Thunder Bay
Police Service Board

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POLICY TITLE: **Governance: Policy/Procedure Development, Implementation & Review Process**	POLICY NUMBER: **GOV-006**
DATE APPROVED: **18/02/2025**	
DATE(s) REVIEWED:	**DATE TO BE REVIEWED: 2027**
DATE(s) AMENDED:	
LEGISLATION: s. 38 *Community Safety and Policing Act* (2019)	
RELATED PROCEDURES/POLICY: ADMIN-001: Format for Policy/Procedure	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) is committed to a structured and transparent process for the development, approval, implementation, and regular review of policies and procedures. Policies will be created based on best practices, legal and regulatory requirements, the needs of the community, and feedback from key stakeholders. The Board will ensure meaningful consultation with relevant stakeholders, including the public and police service personnel, to promote clarity, accountability, and effectiveness. All policies will be subject to regular reviews to ensure they remain relevant and responsive to evolving legal, regulatory, and community needs.

PURPOSE

This policy establishes a standardized process for the development, approval, implementation, and review of all policies and procedures under the Board. The process ensures that policies are well-researched, transparent, and consistent with legal, regulatory, and operational requirements. In alignment with the *Community Safety and Policing Act* (CSPA), the policy supports the Board's responsibility to ensure effective policing that meets community needs, promotes accountability, and drives continuous improvement in governance.

SCOPE

This policy applies to all policies and procedures developed and implemented by the Board, in accordance with the Community Safety and Policing Act. It covers the full lifecycle of policy creation, approval, implementation, and ongoing review, ensuring alignment with legal, regulatory, and operational standards.

PROCEDURE

The following steps are involved in policy/procedure development, approval, implementation, and review. Formatting can be found in ADMIN-001: Format for Policy/Procedures.

The process is illustrated in Appendix A – Development, Approval, and Implementation Process.

1. Planning

a) Identification of Need

A policy is developed to provide clarity, consistency, and direction on matters such as health and safety, human resources, legal liability, licensing or regulatory requirements, accountability, and institutional risk. The need for a policy or procedure may arise from the Board, requirements under the *Community Safety and Policing Act* (CSPA), committees of the Board, or community members, as well as from serious issues, risks, or changes in legislation or regulations.

Not all policies necessitate a procedure. Procedures are created when specific operational steps are required, and some policies may require multiple procedures to address different scenarios.

b) Develop a Plan

The Chair of the Governance Committee will determine whether the formation of a Governance Sub-Committee or only one author is necessary for the creation of the policy/procedure. This sub-committee/author will consist of (an) individual(s) directly impacted by the policy/procedure. Those designated to complete this task will create a projected plan outlining the phases and timelines, typically including analysis, research, drafting, consultation, review, revision, editing, finalization, and implementation. Stakeholder consultation may be incorporated throughout this process.

c) Research

The Author/Committee designated to complete this task, will conduct research on relevant issues, legislation, and best practices related to the policy/procedure. At this stage, subject matter experts, stakeholders, community members, and others with relevant information may be consulted.

2. Development

a) Draft

Policy statements should be clear, concise, and specific. They should be written in simple language and include a scope, and purpose of the policy. Sections within the

policy body should be numbered and subsection headings introduced in accordance with ADMIN-001: Format for Policy/Procedures.

b) General Consultation

The initial draft policy/procedure will be presented to the appropriate stakeholders, which may include members of the Board or Committee, internal stakeholders within the Thunder Bay Police Service, and external stakeholders.

The Committee will ensure that Indigenous Peoples are consulted on policies that may affect them or where they may be directly involved. Additionally, the Committee will strive to consult with key stakeholders and community groups if the policy is likely to impact a specific segment of the community.

c) Consultation with the Chief of Police

The Governance Committee will submit the draft policy to the Chief for consultation on those policies requiring consultation from the Service. The Chief may delegate authority to appropriate personnel within the Service for review and revisions.

The revised policy will be returned to the Chief for final review. Once reviewed, the policy will be sent back to the Governance Committee for further consideration before proceeding to the Board for approval

d) Revise and Present to Governance Committee

The Committee will review feedback received during the consultation process and make necessary revisions to the policy/procedure. Once the policy/procedure has been updated and is in its final draft form, it will be forwarded to the Administrative Assistant for a review of the format. The policy/procedure will then be presented to the Governance Committee for review.

If practicable, the review process will aim to follow the process listed below:

- A draft policy shared with the Governance Committee for initial input.
- Following initial input from all stakeholders, a revised draft policy will be recirculated to committee for additional input.
- Once the Governance Committee has agreed by consensus that the policy/procedure is ready for the Board, it will be submitted to Board Administration for final formatting.

3. Review, Recommendations and Approval

a) Format Review

The Board Administration will ensure the policy/procedure is properly formatted and categorized according to ADMIN-001: Format for Policy/Procedure. Once finalized, the policy/procedure will be assigned a policy category, and given a policy number.

The Board Administration will ensure that new or revised policies/procedures are placed on the next Board agenda for Board approval.

b) Approval – Board

The Board Chair may invite the author to present the policy/procedure. The Board will provide feedback on any proposed modifications. If substantial feedback is provided, the policy/procedure will be returned for revisions, which may include revisiting the consult phase.

4. Implementation

a) Final Copy

Once final approval is obtained from the Board, Board Administration will create the final version of the policy/procedure, including the approval date, and send it to the Board Chair for signing.

The Board Administrator is responsible for maintaining the policy/procedure library and ensuring an electronic index of all policies/procedures is maintained and updated.

b) Posting

Board Administration is responsible for ensuring that all approved policies/procedures are posted in PDF format on the Board's website in the Policy and Procedure section within 2 weeks of Board approval. Board Administration will handle the posting process.

5. Review

a) Monitor

The Board and Board Administration will monitor the implementation of the policy/procedure to ensure compliance and that it is understood by the Service and any other relevant stakeholders. The policy/procedure will be shared with stakeholders to ensure they are aware of its contents and are aligned with the expectations. If any issues arise during the monitoring process, additional clarification or communication may be required.

b) Policy Review

The Board Administrator will initiate a review of the policy/procedure according to the specified timeframe set in the development process or earlier if there are changes in

legislation or requirements. Policies and procedures must be reviewed by its required review date to ensure that it remains current and effective.

c) Update

The same procedure will be followed as outlined in Steps 2-4 to update a policy/procedure.

Appendices:

Appendix A - Policy & Procedure Development Flowchart

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