

**AGENDA MATERIAL
FOR
THE THUNDER BAY
POLICE SERVICES BOARD
REGULAR SESSION**

Date: TUESDAY, JULY 18, 2023

Location: VIRTUAL via ZOOM

Time: 9:00 A.M.



**THE FIFTEENTH MEETING OF THE
FIFTY-FOURTH THUNDER BAY POLICE SERVICES BOARD**

TUESDAY, JULY 18, 2023

VIRTUAL – VIA ZOOM

9:00 A.M.

REGULAR SESSION

1. DISCLOSURES OF INTEREST

2. CONFIRMATION OF AGENDA

RES 1

With respect to the Fifteenth Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on July 18, 2023, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

3. REPORTS OF COMMITTEES

Labour Relations Committee

Copies of the Terms of Reference for the Labour Relations Committee, for the Board's information. **(Page 5 - 8)**

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, to provide an overview relative to the above noted.

The following motion will be presented for the Board's consideration:

RES 2

With respect to the Terms of Reference for the Labour Relations Committee, as presented at the July 18, 2023 Regular Session of the Board, we recommend approval of the Committee's Terms of Reference.

4. GENERAL MATTERS

a) MOA – Records and Court Schedule

Copies of a Memorandum of Agreement between the Thunder Bay Police Services Board and the Thunder Bay Police Association, relative to an addition to the Civilian Collective Agreement

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under Article 11 – Hours of Work - Records and Courts Sections, for the Board’s information. **(Pages 9 - 10)**

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, to provide an overview relative to the above noted.

The following motion will be presented for the Board’s consideration:

RES 3

With respect to the Memorandum of Agreement between the Thunder Bay Police Services Board and the Thunder Bay Police Association, relative to an addition to the Civilian Collective Agreement under Article 11 – Hours of Work - Records and Courts Sections, as presented at the July 18, 2023 Regular Session of the Board, we recommend that the Chair be authorized to duly execute the agreement on behalf of the Thunder Bay Police Services Board.

b) Memorandum – Summary of Approvals by Administrator

Memorandum to Members of the Thunder Bay Police Services Board from Mr. J. Hannam, Secretary to the Board, dated July 13, 2023, relative to a summary of approvals made by Administrator Malcolm Mercer since the June 20, 2023 Regular Session, for the Board’s information. **(Page 11 - 12)**

Mr. J. Hannam, Secretary to the Board, to provide an overview relative to the above noted.

c) Accounts Update – Payment of Invoices

Memorandum from John S. Hannam, Secretary to Members of the Thunder Bay Police Services Board, dated July 13, 2023, relative to the Monthly Summary of Invoices processed for payment since the June 20, 2023 Regular Session of the Board, for the Board’s information. **(Page 13)**

Mr. J. Hannam, Secretary to the Board, to provide an overview relative to the above noted.

5. PETITIONS AND COMMUNICATIONS

a) Thunder Bay Police Youth Corps

Correspondence to the Thunder Bay Police Services Board from the Thunder Bay Police Youth Corps, dated June 21, 2023, relative to thanking the Board for their annual funding of the Police Youth Corps, for the Board’s information. **(Page 14)**

b) Tracking Board Reports

There are *no updates* for the following outstanding Board reports/standing agenda items.

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i. Governance Committee – Policy Development

Policy responding to recommendations # 2 through 4 of the Epstein Report – Missing and Missed.

ii. Governance Committee – Policy Development

At the May 24, 2022 Regular Session of the Board, the use of Artificial Intelligence by the Thunder Bay Police Service was presented to the Board. At the February 21, 2023 Regular Session of the Board, the BriefCam Project Report was presented.

The Police Services Board was asked to develop a policy to ensure proper oversight regarding artificial intelligence and the use of video analytics.

iii. OIPRD Report Recommendations

Summary of the status/progress of the OIPRD Recommendations since last presented on May 23, 2023, for the Board's information.

iv. OCPC Chart – Summary of Recommendations

Summary of status/progress of OCPC Recommendations was last presented for the Board's information on June 28, 2022.

6. NEW BUSINESS

7. CONFIRMING BY-LAW

RES 4

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. A By-law to confirm the proceedings of a Regular Session of The Thunder Bay Police Services Board, this 18th day of July, 2023.

Explanation: Confirmation of the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Services Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC17– 2023

8. ADJOURNMENT

THUNDER BAY POLICE SERVICES BOARD

LABOUR RELATIONS COMMITTEE

TERMS OF REFERENCE

July 2023

1. Name of the Committee: The Committee is named the Labour Relations Committee of the Thunder Bay Police Services Board

2. Background

In considering the overall recommendations of the ‘Sinclair Report’, and those of the Board’s Expert Panel, along with ongoing interactions with the Thunder Bay Police Service, Thunder Bay Police Association, and the Thunder Bay Senior Officers Association, it was apparent that a more deliberate effort was required to address labour relations; in all aspects of that area.

While the previous Board has taken steps to develop a protocol for collective bargaining, more work was needed to address workplace grievances under collective agreements, and building a direct, and more positive, relationship with the Associations was overdue. The Board has also acknowledged the growing concerns for mental health and well-being amongst Service members, as is highlighted in specific recommendations from the Expert Panel.

In response to recommendations, the Board moved to establish a Labour Relations Committee in January of 2023, identifying a composition that would include 2 members of the Board and 2 community representatives as voting members, working with the support of Service members and Board Administration.

3. Mandate

The Committee’s mandate, as set out in the Board’s establishing motion, includes responsibilities for:

- Promote cooperation and understanding and mutual respect between the parties, recognizing the mutual value of joint discussions pertaining to the workplace matters
- Collective bargaining
- Maintenance of collective agreements during their terms
- Consideration of grievances under the respective collective agreements
- Addressing the health and well-being of Service members

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LABOUR RELATIONS COMMITTEE

TERMS OF REFERENCE

4. Resources and Finances

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

The Committee will, in September 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 the Secretary to the Board in accordance with the direction of the Board for purchases and financial management and reporting.

5. Objectives

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

- Promote fair and equitable collective bargaining process
- Promote a safe, healthy and inclusive workplace
- Management of grievances at Step 3
- Promote programs that support the health & well-being of members of the Service
- Develop and improve harmonious labour relations between the parties

6. Deliverables

The Committee will:

- Develop and submit to the Board for approval a bargaining mandate for collective bargaining
- Recommend to the Board a bargaining committee
- Report regularly to the Board a summary of grievances heard and decided upon
- Report regularly to the Board its activities through its minutes and such reports and recommendations that the Committee might generate
- Recommend to the Board new policies in support of positive labour relations
- Consideration of grievances from the Associations; hearing presentations with respect to same and deciding grievances under the delegated authority of the Board
- Identify, develop and recommend program(s) to address health and well-being of members of the Service
- Establish and maintain working relationships with the Associations to the benefit of the Service and overall delivery of policing in the communities served

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LABOUR RELATIONS COMMITTEE

TERMS OF REFERENCE

- Review and develop policies and procedures, and where appropriate, recommend amendments to the Board

7. Membership

The Committee will consist of 2 members of the Board and 2 community representatives, all appointed by the Board and all with one vote on Committee actions. Members of the Board appointed to the Committee will serve for the term on their appointment to the Board. Community representatives will serve for the term identified in their appointment by the Board; the Board may consider staggering such appointments so as to retain knowledge and experience on the Committee as best as can be.

8. Roles and Responsibilities

- 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 and Vice-Chair for 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.

Attendance

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

Administration

Administrative support for the Committee will be provided by the Secretary to the Board, together with the Assistant to the Secretary.

Such expert advice required from the Service will be provided through the Office of the Chief of Police.

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LABOUR RELATIONS COMMITTEE
TERMS OF REFERENCE

The Committee may seek external advice and support as budgets allow.

9. Governance

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

*Appendix A – extracts from By-law PC 5-2020, being a by-law to govern the proceedings of Board and Committee meetings.

Memorandum of Agreement

BETWEEN:

Thunder Bay Police Services Board

-and-

Thunder Bay Police Association

WHEREAS the parties are bound to the Civilian Collective Agreement, which expires on December 31, 2023 and which provides in detail provisions that cover the employment of Civilian Staff Members.

AND WHEREAS the parties understand that to promote work life balance, a varied schedule is desired.

AND WHEREAS the parties wish to consider an agreement that would be an addition to Article 11 Hours of Work, for the Records and Court Sections.

The parties therefore agree as follows:

1. This agreement extends to the following positions:
 - a. Court Clerk
 - b. DEMS Clerk
 - c. Classification Clerk
 - d. Criminal Dossier Clerk
2. The above noted positions shall be assigned to a ten (10) hour shift schedule, consisting of 4 days on and 2 days off (Tues-Fri), followed by 4 days on and 4 days off (Mon-Thurs).
3. The usual start times are:
 - a. 0700 – 1700
 - b. 0800 – 1800
4. Members working the above noted 36-hour work week schedule are entitled to a one (1) hour unpaid lunch period.
5. For clarity, those members currently working a forty (40) hour work week will maintain the rights as outlined in Article 11 of the Collective Agreement.
6. Members working the above noted schedule will not be entitled to statutory or accrued time as per the Collective Agreement Article 10.

7. Members working the above noted schedule will not be required to work on statutory holidays unless required as per the Collective Agreement Article 10.
8. For clarity, this agreement applies to only those currently working an eight (8) hour, five (5) day on, two (2) day off schedule in the above noted positions.
9. Other positions, as established, which would previously fall under the 8-hour schedule category as outlined in Article 11.04 and 11.05 of the Collective Agreement will be captured by this agreement.
10. Should an issue arise with this Memorandum of Understanding, the parties will attempt to mutually resolve the issue prior to requesting conciliation or arbitration.
11. The parties agree that this Memorandum of Understanding is for the duration of the Collective Agreement being in force.

Dated at Thunder Bay this 30th day of JUNE, 2023

Thunder Bay Police Services Board



Thunder Bay Police Association

MARK CACCAMO
TSPA Bargaining Chair

Memorandum

TO: Members of the Thunder Bay Police Services Board

FROM: Mr. J. Hannam, Secretary to the Board

DATE: July 13, 2023

SUBJECT: **Summary of Approvals by the Administrator**

Since the last Regular Session of the Board held on June 20, 2023, the following matters has been approved:

1. Adoption of Ethical Framework

At the June 20, 2023 Regular Session of the Board, a Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 12, 2023, relative to the adoption of the Ethical Framework was provided.

(Copies of the 39-page Ethical Framework for the Thunder Bay Police Services Board were distributed separately by email with the Regular Session Agenda.)

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, provided an overview of the framework.

The following motion was presented for the Board's consideration:

With respect to the Ethical Framework, as presented to the Thunder Bay Police Services Board on June 20, 2023, we recommend that the Board adopt the Ethical Framework;

AND THAT the Ethical Framework be made available on the Board's website, together with the means for complaints under it to be filed directly with the Board's Integrity Commissioner.

DEFERRED

Board members requested more time to review the Framework.

On June 30, 2023, the Ethical Framework was approved by Malcolm Mercer, Administrator.

Memorandum

2. Request for Financial Assistance

On May 23, 2023, correspondence was received from Staff Sergeant Joe Dampier relative to a request for financial assistance. Staff Sergeant Dampier will be attending the 2023 World Police and Fire Games in Winnipeg, and respectfully requested financial assistance to help offset expenses.

Request for Financial Assistance, in the amount of \$700.00, was approved by Malcolm Mercer, Administrator, on June 21, 2023.

Thunder Bay Police Services Board

Memorandum

TO: Members of Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary to the Board

DATE: July 13, 2023

SUBJECT: Monthly Summary of Invoices

Since the June 20, 2023 Regular Session of the Board, the following invoices have been processed for payment:

- Invoice #2023-0103 from KPW Communications, dated June 30, 2023, for \$4,887.25, relative to Communication Services, Social Media & Website Management.
- Invoice from Principles *Integrity*, dated July 4, 2023, for \$494.38, relative to the Ethical Framework for the Board.
- Invoice #35 from Mr. J. Hannam, dated July 3, 2023, for \$8,969.38, relative to professional services rendered.
- Invoice #35 from Ms. L. Douglas, dated June 30, 2023, for \$5,585.64, relative to professional services rendered.

/jsh



Thunder Bay Police Youth Corps

434 Fort William Road, Thunder Bay, ON P7B 2Z6

Tel: (807) 344-3969

Thunder Bay Police Services Board
317 E. Victoria Avenue - Unit #10
Thunder Bay, Ontario
P7C 1A4

June 21, 2023

Dear Ms. Douglas,

The Board of Directors of the Thunder Bay Police Youth Corps wish to express their most sincere appreciation for their annual funding for the Thunder Bay Police Youth Corp. We welcome your condition that an expenditure report is provided annually on the disbursement of funds.

Please note that our web site www.tbpoliceyouthcorps.com under photos shows the activities the cadets have participated in this past year as well as in previous years.

For the past 30 years our main goal has been preparing youth for community involvement as well as promoting good citizenship this will continue. Sponsorship such as yours is truly valued benefiting a group of young people who are becoming role models in our community thank you.

Sincerely,

On behalf of the Board of Directors,

A handwritten signature in black ink that reads "Margaret Rusnak".

Margaret Rusnak
Board Secretary/Treasurer
Thunder Bay Police Youth Corp
Email: rusnakdm@tbaytel.net