

POLICY TITLE: <b>Governance: Roles and Responsibilities</b>	POLICY NUMBER: <b>GOV-001</b>
DATE APPROVED: <b>19/12/2023</b>	
DATE(s) REVIEWED: <b>2026</b>	DATE TO BE REVIEWED: <b>2028</b>
DATE(s) AMENDED: <b>17/03/2026</b>	
LEGISLATION: s. 10, 11, 37, 38, 79 <i>Community Safety and Policing Act (2019)</i>	
RELATED PROCEDURES/POLICY:	

## **POLICY STATEMENT**

The Thunder Bay Police Service Board (Board) and the Chief of the Thunder Bay Police Service (Chief) have distinct, but complementary roles that ensure effective governance, accountability, and operational excellence. This policy establishes the framework for those roles, clarifies responsibilities, and supports respectful collaboration to ensure adequate and effective policing for the City of Thunder Bay and any communities the Thunder Bay Police Service (Service) is responsible for policing.

## **PURPOSE**

This policy sets out the roles and responsibilities of the Board and the Chief to:

- Ensure effective governance and oversight of the Service.
- Maintain a clear separation between governance and operational authority in accordance with governing legislation.
- Promote transparent communication and mutual respect between the Board and the Chief.

## **SCOPE**

This policy applies to:

- All members of the Board.
- The Chief.
- Interactions and communications between the Board and the Chief relating to the governance and operations of the Service.

## POLICY

### a) Roles and Responsibilities of the Board

As outlined under section 37(1) of the *Community Safety and Policing Act, 2019*, the Board will:

- Ensure that adequate and effective police services are provided in the area for which it serves;
- Employ members of the Service;
- Appoint members of the Service as police officers;
- Recruit and appoint the Chief and Deputy Chiefs of Police and determine their remuneration and working conditions;
- Prepare and adopt a diversity plan to ensure the Service reflects the diversity of the area it serves;
- Monitor the Chief's performance and conduct performance reviews, as required;
- Direct the Chief as permitted by governing legislation;
- Monitor the Chief's decisions regarding secondary activities;
- Monitor the handling of discipline within the Service by the Chief;
- Establish a strategic plan for the provision of police services in Thunder Bay, including objectives, priorities, and core functions of the Service;
- Ensure police facilities used by the Board comply with the prescribed standards; and
- Other such duties as assigned or required under legislation.

As outlined under section 38(1) of the *Community Safety and Policing Act, 2019*, the Board will establish policies for:

- The administration of the Service;
- The provision of adequate and effective policing in accordance with the needs of the communities it serves;
- The disclosure by the Chief of personal information;
- The disclosure of secondary activities;
- The handling of discipline within the Service;
- The indemnification of members of the Service for legal costs; and
- Any other prescribed matters.

In fulfilling its responsibilities, the Board will consult with the Chief to obtain their perspective and advice.

## **b) Roles and Responsibilities of the Chief**

The Chief will:

- Administer the Service and oversee its operations effectively and efficiently in accordance with the Board's objectives, priorities, policies, and strategic plan.
- Make operational decisions and manage the day-to-day operations of the Service, including investigations, conduct of operations, and discipline of police officers.
- Ensure the Service reflects the diversity of the communities it serves and that members of the Service carry out their duties in a manner that reflects the needs of the community.
- Provide the Board with information and advice as required to enable the Board to fulfil its responsibilities.
- Report to the Board semi-annually on the Service's achievement of the Board's objectives, priorities, compliance with policies, and implementation of the strategic plan.
- Brief the Board on serious incidents that can affect the community, either past or anticipated.
- Comply with lawful directions of the Board, given in writing and recorded in the Board's minutes.

## **c) Collaboration and Information Sharing**

The following principles will guide collaboration and information sharing between the Board and Chief:

- The Board is entitled to receive information from the Chief about operational decisions and day-to-day operations and to provide advice to the Chief.
- The Chief will consider such advice but is not required to accept it regarding specific operational matters.
- The Chair and the Chief will maintain a collaborative and respectful relationship, sharing information and advice between Board meetings as appropriate.
- The Chair will periodically report to the Board on such shared information and advice.
- The Chair may provide advice to the Chief, but does not have the authority to direct the Chief, as that authority rests solely with the Board.