Governance

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

These terms of reference shall be reviewed annually in accordance with the Board Procedural By-law.

**Updates:** Membership changed to comply with the *Community Safety and Policing Act, 2019*, effective April 1, 2024.

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