

POLICY TITLE: Administration: Thunder Bay Police Service Board Meeting Evaluation	POLICY NUMBER: ADMIN-002
DATE APPROVED: 28/01/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2029
DATE(s) AMENDED:	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

PURPOSE

To establish a structured, consistent process for evaluating the Thunder Bay Police Service Board (Board) meetings. This evaluation supports transparency, accountability, and continuous improvement in Board performance.

SCOPE

This policy applies to all Board members and focuses on the following key areas: preparation and materials, agenda and structure, discussion and participation, strategic and generative conversations, meeting efficiency, and respect and collaboration.

POLICY/PROCEDURE

Frequency: Evaluations will be conducted monthly following each regular Board meeting.

Evaluation Criteria:

1. Preparation and Materials

- Board meeting materials were circulated at least 7 days in advance, allowing for adequate preparation.
- Board members were well-prepared for the meeting and actively participate in discussions.

2. Agenda and Structure

- The meeting agenda was organized to allow sufficient time for discussion on governance issues.
- Agenda items were relevant to the Board's responsibilities under the Community Safety and Policing Act (2019).

3. Discussion and Participation

- The meeting allowed for full discussion and the expression of different points of view.
- All Board members have adequate opportunities to contribute to deliberations.

4. Strategic and Generative Conversations

- Where appropriate, the Board engaged in strategic or generative conversations regarding the important issues and priorities on the meeting agenda.

5. Meeting Efficiency and Focus

- Meeting time was used efficiently.
- The Board deliberations remained focused on the matters under consideration.

6. Respect and Collaboration

- Meetings were conducted in an atmosphere of mutual respect.
- Collaboration among Board members was respected to achieve consensus.

Procedure:

a) Distribution of Evaluation Form

- The evaluation form will be distributed electronically by Administrative Assistant to the Secretary (e.g., via Google Poll or similar tool) immediately following each Board meeting.

b) Completion of Evaluation

- Board members are expected to complete the evaluation within seven days.
- Comments are encouraged to provide context, address concerns, or suggest improvements.

c) Review and Reporting

- Administrative Assistant to the Secretary will collect and summarize the evaluations, preparing a report to be included in the next Board meeting package.
- The report will be reviewed by the Chair/Vice Chair during the agenda review meeting.
- Recurring issues or critical areas will be addressed in future meetings or during dedicated sessions, as applicable.

d) Follow-Up Actions

- Based on feedback, the Board may implement changes to improve meeting effectiveness, governance focus, or functionality. This may include refining meeting structure, improving agenda planning, enhancing material distribution processes, or Board member training.

Confidentiality:

Responses are confidential and will only be reviewed by Administrative Assistant to the Secretary and the Chair of the Board. Findings will be presented in summary form to maintain respondent anonymity.

Accountability:

The Administrative Assistant to the Secretary will be responsible for distributing the evaluation form, compiling results, and preparing the summary report for the Board Chair and Board to be included in the next Board meeting package.

Policy Review:

This policy will be reviewed every 4 years to ensure its effectiveness and alignment with current statutory and regulatory requirements in Board governance.

APPENDIX A - THUNDER BAY POLICE SERVICE BOARD MEETING EVALUATION FORM

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Preparation and Materials

1. Board meeting materials were circulated at least 7 days in advance, allowing for adequate preparation.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

2. Board members were well-prepared for the meeting and participated actively in discussions.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

Agenda and Structure

3. The meeting agenda was organized to allow sufficient time for discussion on governance issues.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

4. The agenda items were relevant to the Board's responsibilities under the Community Safety and Policing Act (2019).

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Discussion and Participation

5. The meeting allowed for full discussion and the expression of different points of view.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

6. All Board members had adequate opportunities to contribute to deliberations.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Strategic and Generative Conversations

7. The Board engaged in strategic conversations regarding important issues and priorities.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

8. The Board engaged in generative conversations to critically examine and explore priority issues.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Meeting Efficiency and Focus

9. The meeting time was used efficiently.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

10. The Board deliberations remained focused on the matter under consideration.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Respect and Collaboration

11. The meeting was conducted in an atmosphere of mutual respect.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

12. Collaboration among members was respected to achieve consensus.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Thank you for your feedback!