

THUNDER BAY POLICE SERVICES BOARD PROJECT – A PROPOSED WORKPLAN FOR THE EXPERT PANEL

Task	Responsibility	Estimated Time (Days)	Location
Introductory meeting of Panel members to review mandate, purpose, workplan and members' roles and identify required information; develop decision making and communication protocols	Panel	Half day	Virtual
Meetings with TBPSB, TBPS Chief and other personnel, TBPA Board to discuss Panel's work, receive input, request policies, procedures, training details and practices related to mental health and human rights, all OIPRD and OCPC reports, any referral letters from MMIWG Inquiry and any other letters with recommendations from Chief Coroner's office, Inquests, other Human Rights cases/settlements from the past 5 years as well as responsive TBPSB/TBPS implementation plans/strategies, and identify groups/individuals for consultation	Panel	One day	Virtual
Review of materials, documents and information relevant to issues of concern received from TBPSB and TBPS in response to the Panel's request	Panel	Four days	Off site/Virtual
Interviews and consultations (closed forums, focus groups, town hall) with TBPS members and the community to seek input, identify concerns and receive suggestions for further action	Panel	Five days	On site
Analysis of the information, identify barriers and gaps in systemic practices and organizational culture, discuss areas for further action	Panel	Four days	Off site/Virtual
Additional follow-up interviews and discussions for input and response related to the preliminary conclusions of the Panel	Chair	Three days	On site
Prepare draft report with recommendations for further action by TBPSB and TBPS to address issues and concerns related to mental health and human rights	Chair	Fifteen days	Off site
Review of draft report by Panel members	Panel	Four days	Off site/Virtual
Presentation of draft report to TBPSB, TBPS and the community in meetings and town halls to seek feedback, response and additional suggestions	Panel	Two days	On site
Finalize report, seek approval of Panel members and present to TBPSB	Chair	Ten days	Off site/On site

Additional responsibilities of the Chair (including, but not limited to):	Fifteen days
Liaise with TBPSB, TBPS, TBPA and community representatives; Preparation for and chair various meetings; Liaise with TBPSB to obtain information and documents needed by the Panel; Prepare materials for panel members' consideration and review; Communication as needed; Responsible for public communication and media requests	
Timeline for the Panel's work:	Four months
Members of the Panel of Experts recognize the urgency of the task they have agreed to take on and the importance of completing the work as quickly as reasonably possible. They are committed to following an aggressive timetable. Subject to everyone's availability and barring any unforeseen problems, they propose to complete the project in four months from the date of receipt of all requested documents, materials and information.	

