Thunder Bay
Police Service Board

Thunder Bay Police Service Board

POLICY TITLE: **Board, Police, and Community Relations: Board and Chief Information Sharing**	POLICY NUMBER: **BPCR-001**
DATE APPROVED: **19/12/2023**	
DATE(s) REVIEWED: **2026**	DATE TO BE REVIEWED: **2028**
DATE(s) AMENDED: **17/03/2026; 22/06/2026**	
LEGISLATION: s. 33, 34 *Special Investigations Unit Act* (2019)	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) and the Chief of Police of the Thunder Bay Police Service (Chief) will share information in a manner that is transparent, respectful, timely, and consistent with their respective roles and obligations under law, to ensure effective governance, oversight, and public trust.

PURPOSE

To establish principles and expectations for the sharing of information between the Board and the Chief, ensuring both parties have the information needed to fulfill their responsibilities effectively while respecting confidentiality and legal requirements.

SCOPE

This policy applies to all information exchanged between the Board and the Chief, including operational, strategic, financial, and governance-related information necessary for the Board to perform its statutory oversight, policy-making, and decision-making functions, or that may impact the reputation of the Board or Service.

POLICY

a) Principles

Information sharing between the Board and the Chief will be guided by the following principles:

- Transparency: Information will be provided clearly, accurately, and in a timely manner to enable informed decision-making.

- Accountability: Both parties will be accountable for the accuracy and integrity of the information they share and for the decisions made based on that information.
- Collaboration: Open and constructive dialogue will be maintained to promote shared understanding and effective problem-solving.
- Respect: Each party will acknowledge and respect the other's roles, responsibilities, and expertise.
- Confidentiality: Information shared in confidence will be protected in accordance with applicable legislation, regulations, and Board policies.

b) Expectations for Information Sharing

The Chief will have the right to:

- Collaborate with the Chair and the Executive Director in establishing agendas for Board meetings.
- Receive agendas and minutes for both open and closed Board meetings, excluding any and all documents marked as "Board-only".
- Receive all information provided to the Board for its meetings, excluding any and all documents marked as "Board-only".
- Participate in open and closed meetings of the Board and receive the corresponding minutes.

The Board may designate certain information or portions of meetings as "Board-only", where appropriate. Such designations will typically include matters related to the performance, remuneration, and working conditions of the Chief. The Chief will not attend portions of meetings or receive materials and minutes for any meetings designated as "Board-only".

c) Identification of Matters Requiring Board Attention:

Unless prohibited by law from doing so, the Chief will provide the Board with information on matters requiring Board attention on a timely basis including:

- Operations, events, and organizationally significant matters for which advance planning and approval by the Chief or Deputy Chief of the Service is required.
- Operations that may have a material impact on current or future relationships with, and/or the delivery of services to marginalized groups, including but not limited to Indigenous Peoples, racialized groups, 2SLGBTQI+ persons, unhoused persons or those experiencing inadequate housing, persons with substance use disorders, and persons experiencing or living with mental illness.
- Operations that may impact, in a material way, the Service's reputation or effectiveness.

- Operational matters, including individual cases, that raise questions of public policy.
- Operational decisions that require policy intervention, including decisions:
    - Involving legal or democratic principles or rights that must be vindicated or balanced with policing priorities and/or practices.
    - Involving significant interjurisdictional issues.
    - That must be made without existing guiding policies or protocols.

d) Additional Information

In addition to the matters noted above in section c), the Chief will provide the Board with additional information that the Chief considers appropriate or that the Board requests relating to the matters in section c) including:

- Operational plans supporting the approved Service annual budget.
- Internal reviews and systemic issues, including:
    - Internal audits and similar documents identifying systemic issues within the Service.
    - Complaints, grievances, and tribunal findings concerning discrimination by police officers or the Service that may raise systemic concerns.
- Investigations, including particulars, as available, about ongoing investigations by the Special Investigations Unit under the *Special Investigations Unit Act*, and related notices under sections 33 and 34 of the Act.
- Additional periodic reports, in a form and frequency that may be requested by the Board, covering:
    - Compliance with Board policies.
    - Emerging trends or incidents likely to affect policing plans or service delivery.
    - Implementation of operational and training plans.
    - Financial performance relative to the approved budget.
    - Investigations, including:
        - Sudden or unexplained death investigations.
        - Missing persons investigations.
        - Race and gender-based violence investigations.
        - Organized drug trafficking and gang activity investigations.
- Bias, Discrimination, and Harassment Reports, including:
    - Performance of the Service in delivering services free of bias, racism, discrimination, and harassment.

  - State of the Service's relationship with the community, including engagement with:
    - Indigenous organizations and leaders.
    - Marginalized and minority communities.
    - Service providers working with these communities.
  - Complaints and outcomes regarding police officer conduct involving discrimination, disaggregated by the nature of the alleged discrimination.
- Workforce Reports: Including the number of members on short- or long-term disability leave, including WSIB, disaggregated by type of disability, length of absence, nature of benefits, and return-to-work prospects.
- Media Coverage: Sufficient particulars of anticipated material media coverage of the Service and its operations to allow the Board to appreciate the substance of the coverage.
- Community Relations: Sufficient particulars of anticipated matters that may pose a reputational risk to the Service or that may have a significant impact on public perception or community relations.
- Board Requests: Any additional information the Board may request from time to time.
- Restricted Information: Particulars of any information the Chief does not provide due to legal prohibition.
- Chief's Discretion: Any other information the Chief considers appropriate for the Board to fulfill its responsibilities.

Appendices:

Appendix A – Thunder Bay Police Service Reports Due to Board

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This table includes Thunder Bay Police Service reports due to the Thunder Bay Police Service Board. The reports will be presented at the Board meeting occurring in the months indicated below. All reports intended for a Board meeting be submitted to Board Administration no fewer than ten (10) days before the meeting date, with late submissions treated as exceptions requiring justification, in order for the Board to meet the seven (7) day agenda release requirement.

Month	Report	Reporting Period
January	Complaints Against Police (Annual)	January - December (year prior)
	Disclosures of Personal Information (Annual)	January - December (year prior)
	Financial Variance (Quarterly)	October - December (year prior)
	Complaints Against Police (Quarterly)	October - December (year prior)
	Chief/Deputy Chief Illness & Vacation Usage (Quarterly)	October - December (year prior)
	Secondary Activities (Monthly)	December (year prior)
February	Use of Force (Annual)	January - December (year prior)
	Service Member Leave (Annual)	January - December (year prior)
	Victim Assistance Services (Annual)	January - December (year prior)
	Annual Training (Annual)	January - December (year prior)
	Conduct of Investigations (Annual)	January - December (year prior)
	Secondary Activities (Monthly)	January
March	Drug Trafficking and Gang Activity (Annual)	January - December (year prior)
	Community Relations (Annual)	January - December (year prior)
	Diversity, Equity, and Inclusion (Annual)	January - December (year prior)
	Missing Persons (Semi-annual)	January – December (year prior)
	Special Account Funds (Semi-annual)	October (year prior) - February
	Secondary Activities (Monthly)	February

April	Deputy Chief Performance Review Summary (Annual)	January - December (year prior)
	TBPS Annual Report (Annual)	January - December (year prior)
	Financial Variance (Annual)	January - December (year prior)
	Financial Variance (Quarterly)	January - March
	Complaints Against Police (Quarterly)	January - March
	Chief and Deputy Chief Illness and Vacation Usage (Quarterly)	January - March
	Secondary Activities (Monthly)	March
May	Sudden Unexplained Death (Semi-annual)	December (year prior) - April
	Strategic Plan Progress (Semi-annual)	January - April
	Aggregate Disciplinary Measures (Semi-annual)	November (year prior) - April
	Occupational Health and Safety (Semi-annual)	November (year prior) - April
	Indigenous Relationships – Board Chair and Chief (Semi-annual)	Previous meeting with Indigenous leaders
	Secondary Activities (Monthly)	April
June	Race-based and Gender-based Violence (Annual)	January - December (year prior)
	Use of Artificial Intelligence (Annual)	January - December (year prior)
	Body Worn Cameras (Annual)	January - December (year prior)
	Misconduct – Service (Semi-annual)	December (year prior) - May
	Compliance With Board Policies (Semi-annual)	December (year prior) - May
	Secondary Activities (Monthly)	May
July	***(No Board meetings: Defer reports to the next meeting)***	
August	***(No Board meetings: Defer reports to the next meeting)***	

September	Street Checks (Annual)	January - December (year prior)
	Missing Persons (Semi-annual)	January - August
	Complaints Against Police (Quarterly)	April - June
	Financial Variance (Quarterly)	April - June
	Chief/Deputy Chief Illness & Vacation Usage (Quarterly)	April - June
	Secondary Activities (Monthly)	June, July, August
October	Special Account Funds (Semi-annual)	March - September
	Financial Variance (Quarterly)	July - September
	Complaints Against Police (Quarterly)	July - September
	Chief and Deputy Chief Illness and Vacation Usage (Quarterly)	July - September
	Secondary Activities (Monthly)	September
November	Discrimination Complaints (Annual)	January - December (year prior)
	Indigenous Relationships – Board Chair and Chief (Semi-annual)	Previous meeting with Indigenous leaders
	Aggregate Disciplinary Measures (Semi-annual)	May - October
	Occupational Health and Safety (Semi-annual)	May - October
	Strategic Plan Progress (Semi-annual)	May - October
	Secondary Activities (Monthly)	October
December	Chief and Deputy Vacation Planning and Carry Over Requests (Annual)	Due November 15 to be reviewed at the December Board meeting
	Sudden and Unexplained Deaths (Semi-annual)	May - November
	Compliance With Board Policies (Semi-annual)	June - November
	Misconduct – Service (Semi-annual)	June - November
	Secondary Activities (Monthly)	November

Additional Reports

Report	Report Due
Significant Matter Report(s)	Board meeting following occurrence of significant matter requiring Board attention
Inquest Recommendation Report	As received and presented to the board at the board's next scheduled meeting
SIU Administrative Report	Within 90 days of SIU Director's report or final disposition of charges, if applicable
Mandatory Audits and Internal Discretionary Audits	Meeting following conclusion of audit
Artificial Intelligence Risk Analysis	Prior to seeking approval for the procurement and deployment of new artificial intelligence technology
Discharge of Firearm	Upon conclusion of investigation