

POLICY TITLE: Governance: Board and Committee – Orientation and Training	POLICY NUMBER: GOV- 002
DATE APPROVED: 20/02/2024	
DATE(s) REVIEWED: YYYY	DATE TO BE REVIEWED: 2026
DATE(s) AMENDED: DD/MM/YYYY	
LEGISLATION: <ul style="list-style-type: none"> • Legislative Authority: Section 35 (2) of the Community Safety and Policing Act, c. 1, Sched 1, s. 37 (2) • Senator Murray Sinclair report dated November 1, 2018 	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Thunder Bay Police Services Board (“the Board”) recognizes that the governance of a Police Service is a significant public responsibility, and the Board strives for excellence in police governance. The Board acknowledges that members bring a variety of competencies and skills to their position and that their contribution can be enhanced through ongoing professional development opportunities.

PURPOSE

Therefore, it is the policy of the Board to provide a comprehensive orientation program to both newly appointed Board and Board committee members. Education format may be hybrid in nature using both formal and non-formal structures. The onus of providing education/training relies not only on those listed below but also, on the new member themselves.

This policy applies to all members of the Board, and its committees.

POLICY/PROCEDURE

1. Each newly appointed member of the Board is required to complete:
 - a) orientation provided by the Board Secretary and the Thunder Bay Chief of Police (Chief of Police),

- b) approved training provided by the Ontario Ministry of Community Safety and Correctional Services – Minister of Solicitor General (Minister).
2. A newly appointed Board member orientation should include education/training in:
- a) Board organizational structure,
 - b) Board role, authorities, limitations,
 - c) expectations of a Board member,
 - d) Board duties and duties of the Chief of Police,
 - e) oath of office, conflict of interest, oath of confidentiality, code of conduct,
 - f) human rights, systemic racism,
 - g) recognition and respect for the diverse, multi-racial and multicultural character of Ontario society,
 - h) recognition and respect of rights and cultures of First Nation, Inuit and Metis Peoples,
 - i) overview of the strategic plan for the service,
 - j) overview of current budget and budgeting process,
 - k) communication protocols,
 - l) current and confidential issues,
 - m) Board meetings, schedule, minutes (past 6 months),
 - n) Board policies and procedures,
 - o) legislation – Community Safety and Policing Act (2019).
3. As per the Community Safety and Policing Act (2019), a Board member shall not exercise their powers/perform the duties of a board member until they have at minimum, successfully completed education and signed documents relative to section 2 - b, c, d, e of this policy. A Board member shall not continue to exercise the powers or perform the duties of their position after the period prescribed by the Minister (6 months) following their appointment until the member has successfully completed the training in section 2 - f, g, h of this policy. Policy guidelines 2 – a, i, j, k, l, m, n, o should be reviewed over the first 6 months of a Board member signing the oath of office however, some of these items may be required to fulfill duties sooner.
4. A newly appointed Board member orientation may include but not limited to:
- a) an introduction to the Chief of Police,
 - b) an overview of the Thunder Bay Police Service,
 - c) a brief tour of the police facilities,
 - d) an informal meeting with the senior and front-line officers,
 - e) an informal meeting with the Board,
 - f) a briefing on current challenges and community developments,
 - g) a police car ride along,
 - h) a photo taken for the manufacture of an identification badge.
5. A newly appointed member of a committee of the Board orientation should include education/training in:

- a) Committee role and member responsibilities,
 - b) conflict of interest, oath of confidentiality, code of conduct,
 - c) human rights, systemic racism,
 - d) recognition and respect for the diverse, multi-racial, and multicultural character of Ontario society
 - e) recognition and respect of rights and cultures of First Nation, Inuit, and Metis Peoples
6. As per the Community Safety and Policing Act (2019), a committee member shall not exercise their powers/perform the duties of a committee member until they have at minimum, successfully completed education and signed documents relative to section 5 – a, b of this policy. A Committee member shall not continue to exercise the powers or perform the duties of their position after the period prescribed by the Minister (6 months) following their appointment until the member has successfully completed the training in section 5 – c, d, e of this policy.

OTHER DEVELOPMENT OPPORTUNITIES

Provided the requirements have been met in the above-noted sections, and if there are sufficient funds in the annual board budget, Board members are encouraged to attend other learning and networking sessions related to policing and/or governance offered by:

- Ontario Association of Police Services Boards
- Police Association of Ontario
- Canadian Association of Police Governance
- Canadian Police Association
- Canadian Association of Civilian Oversight and Law Enforcement
- Other related organizations.

MENTORING OPPORTUNITIES

Current Board Members who wish to serve as mentors to new Board members are to advise the Chair of the Board.