

POLICY TITLE: Governance: Appointees to Committees for the Thunder Bay Police Service Board	POLICY NUMBER: GOV- 003
DATE APPROVED: 18/06/2024	
DATE(s) REVIEWED: YYYY	DATE TO BE REVIEWED: 2026
DATE(s) AMENDED: DD/MM/YYYY	
LEGISLATION: Legislative Authority: Section 35 of the Community Safety and Policing Act, 2019	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

- a) The Thunder Bay Police Service Board (Board) recognizes that the governance of a Police Service is a significant public responsibility, and the Board strives for excellence in police governance. While it is the legislative mandate of the Board to make the final decisions on matters that affect the Thunder Bay Police Service, the Board may appoint citizens-at large to bring their knowledge to a committee to assist with a committee's mandate.
- b) Therefore, it is the policy of the Board to establish the expectations and protocols for Board appointees as committee members.
- c) Failure to comply with this policy will result in a review of the appointment/membership by the Chair.

PURPOSE

It is the goal of the Board to have committee representation come from within the Board, however, when, for various reasons this is not possible, the Board may seek a citizen-at-large to sit on a committee. This policy applies to any citizen-at-large chosen to sit on any committee for, or, on behalf of the Board.

Citizens who are appointed to internal committees of the Board, will provide advice, recommendations, and information through the Committee to the Board, on those specialized matters which relate to its purpose.

Citizens who are appointed to external committees to the Board, while representing the Board, will bring their knowledge and experience to assist in the specific committee mandate, while ensuring the goals, objectives and direction of the board is front and center.

POLICY/PROCEDURE

1. Appointments

The vacancy for a citizen-at-large to sit on a committee (internal or external), as a Board appointee, shall be advertised on the Board's website. Appointments are to be made at the commencement of a Board term, whenever possible. Candidates from diverse backgrounds are encouraged to apply. The Board is committed to building committees with a variety of backgrounds and skills while reflecting our diverse community. The skills sets or diversity requirements being sought for an appointee, if any, will be identified in the advertisement.

Appointees wishing to resign their appointment shall submit their resignation in writing to the Board Chair. When the resignation is received by the Board Chair, the Board Chair shall consider the need to replace the appointee with a Board member, a citizen-at-large, or neither, having regard to the remaining length of time in the term. If the Board Chair deems it advisable to replace the appointee with a citizen-at-large, then the vacancy for the citizen-at-large shall be advertised on the website and citizens shall be invited to apply to fill the vacancy.

2. Term of Appointment

Appointments to committees shall be in accordance with the individual committee's terms of reference.

3. Maximum Length of Service

Terms of reference for the committee, will determine the maximum length of service.

4. Remuneration

Committee appointees shall serve without remuneration.

5. Orientation

As per policy [TBPSB-GOV-002, Board and Committee - Orientation and Training](#) each newly appointed member of a committee is required to complete:

- a) orientation provided by the Board Secretary and other persons that may be appropriate;
- b) approved mandatory training provided by the Ontario Minister of Solicitor General.

An appointed member cannot exercise their powers to perform their duties of their position until the above orientation and training is complete.

6. Attendance at Meetings

It is expected that appointees will attend all committee meetings. However, the Board understands that situations arise where this target cannot be met. The minimum expectation is 75% of regular committee meetings. Should an appointee not meet 75%, they must contact the Board Chair to determine whether the continuation of their appointment is appropriate.

7. Reports

Appointees sitting on committee's external to the Board, shall prepare and send a summary, in written format, within 30 days of their committee meeting, to the Board Secretary and the Board Chair. This appointee report shall accurately represent the views of the external committee. This report will be on the Board's next agenda for information purposes. If the Board Chair determines that a presentation is required from the appointee regarding the report, the Board Chair will invite the appointee to the next available Board meeting.

Appointees sitting on committee's internal to the Board will report to the Chair through their committee reporting structure.

8. Conduct

All appointees shall, when carrying out their committee responsibilities:

- a) abide by the provisions of the Ontario Human Rights Code, Thunder Bay Police Board policies, the Code of Conduct in the Community Safety and Policing Act 2019, and any other applicable related statutes and, in doing so, shall treat every person, including other committee members, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination;
- b) act in the best interest of the Board;
- c) seek to advance the common good of the community which they serve; and
- d) truly, faithfully, and impartially exercise their duties to the best of their knowledge and ability.

All appointees shall:

- a) demonstrate due diligence in preparing for meetings, special occasions, or other committee related events;
- b) demonstrate professionalism, transparency, accountability, and timeliness in completing any tasks or projects undertaken by the committee;
- c) conform to relevant legislation, by-laws, policies, and guidelines; and
- d) contribute in a meaningful manner, offering constructive comments.

All advisory appointees shall also:

- a) as a representative of the board, take their direction from the board in all matters.

In the performance of their duties, all appointees shall not:

- a) place themselves in a position where a member is under obligation to any person who might benefit from special consideration or favor or who might seek preferential treatment in any way;
- b) accord preferential treatment to relatives or to organizations in which the member, his or her child, parent, or spouse, have an interest, financial or otherwise;
- c) place themselves in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions; and
- d) benefit from the use of information acquired during their official duties which is not generally available to the public.

Where an appointee believes they have a conflict of interest in a particular matter, they shall:

- a) remove themselves from the table for the duration of time that the matter is being considered;
- b) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
- c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.