

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

Meeting Date: **March 16, 2021**

Location: **ELECTRONICALLY via MS TEAMS**

Time: **9:00 a.m.**



THE THUNDER BAY POLICE SERVICES BOARD

THE EIGHTH MEETING OF THE FIFTY-SECOND THUNDER BAY POLICE SERVICES BOARD

TUESDAY, MARCH 16, 2021

MEETING BEING HELD ELECTRONICALLY via MS TEAMS
9:00 A.M.

REGULAR SESSION

1. DISCLOSURES OF INTEREST

2. AFFIRMATION OF OFFICE

Correspondence from the Office of the Solicitor General, dated March 5, 2021, relative to appointing Mr. Roydon Pelletier to the Thunder Bay Police Services Board, effective March 4, 2021, for a period not to exceed three years effective from the date set out in the Executive Council of Ontario Order, for the Board's information. **(Pages 6)**

The Affirmation of Office to be read aloud by Mr. Roydon Pelletier, signed and filed.

3. CONFIRMATION OF AGENDA

RES 1

With respect to the Eighth Regular Session of the Fifty-Second Thunder Bay Police Services Board held on March 16, 2021, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

4. CONFIRMATION OF MINUTES

The Minutes of the Sixth Regular Session of the Fifty-Second Thunder Bay Police Services Board held on February 16, 2021 to be confirmed. **(Pages 7 - 12)**

RES 2

THAT the Minutes of the Sixth Regular Session of the Fifty-Second Thunder Bay Police Services Board held on February 16, 2021 be confirmed.

5. PRESENTATIONS

City of Thunder Bay – Community Safety and Well-Being Plan

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Copies of a Memorandum from Lee-Ann Chevrette, Coordinator – Thunder Bay Crime Prevention Council, dated February 23, 2021, to John Hannam, Secretary – Thunder Bay Police Services Board, relative to the Safety and Well-Being Plan for the City of Thunder Bay, for the Board’s information. **(Pages 13 - 15)**

Ms. L. Chevrette, Coordinator for the Thunder Bay Crime Prevention Council, will provide an overview relative to the above noted.

6. UNFINISHED BUSINESS

7. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) 2020 Year End Financial Results

Report No. 14/21 (Police) relative to the 2020 Operational Budget for the Thunder Bay Police Service and Year End Financial Results at December 31, 2020, for the Board’s information. **(Pages 16 - 18)**

Ms. D. Paris, Director – Financial Services & Facilities, Thunder Bay Police Service, to provide an update relative to the above noted.

b) Missing Persons Act – 2020 Annual Report

Report No. 15/21 (Police) relative to the *Missing Persons Act* – 2020 Annual Report and Training Supports together with the Completed Form 7 Annual Report for 2020, for the Board’s information. **(Pages 19 - 22)**

Chief S. Hauth to provide overview relative to the above noted.

8. GENERAL MATTERS

a) OCPC Recommendations – Update

In 2017, the Ontario Civilian Police Commission (OCPC) retained Senator Murray Sinclair to lead and direct an investigation regarding the Thunder Bay Police Services Board’s oversight of police services in the community. On November 1, 2018, a Final Report on the investigation was issued, which included 45 recommendations.

Copies of the Summary of Recommendations, including progress and comments, updated March, 2021, for the Board’s information. **(Pages 23 - 33)**

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

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b) Accounts Update – Approval for Payment of Invoices

Invoice from TBayTel, dated February 1, 2021, relative to TB Police Services Board’s office phone, for the Board’s information. **(Page 34)**

Invoice from TBayTel, dated March 1, 2021, relative to TB Police Services Board’s office phone, for the Board’s information. **(Page 35)**

Invoice from Maverick AV, dated February 16, 2021, relative to services rendered for technical support at meetings, for the Board’s information. **(Page 36)**

Invoice from ISI Live, dated February 16, 2021, relative to remote production services for regular sessions on our website, for the Board’s information. **(Page 37)**

Invoice from Pixels and Pencils Creative Direction Inc., dated February 28, 2021, for services rendered to maintain the PSB website, for the Board’s information. **(Page 38)**

Invoice from Mr. J. Hannam, dated March 8, 2021, relative to professional services rendered, for the Board’s information. **(Page 39)**

Invoice from Ms. L. Douglas, dated February 28, 2021, relative to professional services rendered, for the Board’s information. **(Page 40)**

RES 3

With respect to the invoices presented at the March 16, 2021 Regular Session of the Thunder Bay Police Services Board, we recommend proceeding with payment of the seven (7) invoices;

AND THAT the invoices be paid from the Board’s budget.

9. PETITIONS AND COMMUNICATIONS

a) Decommission of Youth Justice Residential Programs in Thunder Bay

Memorandum from the Ministry of Children, Community and Social Services (MCCSS) to Justices, Crown Attorneys, Court Service Managers, Chiefs of Police and MCCSS Youth Justice Transfer Payment Recipients, dated March 1, 2021, relative to the Decommission of Youth Residential Programs and Decreases in Operational Capacity within the Youth Justice System, for the Board’s information. **(Pages 41 - 44)**

Copies of correspondence from Chief Sylvie Hauth to the Ministry of Children, Community and Social Services – North Region, dated March 3, 2021, for the Board’s information. **(Pages 45 - 46)**

Chief S. Hauth to provide an overview relative to the above noted.

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b) Notice of 2021 OAPSB Annual General Meeting

Copies of email correspondence from Holly Doty, Ontario Association of Police Services Boards (OAPSB), relative to the Call for Resolutions and OAPSB Notice of the 2021 Annual General Meeting, together with a guidance document, “Proposing Resolutions for the Annual General Meeting (AGM)”, for the Board’s information. **(Pages 47 - 49)**

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

c) Tracking Board Reports

There are no updates for the following Board reports/standing agenda items. Both reports were presented at the February 16, 2021 Regular Session of the Board for information purposes.

i. Digital Evidence Management System/Body Worn Camera (DEMS/BWC) Project

- Report No. 12/21 (Police) relative to the activities and timelines of the Thunder Bay Police Service Digital Management Evidence Project Team

ii. Update - OIPRD Annual Report Recommendations

- Summary of the status/progress of the OIPRD Recommendations

10. NEW BUSINESS

11. 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 16th day of March, 2021.

Explanation: To confirm 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: PC5– 2021

12. ADJOURNMENT

Ministry of the Solicitor General

Ministère du Solliciteur général

Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3



March 5, 2021

Mr. Roydon Thomas Pelletier

Dear Mr. Pelletier:

I am pleased to enclose a copy of Order in Council No. 231/2021 appointing you as a member of the Thunder Bay Police Services Board for a period of three years, effective March 4, 2021. Please contact Krista Power Secretary, to arrange to take the Oath of Office.

I have also taken the liberty of including a copy of *Police Services Board Orientation* for your information and review.

Should you have any questions now or in the future, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Gita Ramburuth", written over a horizontal line.

Gita Ramburuth
Appointments Officer
Training Strategy and Program Development Unit

**MEETING: THE SIXTH MEETING OF THE FIFTY-SECOND THUNDER BAY
POLICE SERVICES BOARD**

DATE: FEBRUARY 16, 2021

TIME: 9:02 A.M.

PLACE: ELECTRONIC MEETING VIA MS TEAMS

CHAIR: COUNCILLOR K. OLIVER

PRESENT:

Mayor B. Mauro
Councillor K. Oliver
Mr. M. Power

ABSENT:

Ms. G. Morriseau

OFFICIALS:

Ms. S. Hauth, Chief of Police
Mr. R. Hughes, Deputy Police Chief
Ms. H. Walbourne, Legal Counsel – Thunder Bay
Police Service
Superintendent D. Taddeo, Thunder Bay Police
Service
Staff Sgt. G. Snyder, Thunder Bay Police Service
Sgt. R. Belcamino, Thunder Bay Police Service
Mr. T. Gervais, Police Services Advisor - Ministry of
the Solicitor General
Mr. J. Hannam, Secretary – Thunder Bay Police
Services Board
Ms. L. Douglas, Assistant to the Secretary - Thunder
Bay Police Services Board

1. DISCLOSURES OF INTEREST

No disclosures of interest were declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Mr. M. Power

SECONDED BY: Mayor B. Mauro

With respect to the Sixth Regular Session of the Fifty-Second Thunder Bay Police Services Board held on February 16, 2021, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3. CONFIRMATION OF MINUTES

The Minutes of the Fourth Regular Session of the Fifty-Second Thunder Bay Police Services Board held on January 19, 2021 to be confirmed.

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MOVED BY: Mayor B. Mauro

SECONDED BY: Mr. M. Power

THAT the Minutes of the Fourth Regular Session of the Fifty-Second Thunder Bay Police Services Board held on January 19, 2021 be confirmed.

CARRIED

4. UNFINISHED BUSINESS

5. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Annual Use of Force Report

Report No. 08/21 (Police) relative to the Annual Use of Force Report 2020, was provided for the Board's information.

Sgt. R. Belcamino, Thunder Bay Police Service, provided a brief overview relative to the above noted.

The Use of Force model is a national framework used by all police services in Canada. In 2020, there were a total of 50,808 police/public interactions in Thunder Bay.

- Use of force reporting requirements occurred in 3 out of every 1,000 interactions or .003%.
- Officers discharged firearms 7 times in relation to 151 total use of force incidents; these were all in relation to the dispatch of a wounded animal or incidents involving aggressive animals endangering the public.

At 9:11 a.m., Sgt. Belcamino was thanked for his presentation, and he left the meeting.

b) Annual Secondary Activities Report

Report No. 09/21 (Police) relative to the secondary activities/employment of members of the Thunder Bay Police Service, was provided for the Board's information.

Chief S. Hauth provided a brief overview relative to the above noted.

c) Annual Street Check Report

Report No. 10/21 (Police) relative to the collection of identifying information in certain circumstances – Prohibitions and Duties (also known as "Street Checks"), was provided for the Board's information.

Inspector D. West, Thunder Bay Police Service, provided an overview relative to the above noted.

The report indicated that members of the Thunder Bay Police Service did not document any Regulated Interactions. The Thunder Bay Police Service and its members are in compliance with the regulation.

d) Procurement Update – Digital Evidence Management System (DEMS)

Report No. 05/21 (Police) relative to updating the Thunder Bay Police Services Board on the procurement of a Digital Evidence Management System, In-Car System, and Body Worn Camera System, was presented to the Board at the January 19, 2021 Regular Session. Superintendent D. Taddeo provided some history on this project, as well an overview of the report, and responded to questions. Chief S. Hauth also responded to questions and advised that a framework and timeline for this project were being developed.

Report No. 12/21 (Police) relative to an update on the activities and timelines of the Thunder Bay Police Service – Digital Management Evidence Project Team, was provided for the Board's information.

Superintendent D. Taddeo, Thunder Bay Police Service, provided an overview relative to the above noted. Superintendent Taddeo noted that the Police Service will be engaging externally with the community once the COVID-19 lockdown is lifted. The project is currently ahead of schedule.

e) Public Complaints 2020 Annual Review

Report No. 13/21 (Police) relative to the Annual Public Complaint Report Summary, was provided for the Board's information.

Staff Sgt. G. Snyder, Professional Standards - Thunder Bay Police Service, provided an overview relative to the above noted and responded to questions. He noted that there were 31 complaints in 2020, below the average of approximately 40 per year. One (1) complaint was investigated by the OIPRD. Two (2) complaints remaining outstanding at December 31, 2020 (one from 2016; one from 2020).

f) IMPACT Pilot Project

On January 26, 2021, a news conference was held relative to an initiative involving the Thunder Bay Police Service and the Thunder Bay branch of the Canadian Mental Health Association, in collaboration with the Thunder Bay Regional Health Sciences Centre.

The initiative is a new year-long pilot project called the Integrated Mobile Police and Crisis Team (IMPACT) that expands upon the Joint Mobile Crisis Response Team (JMCRT).

Inspector D. West, Thunder Bay Police Service, provided an overview of this pilot project and responded to questions.

IMPACT was launched on January 4, 2021 and pairs police officers with mental health crisis workers on a 24/7 basis. The project has already had 190 face-to-face interactions with the public, diverting 77 individuals from the hospital's emergency department.

Discussion followed on funding, advocacy and the need for a permanent crisis centre. Chief S. Hawth noted that funding has been provided for one year on this initiative (to December 31, 2021) and is being 100% funded through the LHIN.

Inspector West will collaborate with the Board's Secretary on a letter to lobby the LHIN and the Province for additional funding and the need for a permanent crisis centre.

The IMPACT team and the Police Service were commended for their work on this important initiative.

g) OIPRD ANNUAL REPORT RECOMMENDATIONS

Report No. 04/21 (Police) relative to the Thunder Bay Police Service's second annual update on the OIPRD Systemic Review Recommendations, was presented to the Board at the January 19, 2021 Regular Session. Ms. H. Walbourne confirmed that there is a work plan (grid) in place for tracking progress; it will be provided for the Board's review.

Copies of a summary of the status/progress of the OIPRD Recommendations, were distributed separately with the Regular Session Agenda, for the Board's information.

Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, provided an overview relative to the above noted. The goals and timelines relative to the Police Service's response to the OIPRD Recommendations are outlined in the chart provided.

6. GENERAL MATTERS

Accounts Update – Approval for Payment of Invoices

The following invoices were provided for the Board's information:

- Invoice from Ontario Association of Police Services Boards, relative to Zone 1 Membership Fee for 2021;
- Invoice from Maverick AV, dated January 19, 2021, relative to services rendered for technical support at meetings;
- Invoice from Pixels and Pencils Creative Direction Inc., relative to updates to the PSB website;
- Invoice from ISI Live, relative to remote production services for regular sessions on our

website;

- Invoice from Mr. J. Hannam, dated February 9, 2021, relative to professional services rendered; and
- Invoice from Ms. L. Douglas, dated January 31, 2021, relative to professional services rendered.

MOVED BY: Mayor B. Mauro
SECONDED BY: Mr. M. Power

With respect to the invoices presented at the February 16, 2021 Regular Session of the Thunder Bay Police Services Board, we recommend proceeding with payment of the six (6) invoices;

AND THAT the invoices be paid from the Board's budget.

CARRIED

7. PETITIONS AND COMMUNICATIONS

a) Strip Search Policy Update

Correspondence from the Office of the Independent Police Review Director (OIPRD), to Ontario Police Chiefs and Police Services Board Chairs, dated January 19, 2021, relative to new strip search procedures developed by the Toronto Police Service, was provided for the Board's information.

Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, provided a brief overview of the correspondence, and noted that she provides the training for this matter. She confirmed that the Search of Persons/Strip Searches policy for the Thunder Bay Police Service is up-to-date and includes all of the Toronto Police Service's policies.

b) All Chiefs Memo

Memorandum to All Chiefs of Police and Chairs of Police Services Boards, relative to the *Missing Persons Act* – 2020 Annual Report and Training Supports, dated February 4, 2021, was provided for the Board's information.

It was noted that the Annual Report relative to the above noted will be presented to the Board at the March 2021 meeting and will be available to the public on our PSB website prior to June 1, 2021.

c) 2021 United Nations International Day for the Elimination of Racial Discrimination

Copies of an email from Councillor Rebecca Johnson, dated February 3, 2021, relative to the

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above noted and an online event hosted by Diversity Thunder Bay, were provided for the Board's information.

8. NEW BUSINESS

9. CONFIRMING BY-LAW

MOVED BY: Mayor B. Mauro

SECONDED BY: Mr. M. Power

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 16th day of February, 2021.

Explanation: To confirm 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: PC3– 2021

CARRIED

10. ADJOURNMENT

The meeting adjourned at 9:41 a.m.

MEMORANDUM

TO: John Hannam, Secretary – Thunder Bay Police Services Board

FROM: Lee-Ann Chevrette, Coordinator, Thunder Bay Crime Prevention Council – Corporate Strategic Services

DATE: Tuesday February 23, 2021

RE: Request to provide update on Community Safety and Well-Being (CSWB) Planning at March 16, 2020 meeting

I would like to request an opportunity to provide a brief presentation to the Thunder Bay Police Services Board at your March meeting. We would like to provide an update on the Crime Prevention Council's efforts to date on the development of the provincially mandated Community Safety and Well-Being Plan (CSWB) for Thunder Bay. The province has set a new deadline of July 1, 2021 for completion of the plan.

The Steering Committee for CSWB planning has approved six local priorities challenges, outlined here, that will be the focus of Thunder Bay's CSWB Plan.

Local Priorities for Thunder Bay Community Safety & Well-Being Plan:

1. Racism and discrimination

We heard numerous accounts, concerns and impacts of racism and discrimination from participants during our consultations process, as well as calls to address systemic racism. Racism and discrimination create inequities in systems that underlie many of the community challenges we see today, including significant health disparities and community violence. Identifying this as a priority issue will help to address a range of other issues in our community. This priority area will also include justice-related issues, including the over-representation of Indigenous people and other marginalized groups in the criminal justice system.

2. Housing

Housing was identified as a top priority in the consultation process and community level data. The homeless population in Thunder Bay is disproportionately represented by individuals who experience racism, discrimination and health inequities. Our emergency shelter system is often over capacity and there is a shortage of safe and affordable housing, including much needed transitional and other supportive housing options. We need to recognize the important work underway in this area and look for opportunities to support and enhance this work, and fill gaps.

3. Mental Well-Being

Mental well-being was identified as a key concern during the consultations, across all groups and demographics. Themes emerged around the need for increased awareness of available programs and services, increased supports and services at all stages along the continuum of care/services, including detox and treatment capacity and options, counselling and harm reduction support, and social supports. This priority area includes mental health, substance misuse, stigma and social isolation. Alcohol and its impacts, including public intoxication, were also identified as key challenges, and local health data supports this. The prevalence of opioid use and poisonings in Thunder are included in this priority area.

4. Poverty Reduction and Financial Empowerment

Poverty was identified as a critical barrier to safety and well-being during community consultations. Related issues include homelessness, mental health, discrimination, unemployment, food insecurity, and challenges meeting basic needs and other social determinants of health. Financial empowerment creates opportunities to improve outcomes for people living on low-incomes. Addressing this priority challenge will help address other aspects of community safety and well-being.

5. Community violence with a focus on gender-based violence

Addressing community violence was identified as top priority in the consultation as well as the community level data analysis. Guns and gangs, human trafficking, home takeovers and hate crime were also identified as significant concerns in the consultation data. Thunder Bay consistently has one of the highest (and often the highest) rates of violent crime and domestic violence in the country. People are fearful. A stronger focus on addressing violence will increase safety and well-being, and also help people feel safer.

6. Supports for Children, Youth and Families

More opportunities for children and youth, and to strengthen families was identified as a top priority in the consultation data. A stronger focus here could include more upstream approaches to support children, youth and families, efforts to mitigate the impacts of adverse childhood experiences (ACEs), and help build resilience to improve outcomes across the lifespan. A focus here could include becoming a trauma and violence-informed community.

These local priorities were selected based on a review of the Phase 1 CSWB Community Engagement data, and a comprehensive review of local data, which included crime, victimization, safety, health and well-being data.


Next Steps:

The CSWB Community Consultation Working Group is planning a Phase 2 Community Engagement process, to invite community input into activities and strategies for each of the six identified local priorities. Phase 2 will run from March 2 - 26, 2021, with numerous opportunities for public engagement and input.

CSWB Plan Development will take place in April and May. A CSWB Plan draft will be presented to City Council at the end of May 2021, and the final plan will be recommended to Council in June 2021, ahead of the province's July 1, 2021 deadline.

The Chair of your Board is a member of the Steering Committee, and we appreciate her involvement. We welcome additional opportunities to work jointly with the TBPSB to improve safety and well-being for all in Thunder Bay.

Sincerely,



Jeff Upton, Chair
Crime Prevention Council
jupton@lakeheadschoools.ca



Lee-Ann Chevrette, Coordinator
Crime Prevention Council
lee-ann.chevrette@thunderbay.ca



Thunder Bay Police Service

SYLVIE HAUTH, CHIEF OF POLICE

1200 Balmoral Street, Thunder Bay, ON P7B 5Z5

Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: March 2, 2021
Date of Meeting: March 16, 2021
Report No: 14/21

Chair and Members

Thunder Bay Police Services Board
317 Victoria Avenue East, Suite 8
Thunder Bay, ON P7C 1A4

SUBJECT

2020 Operational Budget: Year End Financial Results as of December 31, 2020

REPORT SUMMARY

To update the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service for the Year Ended December 31, 2020.

BACKGROUND

The Thunder Bay Police Service is required to report to the Thunder Bay Police Services Board on the status of the Operational Budget for the Year Ended December 31, 2020.

As of December 31, 2020 the total actual Net Operating Expenses total \$46.5 million compared to a Revised Net Operating Budget of \$46.7 million resulting in a favourable variance of \$199,300 net of the impact of COVID19 related costs of \$87,600. The key components of the favourable variance are discussed below.

COMMENTS

Overall there is a favourable variance in wages, fringe benefits, uniforms and personal protective equipment of \$856,300. This is comprised of savings of \$1,670,000 in wages & fringe benefits directly related to vacancies throughout the year including the four (4) NG911 communication call takers, the six (6) guns and gangs officers and the Aboriginal Liaison Coordinator position, as well as a number of staff on short and long term disability. Recruitment efforts in 2020 resulted in successfully filling the Aboriginal Liaison Coordinator position in December and two (2) of the NG911 communication call takers in November. The remaining two (2) NG911 positions were filled in the early part of 2021 as well as three (3) of the six (6) guns and gangs positions. It is expected the remaining three (3) guns and gangs positions will be filled early in the second quarter of this year. This positive savings in wages & benefits

was partially offset by unfavourable variances in WSIB costs (\$351,000), overtime costs (\$372,300) and uniforms and personal protective equipment (\$85,000).

With respect to material accounts there is an overall unfavourable variance of \$361,800.

The key components are primarily comprised of:

- Equipment purchases to support the operations of the criminal investigations branch and the ETU unit (\$131,000);
- Computer leases and software licence agreements primarily relating to needs in the cyber crime and intelligence units (\$118,300);
- Vehicle maintenance costs (\$130,000), and;
- Building renovations for a soft interview room and the remodel of community services office space and central records to accommodate staffing needs (\$74,500). These unfavourable variances were partially offset by savings in several other material accounts.

There is a slight unfavourable variance in purchased services and professional fees of \$24,900 which is primarily a result of higher than expected costs for the OIPRD reinvestigation initiative (\$77,200) offset by savings in legal fees (\$81,300).

Rents and financial expenses are also slightly higher than expected totalling \$33,000 primarily relating to vehicle leasing costs and credit card fees associated with criminal records checks.

The internal recovery from the City for 911 services was reduced to reflect the vacant NG911 communication call takers resulting in an unfavourable variance of \$332,000. The Service also incurred higher than expected facility repairs totalling \$40,000.

Overall there is a favourable variance in total revenues of \$213,800, primarily consisting of higher than expected user fee revenue for prisoner guarding services, criminal records checks and wage recoveries for our succeded officer teaching at the Ontario Police College (\$251,800), higher than expected revenues from the Oliver Paipooonge contract and providing 911 services to neighbouring municipalities (\$27,800) offset by an unfavourable variance in grant revenue (\$63,000).

The total impact of COVID19 has resulted in an unfavourable variance of \$87,600.

Pandemic related impacts are comprised of:

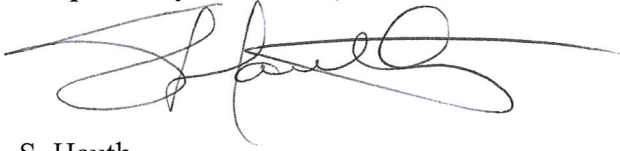
- the creation of a call back unit to reduce the amount of calls for service being dispatched to limit front line exposure to our uniform members;
- additional cleaning and sanitation of vehicles;
- wages and overtime to cover staff that require self isolation;
- PPE and cleaning supplies;
- reduced revenue associated with Paid Duty as a result of the closure of the casino and cancellation of summer events;

- the cancellation of false alarm billing for the months of March to May as a financial relief measure; and
- cost savings in the cancellation of travel and training.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



S. Hauth
Chief of Police

Prepared by: D. Paris, Director – Finance and Facilities



Thunder Bay Police Service

SYLVIE HAUTH, CHIEF OF POLICE

1200 Balmoral Street, Thunder Bay, ON P7B 5Z5

Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: March 4, 2021
Date of Meeting: March 16, 2021
Report No: 15/21

Chair and Members

Thunder Bay Police Services Board
317 Victoria Avenue East, Suite 8
Thunder Bay, ON P7C 1A4

SUBJECT

Missing Persons Act – 2020 Annual Report and Training Supports

REPORT SUMMARY

Under Section 8 of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2020 annual report must include urgent demands made during January 1, 2020 to December 31, 2020. The Thunder Bay Police Service is reporting the total number of urgent demands made to be zero for this time period and the number of missing persons investigations in which a demand was made is also reported as zero for this time period. The completed annual report template is attached.

BACKGROUND

Under Section 8 of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public.

The annual report must be completed using *Form 7: Annual Report Template*. The general regulation under the Act (O.Reg. 182/19) sets out the specific timelines for meeting this requirement. Municipal and First Nations Chiefs of Police are required to provide an annual report to their police service boards by April 1, 2021. Police services must make the annual report public on a website by June 1, 2021, and must provide a copy to the Solicitor General.

COMMENTS

This report satisfies the statutory requirements for disclosure of use of urgent demands under the Act, to the Police Services Board.

RECOMMENDATIONS

There are no recommendations associated with this report.

Respectfully submitted,



S. Hauth
Chief of Police

Attachment: Completed Annual Report Template – Form 7 – *Missing Persons Act, 2018*

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

Data Collection

Period of data collection

Start Date (yyyy/mm/dd)
2020/01/01

End Date (yyyy/mm/dd)
2020/12/31

Name of Police Force
Thunder Bay Police Service

Detachment Location (if applicable)

Unit Number	Street Number 1200	Street Name Balmoral Street	PO Box
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City/Town Thunder Bay	Province Ontario	Postal Code P7B 5Z5
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Total Number of Urgent Demands made 0	Number of Missing Persons Investigations in which a demand was made 0
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Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands

Records	Description	Total number of times demanded
Records containing contact information or other identifying information		
Photos, videos, or other records containing visual representation		
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location		
Records of employment information		
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>		
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>		
Records that related to a student of an educational institution		
Records containing travel and accommodation information		

Records	Description	Total number of times demanded
Records of financial information		
Other records		

PART V: Summary of Recommendations UPDATED: March 2021

This section provides a summary of the recommendations proposed to address the needs and issues identified through this investigation.

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
Regarding Board Governance Policy:				
R.1. It is recommended that there be a clear statement of the role of the Board in governing the police service, defining the key instruments required to provide governance, and specifying the authorities and constraints on the Board.	Q3 2021		Board	
R.2. It is recommended that a person who does not carry out any other municipal role, especially one at the executive level, be appointed to provide services to the Board in the capacity of a Secretary.	Q3 2020		Board	Completed
R.3. It is recommended that the Board Chair, with support from the Chief, presents the budget to the municipal government that includes remuneration for an Executive Director.	Q4 2020		Board & Chief	Completed/Annual
R.4. It is recommended that the Board develop a policy regarding relations between the Board and the Chief that clearly delegates operational responsibility to the Chief, but also outlines the Chief's duties at a high level to include: <ol style="list-style-type: none"> 1. The duty to manage the TBPS effectively and efficiently; 2. The duty to implement the policy direction of the Board; 3. The duty to ensure a service that reflects the community it serves; 4. The duty to provide information to the Board on the TBPS's performance, its compliance with policies, community relations, developing trends or significant incidents that would affect plans or changes to police services and annual training and reports on performance in delivering services free of bias, racism, discrimination and harassment; and 5. The duty to brief the Board on serious incidents that can affect the community, either past or anticipated. 	Q3 2021		Board & Chief	In progress
R.5. It is recommended that the Board establish a Governance Committee to review and propose revisions where necessary to all existing policies, including its Missing Person Policy, and to oversee the development and regular maintenance of Board policies.	Q3 2020		Board	Completed/Ongoing

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
R.6. It is recommended that the Board undertake development of a Board Policy Manual to address governance and other matters that are general to all police forces, as well as those that are unique to the circumstances of the Thunder Bay Police Service.	Q3 2021		Governance Committee	
R.7. It is recommended that the Board engage with First Nation organizations, including the Bear Clan and education authorities and local schools, to conduct a formal review of the Missing Persons Policy.	Q4 2021		Governance Committee	
R.8. It is recommended that the Board develop and adopt an anti-racism strategy and policy for itself and the TBPS.	Q3 2021		Governance Committee	
R.9. It is recommended that all Board policies be publicly and easily accessible.	Q4 2021		Governance Committee	
R.10. It is recommended that the Governance Committee post all draft policies on the Board's website for public review.	Q3 2021		Governance Committee	
Regarding Board Planning:				
R.11. It is recommended that the Board develop a Policy on Business Planning.	Q3 2021		Board/ Governance Committee	
R.12. It is recommended that the Board develop a Policy on Trend Analysis, Critical Points and Risk Management.	Q2 2022		Governance Committee	
Regarding Recruitment, Retention and Promotion				
R.13. It is recommended that the Board direct the Chief to submit, for its approval, a multi-year plan for the diversification of the TBPS, to include: <ol style="list-style-type: none"> 1. Specific targets for recruitment and a timeline for their achievement; 2. Recruitment strategies that focus on marginalized communities not represented or under-represented in the TBPS; 3. An analysis of existing barriers to recruitment, selection, retention and advancement of under-represented groups, and measures to address those barriers; 4. Creation of a multi-stakeholder advisory group to support initiatives for retention and recruitment; 5. A plan for the training and support of existing and newly recruited staff to explain and promote the value of a representative service; 	Q1 2020		Board & Chief	<p>Completed: A new HR specialist was hired in June 2019 – recruitment is next goal for organizational change committee</p> <p>Recruitment plan/long term strategy was presented to the Board at PSB meeting on January 19, 2020 with short, medium and long term goals to recruitment and diversification of the Service.</p> <p>The chief and deputy are active in the indigenous community – ie: pow wows, sweat lodge. Have done in house training and attends organizational events</p>

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
<p>6. A development and promotion plan for current Service members from First Nations and other under-represented groups;</p> <p>7. A monitoring and reporting system that enables the Board to receive accurate and timely reviews of progress to measure results; and</p> <p>8. Formalizing the requirement that the Chief and the Deputy Chief have knowledge or experience with Indigenous peoples, cultures, histories, and policing.</p>				
<p>R.14. It is recommended that the Board develop, in conjunction with the Chief, a plan to build partnerships with First Nations, educational facilities and other partners to encourage Indigenous recruitment into the TBPS.</p>	<p>Q1 2020</p>		<p>Board & Chief</p>	<p>Completed. Forms part of current recruitment strategy presented in January 2020</p>
<p><i>Regarding Oversight of the Chief and Deputy Chief:</i></p>				
<p>R.15. It is recommended that the Board develop a policy regarding relations between the Board, the Chair, and the Chief that clearly delegates operational responsibility to the Chief, but also outlines the Chief's duties at a high level to include:</p> <ol style="list-style-type: none"> 1. The duty to manage the TBPS effectively and efficiently; 2. The duty to implement the policy direction of the Board; 3. The duty to ensure the TBPS reflects the community it serves; 4. The duty to report to and provide information to the Board; and 5. The duty to brief the Board on serious incidents that can affect the community, either past or anticipated. 	<p>Q3 2021</p>		<p>Board & Chief</p>	<p>In progress.</p>
<p>R.16. It is recommended that Board policy on Relations with the Chief specify the Chief's responsibility to report to the Board on operational matters that may become matters of concern to the Board, including:</p> <ol style="list-style-type: none"> 1. The performance of the TBPS, specifically in delivering services free of bias, racism, discrimination and harassment; 2. TBPS compliance with policies; 3. The state of community relations; 4. Developing trends or significant incidents that would affect plans or changes to police services; 5. Implementation of operational and training plans; and 6. Board input or decisions required. 	<p>Q3 2021</p>		<p>Board & Chief</p>	<p>In progress</p>

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
Regarding Communication and Transparency:				
<p>R.17. It is recommended that, consistent with practice of many boards across the country, the following steps be taken by the TBPSB to make itself publicly accessible:</p> <ol style="list-style-type: none"> 1. Creation of its own website, with a separate look and feel from the Police Service; 2. Use of social media tools embedded in the site to encourage input; 3. Posting of meaningful information on police activities such as budget, performance reports, etc.; and 4. Development of Board - specific policy and protocols for representation of the Board, crisis communication, Board confidentiality, and other internal and external communication needs. 	<p>Q2 2019 Q3 2021</p>		<p>Board & Admin</p>	<p>Board website in place Q2 2019, other measures in process.</p>
<p>R.18. It is recommended that the Board develop and publish online an annual outreach and consultation plan, identifying:</p> <ol style="list-style-type: none"> 1. Groups that it plans to consult on specific issues or general matters; 2. First Nations affected by population flow between them and Thunder Bay; and 3. Indigenous organizations with actual or potential linkages to TBPS programs, services, and operations. 	<p>Q4 2021</p>		<p>Board</p>	<p>To be incorporated in Communications Strategy</p>
<p>R.19. It is recommended that the TBPSB create a policy statement committing to the principle of openness and transparency in its communication. Specific measure reflecting this policy should include:</p> <ol style="list-style-type: none"> 1. Commitment to open meetings, accessible to the community, with formal notice of the rationale for any closed or in-camera sessions or meetings; 2. Meetings held in non-police service facilities, with minimum security barriers or clearances necessary to gain access; 3. Publication of meeting notices, meeting agendas, supporting material, and minutes with sufficient detail to clarify the proceedings; 4. Online publication of Board policies, with opportunities for community members to provide input on policies under development; 5. Producing and posting video coverage of all public meetings; and 6. Any other measures consistent with the principle of openness and transparency. 	<p>Q4 2021</p>		<p>Board</p>	<p>To be incorporated in Communications Strategy, some measures already in place</p>

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
Regarding Relationships with Indigenous Groups:				
R.20. It is recommended that the TBPSB formally and explicitly adopt principles of reconciliation and recognition of Indigenous peoples in their governance and service delivery models.	Q4 2021		Governance Committee	
R.21. It is recommended the Board establish a specific policy with respect to both the Board and the TBPS' relationship with First Nations communities, people, governments, organizations and service providers setting out the Board's goals, objectives, strategies, communication and consultation protocols, and other measures to facilitate more effective relationships.	Q4 2021		Governance Committee	To be incorporated in Communications Strategy
R.22. It is recommended that the Board establish formal agreements with First Nations governance bodies to share information and raise cultural awareness.	Q1 2022		Board	
R.23. It is recommended that Board direct the TBPS to develop formal Terms of Reference for the Aboriginal Liaison Unit.	Q2 2021		Chief	In progress
Regarding Board and Police Training:				
R.24. It is recommended that the Board, in co-operation with OAPSB and funded by the Province, develop a compulsory, standard orientation package for new Board members that will include: 1. Briefing by the Chair on: 1. Oath of confidentiality; 2. Conflict of interest statement; 3. Relevant legislation, especially the governance provisions of the <i>Police Services Act</i> ; 4. Strategic (Business) Plan for the Service: process and content; 5. Overview of current budget, and of the budgeting process; 6. Board policies and procedures; 7. Roles, powers, authorities, limitations and expectations of a Board member; 8. Review of current issues; 9. Review of confidential issues; 10. Communication protocols; and 11. Meeting schedule, planning, agendas, minutes, and protocols.	Q1 2019		BOARD & OAPSB	Completed

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
<p>2. Overview of the Police Service by the Chief of Police:</p> <ol style="list-style-type: none"> 1. Outline of the organization, personnel and deployment; 2. Tour of facilities; 3. Meeting with senior and frontline officers; 4. Briefing on Current Challenges and Community Developments; and 5. “Ride Along” with frontline officers. 				
R.25.				Completed/Ongoing
R.26.	Q1 2019		Board	Completed/Ongoing
R.27.	Q1 2019		Board	Completed/Ongoing
Regarding Support to Police Boards from the MCSCS:				
R.28.	?		MCSCS	
<p>Standard that would mandate the roles and necessary governance tools of each police service board, to include:</p> <ol style="list-style-type: none"> 1. Roles of the Board to govern the police service; 2. Obligation to engage community in its deliberations; 3. Need for Board to be sensitive to First Nations realities; 4. Duties of the Chair and Vice-Chair; 5. Governance Processes; 6. Public Access guidelines, most notably the need to constrain the use of closed meetings; and 7. Relationship with the Chief, including setting of goals, monitoring of performance and the need for formal performance evaluation processes. 				
R.29.	?		MCSCS	
<p>It is recommended that the MCSCS create a New Board Member Orientation Standard that would require all new board members to undertake a specific training process before they can participate in board meetings as voting members.</p>				

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
R.30. It is recommended that the MCSCS develop a Performance Evaluation Protocol to provide boards with the tools to assess their performance and to enable the MCSCS to conduct, through an inspection process not now in place, periodic evaluations of the board's performance. Such evaluations could take place every three years, as they would constitute a resource demand on the MCSCS.	?		MCSCS	
R.31. It is recommended that the MCSCS designate, as applicable, the following crimes for which the TBPS Chief of Police must develop and maintain procedures and processes for criminal and general investigations: <ol style="list-style-type: none"> 1. Criminal Organization; 2. Human Trafficking; 3. Missing and Murdered Indigenous Women and Girls; and 4. Hate Crimes and Violence against Indigenous Peoples. 	?		MCSCS	
R.32. It is recommended that the MCSCS create, or make more accessible, the trend analysis that the MCSCS is required to undertake under the PSA, and ensure that such analysis emphasizes marginalized communities, most notably First Nations.	?		MCSCS	
R.33. It is recommended that the MCSCS clarify in policy that Zone Advisors can attend all board meetings, whether they are open or closed, subject to the same confidentiality rules that apply to board members.	?		MCSCS	COMPLETE
Regarding the Appointment of an Administrator				
R.34. It is recommended that the OCPC exercise its authority under section 23(1) and 24(1) to appoint an Administrator for a period of time to temporarily exercise all of the powers of the Board while the Board is reconstituted in the interim period.				Completed
R.35. It is recommended that the Administrator carry out all of the functions and responsibilities of the Board, including the creation of an appropriate policy framework until new members, along with Ms. Reitberger, are appointed and have received appropriate and relevant training.				Completed
R.36. It is recommended that the Administrator possess, at a minimum, the following attributes:				Completed

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
<ol style="list-style-type: none"> 1. The Administrator should not be a person who has a vested interest in the current situation and can be seen to be free from bias insofar as policing in Thunder Bay is concerned. There should be no possible suggestion that the Administrator is part of the “history” of the Board; 2. The Administrator’s function is to be limited in time and scope and is one of organization, oversight and education; 3. The Administrator is to be knowledgeable in police service board matters generally; 4. The Administrator should also be knowledgeable in board governance matters generally. 5. The Administrator should be legally trained so that he or she can preside over meetings of the Board and the subcommittee thereof and guide the Board with respect to the various legal challenges currently facing it; and. 6. The Administrator should be a person who will either have or who could gain the respect of both the Indigenous and non-Indigenous community. 7. The Administrator should be a consensus builder. 				
R.37.				Completed
R.38.	N/A			OCPC agreed to carry the Administrator’s costs, including extension to July 1, 2020.

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
<p>R.39. It is recommended that the Administrator perform the following functions:</p> <ol style="list-style-type: none"> 1. Until the Board members have completed their training and are eligible to vote, the Administrator shall preside over all regularly scheduled and special meetings of the Board, including the in-camera portions. The Administrator shall also attend and preside over all sub-committee meetings. The Administrator shall have the sole vote. 2. Design a suitable training strategy and package for all Board members consistent with recommendations made herein, particularly those set out in Part III, section 3.9. The Administrator will secure resources for its design and delivery. The Administrator will ensure that all Board members receive this training. The Administrator (and, in the future, the Chair) will certify, in writing, that the training is complete. 3. When some, but not all, of the members have completed their training and are, consequently, eligible to vote, the Administrator shall continue to preside over all regularly scheduled and special meetings of the TBPSB, including the in-camera portions. The Administrator shall also continue to attend and preside over all sub-committee meetings. The Administrator shall have on vote, except in the case of a tie when the Administrator shall have an additional deciding vote. 4. When all board members have completed their training and are, consequently, eligible to vote the Administrator shall attend, either in person or by conference call or video conference, all regularly scheduled and special meetings of the Board, including all in-camera portions. The Administrator shall, in the same manner, attend all sub-committee meetings. The Administrator shall have a single vote. 5. On his or her own initiative or upon request from any member of the TBPSB, the Administrator shall provide advice to the Board and/or individual members, where appropriate, about inter alia: Board processes including, but not limited to issues such as the recording of votes, taking of minutes, scheduling agenda items, delegation of authority and composition of subcommittees. 6. Achieve and maintain compliance with the PSA and any applicable regulations made pursuant to the PSA; 	<p>Ongoing</p>		<p>TL</p>	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Completed 4. Completed

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
<p>7. Establish a suitable policy framework for the ongoing governance of the Board and review and update as necessary a protocol for its relations with the TBPS, Thunder Bay City Council and other organizations;</p> <p>8. Have full power and authority to make any changes he or she sees fit to the Board processes to enhance governance over itself or the TBPS;</p> <p>9. Make recommendations to the Executive Chair of the OCPC on the Board's composition, including the power to suspend any or all of its Members;</p> <p>10. Work with the Board to engage the public in discussion about the Board and its role; and</p> <p>11. Advise the Executive Chair about the need to vary or cancel any Order made in response to changing circumstances and in consultation with the Board.</p>				
<p>R.40. It is recommended that the Administrator be given full power and authority to perform any or all of the responsibilities set out under section 31(1) of the PSA, as described earlier in this Report.</p>			TL	Completed
<p>R.41. It is recommended that the City of Thunder Bay not reappoint any of the current members upon expiry of their terms. Should the City of Thunder Bay chose to ignore, or refrain from accepting this recommendation, it is recommended that OCPC use the powers given to it by Section 25 of the PSA. I sincerely hope that this will not be necessary.</p>				Completed
<p>R.42. It is recommended that for the appointment of any future Board member attention be paid to the range of attributes, characteristics and competencies outlined by the Winnipeg Police Board as desirable for effectively contribution to its Board.</p>			BOARD	ONGOING
<p>Regarding training for new appointees:</p>				
<p>R.43. New Board members appointed to replace the outgoing board members be required to complete the On-Boarding and Orientation portion of the proposed strategy which will be the initial responsibility of the Administrator, as well as the ongoing duty of the Chair, to create and execute.</p>			BOARD	ONGOING

RECOMMENDATION #	TIMELINE	FUNDING	RESPONSIBILITY	PROGRESS & COMMENTS
R.44. It is recommended that the Province fund the development of the proposed training and assist the OAPSB in updating its current online orientation material, especially if it is to be the standard orientation package.				
R.45. It is recommended that the Province fund the development of the proposed training and assist the OAPSB in updating its current online orientation material, especially if it is to be the standard orientation package.				

TELECOMMUNICATIONS

Invoice Information

Account Holder: Thunder Bay Police Services Board
 Invoice Date: February 01, 2021
 Account Number: 5356376000
 Phone Number: 807-622-9585
 Due Date: February 26, 2021
TOTAL AMOUNT DUE: \$47.46

Summary of Charges

Previous Balance: \$53.73
 Payment(s) - Thank you: 53.73CR
 Balance Forward: 0.00

Monthly Services: 42.00
 HST (R121396592): 5.46
 Total Current Charges: 47.46

Total Amount Due by February 26, 2021: \$47.46

Important Messages

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To see our progress, visit tbaytel.net/networknow

Fibre

For more information regarding your account, please call us at 623-4400 or 1-800-264-9501.

Please detach and return portion below with your payment

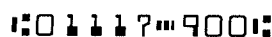
Invoice Information

Account Holder: Thunder Bay Police Services Board
 Invoice Date: February 01, 2021
 Account Number: 5356376000
 Phone Number: 807-622-9585
 Due Date: February 26, 2021
TOTAL AMOUNT DUE: *****

014957

Thunder Bay Police Services Board
 317 Victoria Ave E Suite 10
 Thunder Bay, ON P7C 1A4

Pre-authorized - Do Not Pay



96

/SEL/

P014957-C060543-1/4-VIP

TELECOMMUNICATIONS

Invoice Information

Account Holder: Thunder Bay Police Services Board
 Invoice Date: March 01, 2021
 Account Number: 5356376000
 Phone Number: 807-622-9585
 Due Date: March 26, 2021
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For more information regarding your account, please call us at 623-4400 or 1-800-264-9501.

Please detach and return portion below with your payment

PO Box 10074
Thunder Bay, ON P7B 6T6

Invoice Information

Account Holder: Thunder Bay Police Services Board
 Invoice Date: March 01, 2021
 Account Number: 5356376000
 Phone Number: 807-622-9585
 Due Date: March 26, 2021
TOTAL AMOUNT DUE: *****

014966

Thunder Bay Police Services Board
 317 Victoria Ave E Suite 10
 Thunder Bay, ON P7C 1A4

Pre-authorized - Do Not Pay



/SEL / P014966-C060527-1/4-VIP



INVOICE

The Maverick Group | Maverick AV

INVOICE # 02162101
DATE: FEBRUARY 16, 2021

1543 Arthur Street East, Thunder Bay ON P7E5N5
Phone 807.623.1222 Fax 807.623.5452
Toll-free 877.607.4386
support@maverickav.com

TO Thunder Bay Police Services Board
317 Victoria Ave E, Unit #10 Thunder Bay
John S. Hannam, Secretary
Thunder Bay Police Services Board
psbsecretary@hotmail.com

SALESPERSON	PURCHASE ORDER	PAYMENT TERMS	DUE DATE
CF	JH	Direct Bill	30

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Police Services Board Virtual Session Support Thunder Bay Police Services Board Virtual Meeting February 16, 2021 Public Session 9AM-12PM Private Session 12PM-3PM 1. Technical Design & Pre-event Testing 2. Callbridge Service Telephone Link 3. Uphoria Digital Audio Interface 4. Blackmagic Stream Encoder 5. Restream Public Meeting to CoTB Webpage 6. Public Meeting Bridge and Monitor Technician Telephone call in details: Dial-in using your phone: +1 647 846 1956 Access code: 312 6185	\$645.00	\$645.00
SUBTOTAL			\$645.00
HST			\$83.85
TOTAL			\$728.85

Make all checks payable to "Maverick"
Maverick Entertainment & Audio Visual is a division of Audio Concepts HST#87381 5294

THANK YOU FOR YOUR BUSINESS!



Invoice

2021-2-TBPSB

iSi LIVE

150-C Terence Matthews Crescent

Ottawa ON K2M 1X4
Canada

Balance Due

\$282.50

Invoice Date : 2021/02/16

Terms : Net 30

Due Date : 2021/03/18

P.O.# : PO: 4700348060

Description : Series of Meetings -
February 16, 2021

Bill To

Thunder Bay Police Services Board

CHEQUES PAYABLE TO: INTEGRATINGSOLUTIONS INC

#	Item & Description	Qty	Rate	Amount
1	iSi Client Remote Production Remote production & indexing LIVE - February 16, 2021	1 Each	250.00	250.00
			Sub Total	250.00
			HST (13%)	32.50
			Total	\$282.50
			Balance Due	\$282.50

Notes

HST/GST: 86575 6522 RT0001 QST: 1214681087 TQ0001

Terms & Conditions

We welcome your feedback and want to be sure you have had an excellent experience with us. We provide email, telephone, chat, and a customer portal for you to interact with us at your convenience. If you have any problems you will have five (5) days to contact us to discuss. You can create an online ticket at any time by going online to: <https://support.isilive.ca>

All invoices due within 30 days. Overdue invoices will either be charged interest at a rate of 24% annually and/or any applicable discounts will be added onto the original invoice. Accounts overdue by more than 60 days will be automatically sent for collection and legal proceedings will ensue.

INVOICE

Amount Due (CAD)

\$678.00

BILL TO
Thunder Bay Police Services Board
Linda Douglas
317 E. Victoria Avenue,
Unit #10
Thunder Bay, Ontario P7C 1A4
Canada

douglas_assistant@tbaytel.net

Invoice Number: PP_2051

Invoice Date: February 28, 2021

Payment Due: March 30, 2021

SERVICE	QUANTITY	PRICE	AMOUNT
Project Management and Design Services [TBP_002] January 2021 Work	4	\$150.00	\$600.00
Subtotal:			\$600.00
HST 13% (80955 7721 RT0001):			\$78.00
Total:			\$678.00
Amount Due (CAD):			\$678.00

Notes / Terms

All services performed in Canada.
No services/expenses in the United States.

TD Canada Trust - Branch #32
3060 Danforth Ave
East York, ON M4C1N2

Bank Account Number: 5240437
Routing # / ABA # / Sort code : 026-009-593
Transit # + Bank code + Acct no. : 00322 004 5240437
Swift Code : TDOMCATTTOR



Pixels and Pencils Creative Direction Inc.
18 Carnahan Terrace
Toronto, Ontario M4E 0B2
Canada

Contact Information
647.880.4266
pixelsandpencils.ca

Invoice # 7 Outline Agreement #4600010467

Vendor # 107402

March 8, 2021

~~~~~

John S. Hannam

Secretary, Thunder Bay Police Services Board

Invoice for Services for the period February 5, 2021 through March 8, 2021

|                         |     |                   |
|-------------------------|-----|-------------------|
| 33.5 hours @ \$125/hour |     | \$4187.50         |
| HST # 74226 4872        | 13% | \$544.75          |
| <b>Total</b>            |     | <b>\$4,732.25</b> |



**LINDA DOUGLAS**  
**Assistant to the Secretary**  
**Thunder Bay Police Services Board**

# INVOICE

DATE: February 28, 2021  
 INVOICE: #007  
 RE: *Services Rendered for Thunder Bay Police Services Board*

**OUTLINE AGREEMENT #4600010468 | CTB Vendor Number: 111690**

**Bill To:**

Finance Department - TB Police Service - **Attention: Kathy Learning**  
 1200 Balmoral Street  
 Thunder Bay, ON P7B 5Z5

| DATE                              | Billable Hours    | EXPLANATION                          |
|-----------------------------------|-------------------|--------------------------------------|
| February 1 - 28, 2021             | 38.12             | Services Rendered for February, 2021 |
| Hourly Rate per Outline Agreement | \$90.00           |                                      |
|                                   | \$3,430.80        | Subtotal                             |
|                                   | 446.00            | <No. 74214 8887 RT0001> HST 13%      |
| Reimbursement for Office Supplies | 16.92             |                                      |
|                                   | <u>\$3,893.72</u> | <b>TOTAL PAYABLE</b>                 |

Please make all cheques payable to **Linda Douglas**  
 Breakdown of hours with explanations available upon request.  
 If you have any questions regarding the foregoing, please contact Linda Douglas.

**THANK YOU!**

199 Larch Street  
Suite 1002  
Sudbury ON P3E 5P9  
Tel (705) 564-6699  
Fax (705) 564-3099  
Toll Free 1-800-265-1222

199 rue Larch  
Salle 1002  
Sudbury ON P3E 5P9  
Tél (705) 564-6699  
Télééc (705) 564-3099  
Sans frais 1-800-265-1222

March 1, 2021

## MEMORANDUM

**TO:** Justices, Crown Attorneys, Court Service Managers, Chiefs of Police and MCCSS Youth Justice Transfer Payment Recipients

**FROM:** Sandra Russell, Director - North Region  
Ministry of Children, Community and Social Services

**SUBJECT:** **Decommission of Youth Justice Residential Programs and Decreases in Operational Capacity within the Youth Justice System**

I am writing to inform you of changes to services that are provided through transfer payment recipients. These changes are part of the ministry's plan to modernize the open and secure custody/detention system and more effectively utilize resources.

Since the introduction of the *Youth Criminal Justice Act* a focus on prevention, diversion and community-based programs has contributed to a 81% reduction of youth admitted to custody and detention in Ontario (from 2004-05 to 2019-20), meaning there are 8,500 fewer admissions now than in 2004-05. This represents a great success in the efforts to maintain family units and return youth to a successful trajectory where they can be positive members of our communities.

Following an analysis of provincial and regional bed utilization rates, the Ministry is taking measures to be fiscally responsible and to reorganize this program area. As a result, the following facilities will be closed:

| Organization            | Facility                   | Location      | Capacity                         |
|-------------------------|----------------------------|---------------|----------------------------------|
| Crisis Centre North Bay | Nipissing Detention Centre | North Bay, ON | 8 Beds Open<br>Custody/Detention |
| Northern Youth Services | William H. Roy House       | Sudbury, ON   | 6 Beds Open<br>Custody/Detention |

| Organization                                         | Facility                                            | Location             | Capacity                        |
|------------------------------------------------------|-----------------------------------------------------|----------------------|---------------------------------|
| Northern Youth Services                              | Justice Derek Holder House                          | Sault Ste. Marie, ON | 6 Beds Open Custody/Detention   |
| Ininew Friendship Centre                             | MeeQuam Youth Residence                             | Cochrane, ON         | 10 Bed Open Custody/Detention   |
| William W. Creighton Youth Services                  | Jack McGuire Centre                                 | Thunder Bay, ON      | 7 Bed Open Custody/Detention    |
| WJ Stelmaschuk & Associates Ltd.                     | Northern Youth Centre                               | Keewatin, ON         | 12 Bed Open Custody/Detention   |
| Wendigo Lake Expeditions Inc.                        | Project D.A.R.E.                                    | South River, ON      | 10 Bed Open Custody             |
| North Eastern Ontario Family and Children's Services | Pineger Youth Centre                                | Kirkland Lake, ON    | 12 Bed Secure Custody/Detention |
| William W. Creighton Youth Services                  | JJ Kelso Youth Centre                               | Thunder Bay, ON      | 11 Bed Secure Custody/Detention |
| William W. Creighton Youth Services                  | Creighton Youth Centre** (Secure Custody/Detention) | Kenora, ON           | 5 Bed Secure Custody/Detention  |

Effective immediately detention intake points for youth within Northern Ontario court jurisdictions will shift as follows:

| Service Area                                                                                                          | Youth  | Facility                   | Operator                            | Location                                                |
|-----------------------------------------------------------------------------------------------------------------------|--------|----------------------------|-------------------------------------|---------------------------------------------------------|
| Northern Ontario                                                                                                      | Female | Bruce J. McKittrick Centre | William W. Creighton Youth Services | 1014 Oliver Road<br>Thunder Bay, ON<br><br>807-766-2900 |
| North Eastern Ontario (Sault Ste. Marie, Manitoulin, Sudbury, Nipissing, Muskoka, Parry Sound, Cochrane, Temiskaming) | Male   | Sterling B. Campbell House | Northern Youth Services             | 3200 Bancroft Drive Sudbury, ON<br><br>705-524-3354     |

| Service Area       | Youth | Facility               | Operator                            | Location                                         |
|--------------------|-------|------------------------|-------------------------------------|--------------------------------------------------|
| Kenora/Rainy River | Male  | Creighton Youth Centre | William W. Creighton Youth Services | 436 Rabbit Lake Road Kenora, ON<br>807-548-8859  |
| Thunder Bay        | Male  | Kairos Youth Residence | Kairos Community Resource Centre    | 900 Arthur St E. Thunder Bay, ON<br>807-623-1690 |

As the Ministry is taking measures to be fiscally responsible, and to reorganize this program area an additional measure is the bed reductions at the following facilities:

| Organization                        | Facility                      | Location        | Previous Bed count                  | New Bed Count                       |
|-------------------------------------|-------------------------------|-----------------|-------------------------------------|-------------------------------------|
| Northern Youth Services             | Sterling B. Campbell House    | Sudbury, ON     | 8 Bed Male Open Custody/Detention   | 6 Bed Male Open Custody/Detention   |
| Kairos Community Resource Centre    | Kairos Youth Residence        | Thunder Bay, ON | 8 Bed Male Open Custody/Detention   | 7 Bed Male Open Custody/Detention   |
| William W. Creighton Youth Services | Creighton Youth Centre - Open | Kenora, ON      | 10 Bed co-ed Open Custody/Detention | 9 Bed Male Open Custody/Detention   |
| William W. Creighton Youth Services | Bruce J. McKittrick Centre    | Thunder Bay, ON | 8 Bed Female Open Custody/Detention | 7 Bed Female Open Custody/Detention |

Our focus is on developing a comprehensive and sustainable plan to improve operational efficiencies without a decreased level of care for youth in conflict with the law. The ministry remains committed to providing youth in conflict with the law with a youth justice services system that holds youth accountable for their actions and helps them succeed in life. With the right supports and intervention, there is opportunity for rehabilitation so that they can successfully turn their lives around and reintegrate back into their communities.

We will take steps to help these closures and bed reductions from resulting in a decreased level of care for youth in conflict with the law.

Should you have any questions about the service system changes, please do not hesitate to contact:

Jeffrey King, Program Supervisor by email at [Jeffrey.King@ontario.ca](mailto:Jeffrey.King@ontario.ca) or by phone at 705-495-2112

Ginette Henwood, Program Supervisor by email at [Ginette.Henwood@Ontario.ca](mailto:Ginette.Henwood@Ontario.ca) or by Phone at 807-627-8498

Yours truly,

A handwritten signature in cursive script that reads "Sandra Russell".

Sandra Russell  
Director, North Region  
Youth Justice Division  
Ministry of Children, Community and Social Services





# Thunder Bay Police Service

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**SYLVIE HAUTH, CHIEF OF POLICE**  
1200 Balmoral Street, Thunder Bay, ON P7B 5Z5  
Tel: (807) 684-1304 • Fax: (807) 623-9242

March 3, 2021

Ministry of Children, Community and Social Services  
North Region  
c/o Sandra Russell, Director – North Region  
199 Larch Street, Suite 1002  
Sudbury, ON P3E 5P9  
VIA EMAIL: [Executive.North.css@ontario.ca](mailto:Executive.North.css@ontario.ca)

**RE: Decommission of Youth Justice Residential Programs and Decreases in Operational Capacity within the Youth Justice System**

Ms. Russell,

We are in receipt of your correspondence dated March 1, 2021 with respect to informing us of the changes to capacity within the Youth Justice System.

Although we understand and appreciate the need for review and change to more effectively utilize resources, with respect to the Youth Justice Residential Program, these changes will have a tremendous impact on Northwestern Ontario.

I am writing today to advise you of my concerns relative to how these changes will impact the Thunder Bay Police Service as well as to ask for further clarification.

I have reviewed the amended list with respect to detention intake points for youth within Northern Ontario court jurisdictions. This will have a huge impact on Thunder Bay and our Service, given the distance to the next viable facility. In addition, taking into account that both the Kairos Youth Residence and the Bruce J. McKittrick Centre will see their number of available beds reduced, this puts our community at yet another disadvantage. The Thunder Bay Police Service is responsible for Court Security and Prisoner Transportation. As such, will the Thunder Bay Police Service be required to transport youths over much larger distances should no beds be available in Thunder Bay? This also begs the question of remands to the following day. Is the Ministry's expectation that our Service will drive 6 hours to Kenora with a youth to return with them the following day for court in Thunder Bay?

Our realities in the North are quite different given that Northern Ontario spreads over a large geographical area. Your closure of facilities and reductions in number of available beds poses problems with respect to capacity, logistics as well as time consuming and costly transportation for the Thunder Bay Police Service.

Please confirm who will be responsible for transporting youth sentenced to an open or secure custodial facility should there be no space available locally.

While I appreciate plans to improve operational efficiencies, I am concerned about the reduction of options to us in the north.

I am open to further conversations on this matter and look forward to your response.

Sincerely,



Chief Sylvie Hauth  
MAC, CMM III Police Executive

SH/nk

c.c. Kristen Oliver, Chair – Thunder Bay Police Services Board

**EMAIL From:** [Holly Doty](#)

**Sent:** March 10, 2021 1:04 PM

**To:** [Holly Doty](#)

**Subject:** Call for Resolutions - OAPSB NOTICE OF THE 2021 ANNUAL GENERAL MEETING

Dear Fellow OAPSB Members,

Pursuant to Section 11.04 of the General By-law of the Ontario Association of Police Services Boards, this is formal notice of the 2021 Annual General Meeting of the Association's membership. The 2020 Annual General Meeting will be held at Virtually on [Friday, May 27, 2021](#) commencing at **10:30 a.m.** or shortly thereafter for the purpose of:

1. Confirming the Minutes of the 2020 Annual Meeting held on Friday, May 29th, 2020
2. Receiving the Financial Statements and Auditor's Report for the 2020 Fiscal Year.
3. Appointment of an Auditor for the 2021 Fiscal Year.
4. Ratification of the Board of Directors for the term 2021 - 2022 as submitted by the Zones
5. **Consideration of proposed [Resolutions](#)**
6. **Eligible resolutions must originate from member boards only (not municipalities / towns)**

**Please forward any Proposed Resolutions, in WORD format, to [oapsb@oapsb.ca](mailto:oapsb@oapsb.ca) no later than the cut-off date of [May 1, 2021](#).**

**Please see attached Guidance document when proposing a Resolution.**

Looking forward to seeing you in May!

Holly Doty  
Ontario Association of Police Services Boards  
180 Simcoe Street, London Ontario N6B 1H9  
T: 1-800-831-7727 | C: 519.636.7707  
[admin@oapsb.ca](mailto:admin@oapsb.ca)



## **Proposing Resolutions for the Annual General Meeting (AGM)**

### **What are AGM Resolutions?**

AGM Resolutions are the decisions made by members at an AGM, which direct the OAPSB Board of Directors. Generally speaking, resolutions address either:

- Members' advocacy interests (such as proposed legislative changes); or
- Internal Association matters (like By-law changes).

### **How do I Propose a Resolution?**

1. A member board or zone (or the OAPSB Board of Directors) may propose a resolution electronically in WORD format, complete with any relevant background information, to the OAPSB office by the posted deadline (if any) for an AGM.
2. OAPSB staff collate all proposed resolutions, and provide them to every AGM delegate prior to the AGM.
3. When called upon during the AGM, the originator introduces the proposed resolution. Following discussion, voting delegates are called upon to vote for or against the proposed resolution.
4. The OAPSB Board of Directors acts upon all resolutions that are carried at the AGM.

### **How do I Prepare a Proposed Resolution?**

A good resolution addresses three questions:

- A. What is the problem?
- B. What is causing the problem?
- C. What is the best way to solve the problem?



All resolutions contain a preamble and an operative clause. The **preamble** describes the issue, and the **operative clause** outlines the action being requested.

### **The Preamble**

The preamble starts with a recital, “WHEREAS” clause. Each clause is a separate but concise paragraph describing the problem and/or reason corrective action is being requested. Ideally the preamble does not contain more than four “WHEREAS” clauses.

### **The Operative Clause**

The operative clause begins with the words “THEREFORE BE IT RESOLVED”. This clause should be as short as possible, clearly describe the corrective action being requested to solve the problem identified in the preamble, and identify the agency that is being asked to implement the proposed solution.

The clearer the solution is stated in the operative clause, and the better that the preamble describes the problem that needs fixing, the more likely that the resolution will be understood and acted upon in a meaningful way.

### **Identification**

The proposed resolution also needs:

- a title that describes the topic and/or the proposed solution
- the name of the member board or zone that is proposing the resolution

This allows the AGM Chair to call identify the proposed resolution to the members present, and to request the proposing board/zone to introduce the proposal to those members.

### **Some Keys to Successful Resolutions:**

- The language of the resolution should be simple, action-oriented and easily understood
- Each resolution should address only one specific subject
- Resolutions should be accompanied by supporting facts/evidence
- Resolutions should be properly titled
- Resolutions should deal with issues relevant to police service boards