

POLICY TITLE: Governance: Committees – Terms of Reference	POLICY NUMBER: GOV-005
DATE APPROVED: 28/01/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Board is committed to ensuring all Committees operate within a clear and consistent framework. TOR for each Committee will be developed, approved, and reviewed annually to align with the Board’s strategic goals and governance requirements.

PURPOSE

This policy establishes a standardized approach for developing and implementing, Terms of Reference (TOR) for Committees established by the Thunder Bay Police Service Board (Board). It ensures clarity in Committee roles, responsibilities, and governance to enhance accountability, efficiency, and effectiveness.

SCOPE

This policy applies to all Committees formed under the authority of the Board, including standing, ad hoc, and special Committees, including those established prior to the adoption of this policy.

POLICY/PROCEDURE

Policy Requirements

Development of TOR:

a) Initial Development:

- Board Administration and the Governance Committee will draft a TOR for each Committee based on the attached TOR template. Items in italics on the template are for direction on completing the template. Items not in italics are to remain on the completed TOR.

- The TOR will include, at a minimum, sections on Background, Mandate, Scope, Objectives, Deliverables, Membership, Decision-Making Process, Reporting Requirements, Confidentiality, and Governance.
- b) Approval:
- The draft TOR will be submitted to the Board for review and approval before the Committee begins its work.
- c) Annual Review:
- Committees will review their TOR annually to ensure alignment with their objectives and the Board's strategic direction.
 - Recommendations for updates to the TOR will be submitted to the Board for approval.

Membership and Roles

- Initially, the Board and Board Administration or its delegates, will recruit members for any new Committee. Once the Committee is established, its members, with the Support of Board Administration, will recruit and recommend additional candidates for the Committee. All recommended candidates must be submitted to the Board for approval before becoming a committee member.
- Members will be trained as per the Board's Orientation and Training Policy.
- Members will sign an Oath of Confidentiality upon appointment.

Reporting and Accountability

- Committees will submit approved meeting minutes to the Board for inclusion in the consent agenda of the next scheduled Board meeting.
- Recommendations to the Board must be clearly outlined and submitted with supporting documentation where applicable.

Confidentiality

- All Committee members must adhere to confidentiality obligations as outlined in the Oath of Confidentiality and applicable Board policies.
- Breaches of confidentiality may result in removal from the Committee and further action as deemed necessary by the Board.

Decision-Making Process

- Committee members will strive for consensus when debating matters to make decisions.
- When a motion/resolution is called for a vote and results in a tie and further discussion does not result in a matter being carried or failed the chair of the committee may determine that the matter be brought to the board for discussion or decide unilaterally.
- Should a unilateral decision be made by the committee chair a member may bring the matter forward to the board for discussion and potential decision making via motion.

Roles and Responsibilities

- **Board:** Approves TORs, appoints Committee members, and provides oversight.
- **Governance Committee:** Develops TORs.
- **Committee Chairs:** Ensure adherence to the TOR and report progress and recommendations to the Board. Along with their respective Committee, reviews and recommends changes to the TOR to the Board.
- **Committee Members:** Fulfill roles as outlined in the TOR, maintain confidentiality, and participate actively.
- **Board Administration:** Provides administrative and logistical support to Committees.

Monitoring and Evaluation

- Compliance with TORs and this policy will be reviewed annually during the Committee's TOR review process.

Related Policies and Documents

- Procedural By-laws
- Orientation and Training Policy

APPENDIX A – TERMS OF REFERENCE TEMPLATE

APPENDIX A – TERMS OF REFERENCE TEMPLATE

THUNDER BAY POLICE SERVICE BOARD
NAME OF COMMITTEE
TERMS OF REFERENCE
FULL MONTH, YYYY

1. Background

Provide a brief overview of the context and rationale for establishing the Committee.

2. Mandate

Define the overarching purpose and responsibilities of the Committee. Begin with the below statement for continuity.

The Committee's mandate, as set out in the Thunder Bay Police Service Board's (Board) establishing motion, includes responsibilities for:

3. Resources and Finances

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

The Committee will, no later than August 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 Board Administration in accordance with the direction of the Board for purchases and financial management and reporting.

4. Objectives

List the specific, measurable goals the Committee is tasked with achieving. Begin with the below statement for continuity.

In accordance with its mandate, the objectives of the Committee will be:

5. Deliverables

Specify the key outputs or results expected from the Committee. Begin with the below statement for continuity.

The Committee will:

6. Membership

Detail the composition of the Committee including selection criteria for members. Begin with the below statement for continuity.

The Committee will consist of:

7. Roles and Responsibilities

Detail the roles and responsibilities of members. Describe how decisions will be made, including voting procedures or other methods of reaching consensus. Explain how and when the Committee will report to the Board, including any requirements for submitting minutes or recommendations. Begin with the below statements for continuity.

- 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 the Committee. Such selection to be conducted on an annual basis.
- Members will be called upon to undertake work in between meetings of the Committee as assigned.
- The Committee will be required to review the Terms of Reference annually and make recommendations to the Board of any changes.

8. Attendance

- Representatives will attend all regularly scheduled meetings, as is reasonably possible, advising the Chair and Board Administration 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 Board 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.

9. Administration

- Administrative support for the Committee will be provided by Board Administration.
- The Committee may seek external advice and support as budgets allow.

10. Governance

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

Original Date of Approval	Approved By	Review Date(s)	Revised Date(s)