

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

Meeting Date: **September 15, 2020**

Location: **Council Chambers, City Hall**

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





THE
THUNDER BAY
POLICE SERVICES
BOARD

THE SEVENTEENTH MEETING OF THE
FIFTY-FIRST THUNDER BAY
POLICE SERVICES BOARD

COUNCIL CHAMBERS, CITY HALL,
9:00 A.M.

TUESDAY, SEPTEMBER 15,
2020

REGULAR SESSION

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

RES 1

With respect to the Seventeenth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on September 15, 2020, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

BY-LAWS

Memorandum from Ms. K. Power, Secretary to the Board, dated September 3, 2020, relative to Thunder Bay Police Services Board – Appointment of Secretary & Acting Secretary. (**Pages 1 - 2**)

RES 2

With respect to the memorandum from Ms. K Power, City Clerk/Secretary Thunder Bay Police Services Board dated September 3, 2020 relative to the Appointment of Secretary & Acting Secretary to the Thunder Bay Police Services Board, we recommend that By-law PC15-2020 Appointing Mr. J. Hannam as Secretary to the Thunder Bay Police Services Board and Ms. L. Douglas as the Acting Secretary be confirmed;

AND THAT the existing By-laws, PC24-2019, PC33-2019 and PC35-2019 that appointed municipal staff to the role of Secretary and Acting Secretary be repealed.

CONFIRMATION OF MINUTES

The Minutes of the Tenth Session Meeting of the Fifty-First Thunder Bay Police Services Board held on June 23, 2020 to be accepted. **(Pages 3 - 11)**

RES 3

THAT the Minutes of the Tenth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on June 23, 2020, to be accepted.

DEPUTATION

Correspondence from Detective J. Rybak, dated September 8, 2020 requesting to appear before the Board to provide a deputation relative to the Thunder Bay Police Association membership. **(Page 12)**

PRESENTATION

Thunder Bay Police Service Annual Report for 2019

Mr. C. Adams, Director – Communications & Technology to provide a PowerPoint presentation relative to the above noted, for the Board’s information.

2019 Annual Report – Thunder Bay Police Service. **(Distributed Separately)**

Organizational Change Project – Shaping Our Future

Inspector D. West to provide a PowerPoint presentation relative to the above noted.

Report entitled “Appendix A – Backgrounder – The Story of Gawendum Gaakina Awaya”, for the Board’s information. **(Pages 13 – 14)**

REPORTS OF THE THUNDER BAY POLICE SERVICES

2020 Operational Budget: Second Quarter Variance Report

Report No. 18/20 (Police) relative to updating the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service as of June 30, 2020, for the Board's information. **(Pages 15 – 16)**

Joint Health and Safety Bi-Annual Report

Report No. 19/20 (Police) relative to the above noted, for the Board's information. **(Pages 17 - 18)**

Unclaimed Funds Report

Report 21/20 (Police) relative to the above noted, for the Board's information. **(Pages 19 -20)**

Request to Claim Found Property

Correspondence from Ms. R. Murphy, dated July 28, 2020, requesting a claim to obtain found property. **(Page 21)**

Report 23/20 (Police) containing a motion relative to the above noted. **(Page 22)**

RES 4

THAT the Police Services Board approve the finder's request if the owner has not claimed the found property on or before September 22, 2020.

GENERAL

Funding Request – 2020 Mayor's Community Safety Awards

Correspondence from Ms. L. Chevrette, Crime Prevention Coordinator, dated July 30, 2020, requesting sponsorship for the 2020 Mayor's Community Safety Awards being held November 2, 2020. **(Page 23)**

RES 5

With respect to the 2020 Mayor's Community Safety Awards, being held November 2, 2020, we authorize sponsorship in the amount of \$1000;

AND THAT the sponsorship be paid from the Board's Special Account.

OIPRD Update

Chief S. Hauth to provide a verbal update relative to the new Training Committee for OIPRD Recommendations.

Thunder Bay Police Service - 2021 Capital Budget

Memorandum from Chief S. Hauth, dated August 26, 2020, relative to the above noted.
(Pages 24 - 25)

Grant Updates

Chief S. Hauth to provide verbal update relative to Project Prevent and Anti-Human Trafficking.

Missing Persons Act – Annual Reporting

Deputy Chief R. Hughes to provide an overview relative to the above noted.
(Pages 26 - 27)

New Hires Policy

Chief S. Hauth to provide an overview on current status of hiring.

Chair G. Morriseau to provide an update relative to the above noted.

RES 6

With respect to the development of a Policy for New Hires to the Thunder Bay Police Service, we recommend that the following members of the Thunder Bay Police Services Board be delegated the authority to approve new hires to meet the time constraints of the associated human resources recruitment and hiring processes:

1. _____
2. _____

AND THAT a delegation of authority by-law be presented to the Board at the October 2020 meeting for approval;

AND THAT monthly updates be provided to the Board on any approvals issued by the Chair and Vice-Chair as per the delegation of authority by-law;

AND THAT the work of drafting a delegation of authority by-law for this purpose be the responsibility of Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board.

2020 Cost Savings

At the June 23, 2020 Police Services Board meeting, a resolution was passed requesting that Chief S. Hauth report back on information relative to the above noted.

Memorandum from Chief S. Hauth, dated September 15, 2020, relative to the above noted. **(Page 28)**

Use of COVID-19 Database

Correspondence from Black Legal Action Centre, Aboriginal Legal Services, Canadian Civil Liberties Association and HIV & AIDS Legal Clinic Ontario, dated August 17, 2020 relative to the above noted. **(Pages 29 - 30)**

Ms. H. Walbourne to provide a verbal update relative to the above noted.

Joint Mobile Crisis Response Team – Potential to Expand

Memorandum from Mayor B. Mauro, dated September 1, 2020, containing a motion relative to requesting that the Chief report back on ability to expand the JMCRT. **(Pages 31)**

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

RES 7

With respect to the Joint Mobile Crisis Response Team, we recommend that the Chief of Police reach out to stakeholders relative to potential for expansion of the program;

AND THAT if advocacy is required by the Board relative to increased funding that the Chief report back to advise the Board of funding through the Northwest Local Health and Integration Network (NW-LHIN).

Website Hosting Information

Memorandum from Ms. K. Power, Secretary to the Board, dated September 8, 2020, relative to the Thunder Bay Police Services Board website. **(Page 32)**

Document entitled “Contract Website Maintenance”, for the Board’s information. **(Pages 33 - 37)**

Sublease with Thunder Bay and Area Victim Services

Memorandum from Mr. J. Hannam, dated September 2, 2020, containing a motion relative to the above noted. **(Page 38)**

RES 8

With respect to the lease of office space at 317 Victoria Ave, East, Thunder Bay, the Thunder Bay Police Services Board authorizes the execution of a sublease agreement with Thunder Bay and Area Victim Services by the Chair and Secretary;

AND THAT pending approval by the Board for Thunder Bay and Area Victim Services that authorization be given for the expansion of the lease as outlined.

Accounts Update – Approval for Payment of Invoices

Invoice from Evolution AV Ltd., dated June 24, 2020, relative to professional services rendered, for information. **(Pages 39 – 41)**

Invoice from Gordon Strategy, dated July 8, 2020, relative to professional services rendered, for information. **(Pages 42 - 45)**

Invoice from Caledonia Properties, dated July 8, 2020, relative to professional services rendered, for information. **(Page 46)**

Invoice from Pixels & Pencils Creative Direction Inc. dated August 31, 2020, relative to professional services rendered, for information. **(Pages 47 - 48)**

Invoice from Mr. J. Hannam, dated September 3, 2020, relative to professional services rendered, for information. **(Page 49)**

Invoice from Ms. L. Douglas, dated August 31, 2020, relative to professional services rendered, for information. **(Page 50)**

RES 9

With respect to the legal invoices presented at the September 15, 2020 Regular Session meeting of the Thunder Bay Police Services Board, we recommend proceeding with payment of the six (6) invoices;

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

Board Member Resignation

Member K. Lansdell to provide information relative to the above noted.

NEW BUSINESS

CONFIRMING BY-LAW

RES 10

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 Meeting of The Corporation of the City of Thunder Bay, Thunder Bay Police Services Board, this 15th day of September, 2020.

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: PC16 – 2020

ADJOURNMENT

Memorandum

Office of the City Clerk
Fax: 623-5468
Telephone: 625-2230

TO: Thunder Bay Police Services Board

FROM: Krista Power, City Clerk/Secretary Thunder Bay Police Services Board

DATE: September 3, 2020

SUBJECT: Appointment of Secretary & Acting Secretary
Thunder Bay Police Services Board – September 15, 2020 Meeting

At the Board's direction, a Request for Proposal (RFP) was issued in late 2019 relative to the hiring of an external service provider for Administrative Services for the Thunder Bay Police Services Board. This was as per the direction of the Ontario Civilian Police Commission (OCPC) Report dated November 1, 2018 titled "*Thunder Bay Police Services Board Investigation -FINAL REPORT - Senator Murray Sinclair, Lead Investigator*" which indicated the following;

3.2.2.2 Establishment of Board Independence:

The Board must have, and be seen to have, the independence, scope and resources to actually govern, and to carry out its distinct role, separate from both the TBPS and the municipal government. That is the core intent of the legislation. To this end, the Board must function, with a reasonable level of resources, to both exercise and appear to exercise its independence.

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.

RFP 83/2019 was issued to the public in November 2019 and closed on January 8, 2020. Following evaluation of submissions as per the procurement process established by the City of Thunder Bay, a decision was made to award the RFP to Mr. John Hannam and Ms. Linda Douglas. The RFP was formally awarded on July 22, 2020.

Since that time, the process for the administrative transition between the City Clerk and the external administrative support team of Mr. Hannam and Ms. Douglas has begun to transfer duties from the Office of the City Clerk to the external administrative team. In order to provide for the proper authority going forward the associated by-law is presented for the Board's approval in addition to the repeal of the by-laws associated with city staff.

With respect to the memorandum from Ms. K Power, City Clerk/Secretary Thunder Bay Police Services Board dated September 3, 2020 relative to the Appointment of Secretary & Acting Secretary to the Thunder Bay Police Services Board, we

recommend that By-law PC15-2020 Appointing Mr. J. Hannam as Secretary to the Thunder Bay Police Services Board and Ms. L. Douglas as the Acting Secretary be confirmed;

AND THAT the existing By-laws, PC24-2019, PC33-2019 and PC35-2019 that appointed municipal staff to the role of Secretary and Acting Secretary be repealed.

**MEETING: THE TENTH MEETING OF THE FIFTY-FIRST THUNDER BAY
POLICE SERVICES BOARD**

DATE: JUNE 23, 2020

TIME: 9:03 A.M.

PLACE: VIRTUAL MEETING VIA MS TEAMS

CHAIR: MS. G. MORRISEAU

**ELECTRONIC
PARTICIPATION:**

Mayor B. Mauro
Dr. K. Lansdell
Ms. C. Reitberger
Mr. T. Lockwood, Administrator of
the Board

OFFICIALS

Ms. K. Power, Secretary - Thunder Bay Police Services
Board
Ms. S. Hauth, Chief of Police
Ms. K. Piche, Assistant to the Secretary

OFFICIALS - ELECTRONIC PARTICIPATION:

Mr. R. Hughes, Deputy Chief of Police
Ms. H. Walbourne, Legal Counsel – Thunder Bay Police
Service
Mr. T. Gervais, Police Services Advisor - Ministry of the
Solicitor General

DISCLOSURES OF INTEREST

There were no disclosures announced at this time.

CONFIRMATION OF AGENDA

MOVED BY: Ms. C. Reitberger
SECONDED BY: Mayor B. Mauro

With respect to the Tenth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on June 23, 2020, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

BY-LAWS

Memorandum from Ms. K. Power, Secretary to the Board, dated May 28, 2020, relative to Thunder Bay Police Services Board – By-law PC6-2020 – Electronic Participation.

MOVED BY: Mr. T. Lockwood
SECONDED BY: Dr. K. Lansdell

With respect to the amendment to the procedural rules of the Thunder Bay Police Services Board, we recommend that the first paragraph under the Recitals of By-law PC6-2005 be changed to read:

1. “Section 37 of the Police Services Act (R.S.O. 1990, as amended) requires the Thunder Bay Police Services Board to establish its own rules and procedures in performing its duties under the Act.”

CARRIED

CONFIRMATION OF MINUTES

The Minutes of the Ninth Session Meeting of the Fifty-First Thunder Bay Police Services Board held on April 21, 2020, to be accepted.

MOVED BY: Councillor K. Oliver
SECONDED BY: Ms. C. Reitberger

THAT Minutes of the Ninth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on April 21, 2020, be accepted.

CARRIED

REPORTS OF THE THUNDER BAY POLICE SERVICES

Complaints Summary – First Quarter 2020

Report No. 16/20 (Police) relative to the above noted, for the Board’s information.

S/Sgt. Gombola provided an overview and responded to questions.

2020 Operational Budget: First Quarter Variance Report

Report No. 15/20 (Police) relative to updating the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service as of March 31, 2020, for the Board’s information.

Chief S. Hauth provided an overview relative to the above noted and responded to questions.

A discussion was held relative to COVID-19 response, training and cost savings.

MOVED BY: Mayor B. Mauro
SECONDED B: Councillor K. Oliver

With respect to Report 15/20 (Police) 2020 Operational Budget First Quarter Variance, we recommend that Chief S. Hauth report back on potential cost savings that may be realized and any opportunities for savings at the September 15, 2020 Thunder Bay Police Services Board meeting.

CARRIED

Appointment of Full-time Members Report

Report No. 17/20 (Police) relative to providing the names of quarterly new hires from April 1, 2020 to June 30, 2020, for the Board's information.

Ms. K. Power, Secretary to the Board acknowledged that Ms. N. Korcheski, former Assistant to the Secretary was listed on the above noted report and thanked Ms. Korcheski for her work with the Thunder Bay Police Services Board.

Chief S. Hauth responded to questions relative to the above noted..

Mr. T. Gervais, Police Services Advisor – Office of the Solicitor General provided clarification relative to the Board's ability to approve the Appointment of Full-time Members of the Thunder Bay Police Service and responded to questions.

A discussion was held relative to the above noted.

Mr. T. Gervais requested that a resolution be drafted to approve the hires listed in the above noted report.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

With respect to the appointment of full time members of the Thunder Bay Police Service, we recommend that Report 17/20 (Police) be received and accepted;

AND THAT all members included in Report 17/20 (Police) be appointed as per effective dates noted within the report.

CARRIED

GENERAL

Thunder Bay Police Youth Corps – Annual Report

Thunder Bay Police Youth Corps Annual Report, for the Board's information.

Ms. K. Power, Secretary to the Board provided clarification relative to a previously approved Board resolution dated March 19, 2019.

It was noted that correspondence will be forwarded to the Thunder Bay Police Youth Corps to advise of the annual support of \$2,500.

Guns & Gangs – Letter to Minister Update

Correspondence to Minister of the Solicitor General, dated April 29, 2020, relative to guns and gangs funding, for the Board's information.

Chair G. Morriseau provided an update relative to discussions with the Office of the Solicitor General and noted that the Office of the Solicitor General is looking to engage further with the Thunder Bay Police Services Board and community partners.

OCPC Report Recommendations – Update

At the January 15, 2019 Regular Session Meeting of the Thunder Bay Police Services Board, Part V: Summary of Recommendations chart was presented.

The above noted chart will be presented to the Board on an on-going basis and as updates are available.

OCPC Report Recommendations – updated chart, for information, was distributed separately on desks at the October 15, 2019 Regular Session Board meeting.

At the February 18, 2020 Regular Session meeting of the Board, Chair G. Morriseau noted that the report is currently being prepared and will be circulated to the Board prior to presentation at the March Regular session Board meeting.

Mr. T. Lockwood provided an overview relative to his work with the Thunder Bay Police Services Board. Mr. T. Lockwood noted that a full report will be filed with the OCPC relative to the status of the OCPC Recommendations.

Chair G. Morriseau thanked Mr. T. Lockwood for his work and for his words of encouragement to the Board.

Governance Committee

At the February 18, 2020 Regular Session meeting of the Board, Ms. C. Reitberger noted that need for the creation of a Governance Committee relative to discussion and work with respect to the Board's policies including policy review and creation.

MOVED BY: Ms. C. Reitberger
SECONDED BY: Mr. T. Lockwood

With respect to the creation of a Governance Committee to focus on Board policy review and work associated with any changes required within existing policy, we recommend that the following be assigned to this work and that monthly updates be provided for the Board's information:

1. Celina Reitberger
2. _____
3. _____

CARRIED

Article – Sault Ste. Marie

Article from the Sault Star entitled "We will find you' chief tells Toronto traffickers.

Mayor B. Mauro provided an overview relative to the above noted.

Chief S. Hauth provided information relative to the above noted.

It was consensus of the Board that the motion be withdrawn at the request of Mayor B. Mauro.

Building Needs Assessment Update

Chief S. Hauth provided a verbal update relative to the current status of the Building Needs Assessment that was requested by City Council and responded to questions.

It is anticipated that Chief S. Hauth will provide an update to the Board at the September 15, 2020 meeting in advance of the October presentation to City Council.

Joint Mobile Crisis Response Team Evaluation & Cost Analysis

Document entitled “Joint Mobile Crisis Response Team (JMCRT) Evaluation and Cost Analysis” relative to research done by Lakehead University on the Joint Mobile Crisis Team implementation results, for information.

Chief S. Hauth responded to questions relative to the above noted.

A discussion was held relative to the above noted.

MOVED BY: Mayor B. Mauro
SECONDED BY: Dr. K. Lansdell

With respect to the Joint Mobile Crisis Response Team, we recommend that a letter be drafted on behalf of the Thunder Bay Police Services Board to confirm the Board’s support and endorsement of the program;

AND THAT confirmation of permanent funding be requested going forward;

AND THAT information continue to be shared with respect to the work being done in partnership between Thunder Bay Police Service and the Canadian Mental Health Association.

CARRIED

Request for Report – Prohibition of Handguns

Memorandum from Mayor B. Mauro, dated June 9, 2020 containing a motion relative to the above noted.

Mayor B. Mauro provided an overview relative to the above noted.

Chief S. Hauth provided information relative to the above noted.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to handgun control, we recommend that the Chief of Police provide information to the Board relating to the Thunder Bay Police Service’s position related to the regulation of handguns;

AND THAT the Chief of Police report to the Board on or before July 31, 2020.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to the memorandum from Mayor B. Mauro, dated June 9, 2020 relative to the Prohibition of Handguns, we recommend that the motion be deferred to a future Police Services Board meeting until more information is available from the Federal government.

CARRIED

Public Calls for Systemic Racism

Chair G. Morriseau provided in relative to the current situation in Thunder Bay and across the country relative to Black Lives Matter and other calls for systemic reform of policing.

Support for Additional By-law Enforcement

Memorandum from Mayor B. Mauro, dated June 18, 2020, containing a motion relative to the above noted.

Mayor B. Mauro provided an overview relative to the above noted.

Chief S. Hauth provided information relative to the above noted and responded to questions.

Discussion was held relative to the above noted.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to the work of the City of Thunder Bay and the role of By-law Enforcement, we recommend that the Board share their support relative to city administration reporting back on potential development of nuisance and loitering by-laws;

AND THAT the Board supports an increased scope of work for the By-Law Enforcement Division in addition to an increase in the number of officers and expanded shifts;

AND THAT a copy of this resolution be shared with City Council, the City Manager, General Manager of Development and Emergency Services and the Manager of Licensing and Enforcement.

Amending Motion – Support for Additional By-law Enforcement

MOVED BY: Mayor B. Mauro
SECONDED BY: Mr. T. Lockwood

With respect to the memorandum from Mayor B. Mauro, dated June 18, 2020 relative to Support for Additional By-law Enforcement, we recommend that paragraph 1 & 2 be deleted and replaced with :

“With respect to the work of the City of Thunder Bay and the role of By-law Enforcement, we recommend that the Thunder Bay Police Services Board agrees with the intent relative to the work of city administration reporting back on potential development of nuisance and loitering by-laws as well as an increased scope of work for the By-Law Enforcement Division in addition to an increase in the number of officers and expanded shifts;”

CARRIED

Amended Motion – Support for Additional By-law Enforcement

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to the work of the City of Thunder Bay and the role of By-law Enforcement, we recommend that the Thunder Bay Police Services Board agrees with the intent relative to the work of city administration reporting back on potential development of nuisance and loitering by-laws as well as an increased scope of work for the By-Law Enforcement Division in addition to an increase in the number of officers and expanded shifts;

AND THAT a copy of this resolution be shared with City Council, the City Manager, General Manager of Development and Emergency Services and the Manager of Licensing and Enforcement.

CARRIED

CONFIRMING BY-LAW

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

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 Meeting of The Corporation of the City of Thunder Bay, Thunder Bay Police Services Board, this 23rd day of June, 2020.

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: PC8 – 2020

CARRIED

ADJOURNMENT

The meeting adjourned at 11:20 a.m.

From: Rybak, Jason <jason.rybak@thunderbaypolice.ca>
Sent: September 8, 2020 9:56 AM
To: Katie Piche
Subject: RE: Deputation request - Thunder Bay Police Services Board

Can you please add me to the Agenda for September 15, 2020. I will be providing the board with the ratification update from the TBPA Membership.

Thank You
Jason Rybak
TBPA-Executive Member
Bargaining Chair.

Appendix A – Backgrounder

The story of *Gawendum Gaakina Awaya*

In early 2018, Sylvie Hauth (the A/Chief at the time) sent an open call for volunteers in the community and the Thunder Bay Police Service to form a Working Group to undertake an organizational change initiative to enhance diversity within the TBPS. This initiative had four aspects:

1. Revamp the ALU
2. Enhance recruitment of under-represented groups in the TBPS
3. Enhance communications between TBPS and the communities it serves
4. Develop diversity training for TBPS staff.

The initiative had two tenets—changes must be doable and sustainable. Hauth reasoned that a heterogeneous group of community members and TBPS staff would bring diverse lenses to this organizational change initiative.

From the applicants, seven members were selected by a team of Hauth, the Director of Communications, Chris Adams, and an external consultant from Lakehead University, Leisa Desmoulins. Successful applicants agreed to serve for a one-year term.

The Working Group formed in April 2018. Members are Ashlee Rybak (Special Constable – Court Services, formerly Communications Centre for 15 years, TBPS), Ashley Nurmela (Lakehead Public Schools), Daniel Lee (Thunder Bay Multicultural Association), David George (Detective Constable, Criminal Investigation Branch, TBPS), Derek West (Inspector, Uniform Patrol, TBPS), Kathleen Sawdo (Beendigen), Tanka Awosika (Constable, Traffic Unit, TBPS). Leisa Desmoulins (Lakehead University) facilitated the group.

As is the case when people of diverse backgrounds are brought together to form a working group, there is a tendency to fall back on standard business practices for how the group functions. By the second meeting, it became clear to the two Indigenous members of the committee that there was need to acknowledge and follow the tradition of Anishinaabe laws. The group listened and adopted the principle that this work could not progress without applying traditional Anishinaabe teachings in order to treat each other with wisdom, respect, love, bravery, truth, humility, and honesty. Going forward, the group adopted a natural approach to working in a good way.

The group chose to make their primary task the re-vamp of the Thunder Bay Police Service Aboriginal Liaison Unit. The research phase included group members contacting police services to learn how their Aboriginal Liaison Units were formed and how they operated. Members contacted nine police services in Canada and one in New Zealand. They reviewed these models to help guide their revamp of the TBPS ALU.

Appendix A – Backgrounder

The story of *Gawendum Gaakina Awaya*

The second meeting also brought forward the need to engage with Fort William First Nation. This included starting in ceremony and learning from experience. One member, Kathleen Sawdow, offered to contact a local Elder to ask him to lead a sweat lodge ceremony with members of the working group and the TBPS Senior Management team. The dual purpose of the ceremony was to come together and find a name for the unit. Everyone gathered on a September day with Elder Gerry Baxter. In the morning Gerry shared teachings as the group prepared for ceremony. In the afternoon Gerry led the sweat lodge ceremony, which was followed by a feast and conversation. We did not get a new name for the Aboriginal Liaison Unit that day; however, Elder Gerry told us “the name will come”.

After the sweat lodge ceremony Ken Ogima, Chief Executive Officer of the Fort William First Nation, was invited to meet with the Working Group. The Working Group members affirmed his membership. In November, 2018 Ken became the fourth community member of the group, further connecting the group with the Fort William First Nation.

During the sweat lodge, an eagle was seen flying over the gathering. This would become an important teaching opportunity. At a future meeting, Kathleen shared a story of the eagle as the one that is closest to the Creator. It is said that when the Anishinaabe people were first created, the Creator, knowing their weakness, asked all of the animals who would help the people to survive? Only the eagle volunteered. He gave his body so the people could live.

Kathleen connected this story to the eagle that visited in the morning of the sweat lodge ceremony. The eagle also whistled. She offered a new name for the Aboriginal Liaison Unit, *Gawendum Gaakina Awaya*. Roughly translated, it means “protect or keep everyone”. This name grounds the unit in the natural laws and teachings of the Anishinaabe.

Group members determined that the name, *Gawendum Gaakina Awaya*, represents the purpose of the unit. “Protect or keep everyone” is a guiding principle that expands the unit from a sole focus on Indigenous peoples to an expanded focus. Building relationships with all groups in the community maintains the need to improve relations with Indigenous groups. It asks the unit to be in relation with all groups within the Medicine Wheel. It intends that the unit will be grounded in Anishinaabe laws and principles. To reflect this shift, the name of the unit changes from Aboriginal Liaison Unit to Community Inclusion Team. The inclusion of Elders and knowledge keepers will ground the unit and guide its progress towards a structure and function enriched with Anishinaabe teachings. The Working Group’s recommendations for re-vamping the structure and function of the ALU (now Community Inclusion Team-CIT) accompany this Backgrounder.

The working group’s journey was challenging and enriching both personally and professionally. Being grounded to an Indigenous process recognized that the journey must be mutual. While the purpose of the Community Inclusion Team is to “Protect or keep everyone”, the Anishinaabe teachings of how we need to treat each other will have a profound and ongoing impact on relationships between police and the people they serve.



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: July 2, 2020
Date of Meeting: September 15, 2020
Report No: 18/20

Chair and Members
Thunder Bay Police Services Board
500 E. Donald Street
Thunder Bay, ON
P7E 5V3

SUBJECT

2020 Operational Budget: Second Quarter Variance Report

REPORT SUMMARY

To update the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service as of June 30, 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 Thunder Bay Police for the Second Quarter of 2020.

In 2020, Thunder Bay Municipal Council approved the Operating Budget for the Thunder Bay Police Service. The Net Operating Budget was approved at \$45,248,100 or \$11,312,025 per quarter.

As of June 30, 2020, there is an estimated overall favourable variance of \$235,000 net of the impact of COVID19 related costs.

COMMENTS

The Second Quarter variance is comprised of the following:

An estimated favourable variance in wages, fringe benefits, uniforms and personal protective equipment of \$659,000. This is in part due to the delay in hiring NG911 communications call takers, the six (6) guns and gangs officers, as well as vacancies due to retirements and delay in filling the positions and new staff joining the force at lower salaries. These vacancy savings of approximately \$954,000 are partially offset by estimated unfavourable variances in WSIB costs of \$226,000 and uniforms and personal protective equipment of \$69,000.

At First Quarter variance we expected to have a positive variance of \$56,800 in travel and training as a result of COVID19, however courses have resumed and there is an expectation we will be able to take full advantage of the travel and training budget to ensure officers receive mandatory training.

Material accounts are estimated to result in an unfavorable variance of \$182,000 primarily comprised of: additional equipment purchased through grant specific projects, computer leases and software licence agreements, vehicle maintenance and general expenses offset by expected savings in ammunition purchases. General expenses includes a multitude of services including miscellaneous repairs and rentals, janitorial service for sub-stations (2), security gowns and systems, promotional items and towing services.

Purchased services and professional fees are estimated to be \$76,000 unfavourable primarily resulting from incremental costs associated with a newly approved grant for Trauma and Violence-Informed Response to Human Trafficking & Sexual Violence. These incremental costs are offset by miscellaneous grant revenue.

Rent and leasing costs for vehicles, Identification Lab and car rentals are estimated to result in an unfavourable variance of \$22,000.

There is a projected \$33,000 favourable variance in miscellaneous grant revenues and \$28,000 in revenue from other municipalities for providing policing services to Oliver Paipoonge and 911 call services to the neighbouring townships.

The total estimated impact of COVID19 related costs reduce the overall favourable variance by \$205,000. Pandemic related costs 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, PPE and cleaning supplies, reduced revenue associated with Paid Duty as a result of the closure of the casino and cancellation of summer events, and the cancellation of false alarm billing for the months of March to May as a financial relief measure.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



S. Hauth
Chief of Police

Prepared by,



D. Paris
Director – Finance & 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: July 20, 2020
Date of Meeting: September 15, 2020
Report No: 19/20

Chair and Members
Thunder Bay Police Services Board
500 E. Donald Street
Thunder Bay, ON
P7E 5V3

SUBJECT

TBPS Joint Health & Safety Committee Bi-Annual Report

REPORT SUMMARY

This is a brief review of the activities of the TBPS Joint Health and Safety Committee from January to June 2020.

BACKGROUND

Committee Highlights:

- Twenty seven (27) Reports of Injuries submitted. One was a reoccurring injury from the past. Worksite inspections continued to be conducted by the Committee.
- Workplace and member safety were top priorities as the TBPS addressed the issues surrounding the COVID-19 pandemic. The Joint Health and Safety Committee began an internal communications effort to inform and educate our staff on the pandemic prior to the issuing of emergency orders by the Province. The Committee was actively involved in the preparation and implementation of health and safety measures to protect our staff from the virus.
- A number of recommendations from a 2019 internal workplace safety audit were discussed and will become part of the Building Security policy in 2020. This updated policy will also address security requirements for the TBPS to join the Ontario Police Technology Information Cooperative (OPTIC).

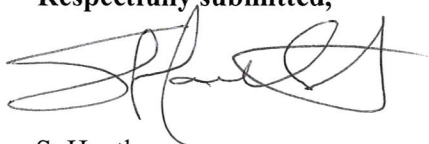
COMMENTS

For information of the Board.

RECOMMENDATIONS

Next Joint Health and Safety Committee report to the Board expected in January 2021.

Respectfully submitted,



S. Hauth
Chief of Police

Prepared by,



C. Adams
Management Co-Chair
TBPS Joint Health and Safety Committee



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: September 3, 2020
Date of Meeting: September 15, 2020
Report No: 21/20

Chair and Members
Thunder Bay Police Services Board
500 E. Donald Street
Thunder Bay, ON
P7E 5V3

SUBJECT

Unclaimed Funds – Police Incidents: P10037060, P09049471, P11063661

REPORT SUMMARY

Over the years members of the Thunder Bay Police Service have seized Canadian Currency in connection with numerous criminal investigations. In the above noted investigation, there is no Order for Disposition of Property. The Currencies are not the subject of any conviction and the owners have been deemed to have relinquished any interest in their funds. As a result, the Currency will be disposed of pursuant to the Police Services Act, R.S.O. 1990.

BACKGROUND

The following is a summary of the incidents, amounts and authority to dispose:

Incident:	Amount:	Justification for Disposal:
P10037060	\$1,505.00	Letter sent but owner failed to claim funds
P09049471	\$165.00	No claims of ownership
P11063661	\$580.00	No attempts made by owner to claim Letter sent; “return to sender”

COMMENTS

The individuals from whom the currency was seized during the above noted criminal investigations have not approached the police service to have their money returned. They have failed to respond to phone calls and letters within the legislated time frame. As such, it is deemed that there is no rightful owner of the seized currencies and they are considered “Abandoned”.

RECOMMENDATIONS

As the money was seized in accordance with Section 132(2) of the Police Services Act, Section 133(3) of the Act applies. This Section states:

“If three months have elapsed after the day the money came into the possession of the police force and the owner has not claimed it, the Board may use it for any purpose that it considers in the public interest.”

It is therefore recommended that the Thunder Bay Police Services Board use the \$2,250.00 as they deem to be in the public interest.

Respectfully submitted,



S. Hauth
Chief of Police

SH/nk

Rosemary Murphy

28 July 28, 2020

Georjann Morriseau
Chair
Thunder Bay Police Services Board
C/O
500 Donald St. East
Thunder Bay, On
P7E 5V3

Re; Found money, Incident Number P20046714

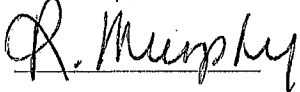
Dear Chair Morriseau

I write to you regarding money that I located on 11 June 2020 in the parking lot of Shoppers Drug Mart on Red River Rd and Junot. The six hundred dollars in one hundred dollar bills was turned over to the store and as outlined in the incident report 13 days later I reported the situation to the Thunder Bay Police. The Police Services subsequently retrieved the money from the retailer.

At the time of filing the report the officer who received the information informed me that if the money was to remain unclaimed for 90 days that I could apply to have the money turned over to me as per the Services policy regarding found property. As such I am doing so within the required time period to make the request.

Thank you for your consideration in this matter and I look forward to hearing back from you.

Sincerely,

A handwritten signature in cursive script that reads "R. Murphy". The signature is written in black ink and is positioned below the word "Sincerely,".

Rosemary Murphy



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: September 3, 2020
Date of Meeting: September 15, 2020
Report No: 23/20

Chair and Members
Thunder Bay Police Services Board
500 E. Donald Street
Thunder Bay, ON
P7E 5V3

SUBJECT

Request to Claim Found Property.

REPORT SUMMARY

On June 11, 2020, a resident found \$600.00 in the parking lot of Shoppers Drug Mart on Red River Road and Junot Avenue. The resident turned the money over to store officials. On June 24, 2020 the resident reported the situation to the Thunder Bay Police Service and was provided with an occurrence number.

BACKGROUND

Thunder Bay Police Service policy regarding found money stipulates that the finder, may, after 90 days apply to the Police Services Board to have the money surrendered to him or her.

COMMENTS

The 90-day period will end on September 22, 2020. As such, the finder is entitled to the money that was found and turned in to our Police Service after September 22, 2020.

RECOMMENDATIONS

That the Police Services Board approve the finder's request if the owner has not claimed the found property on or before September 22, 2020.

Respectfully submitted,

Chief Sylvie Hauth
MAC, CMM III Police Executive
SH/nk



July 30, 2020

Ms. Georjann Morriseau
Thunder Bay Police Services Board
C/O 500 Donald St. East
Thunder Bay ON, P7E 5V3

Dear Ms. Morriseau,

On behalf of the Crime Prevention Council, we would like to thank the Thunder Bay Police Services Board for the generous sponsorship support provided for the *2019 Mayor's Community Safety Awards*.

As you know, the *Awards* recognize the community safety and crime prevention initiatives that are making a difference in Thunder Bay. With your support, we were able to recognize and celebrate the outstanding efforts of five individuals and groups who work to make Thunder Bay a safer place to live, work and play. These initiatives improve the quality of life for all residents of Thunder Bay.

We have begun to plan for the *2020 Mayor's Community Safety Awards*, which will take place on Monday Nov 2, 2020, during National Crime Prevention Week. This letter is an invitation to the Thunder Bay Police Services Board to sponsor an Outstanding Community Project award again next year, at a level of \$1000.

Awareness opportunities regarding the Awards are year-round. To maximize awareness of your sponsorship, please respond at your earliest convenience.

Thank you again for your support of the Crime Prevention Council in making Thunder Bay a safer and more welcoming community.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Chevrette".

Lee-Ann Chevrette
Crime Prevention Council Coordinator
City of Thunder Bay
lchevrette@thunderbay.ca
625-2554

2nd Floor, City Hall
500 Donald Street East
Thunder Bay, ON P7E 5V3
PHONE: (807) 625-2554
FAX: (807) 625-0181



MEMORANDUM

Office of the Chief of Police

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: August 26, 2020
TO: Ms. K. Power – Secretary – Thunder Bay Police Services Board
FROM: Chief S. Hauth
SUBJECT: Thunder Bay Police Service – 2021 Capital Budget

Please find attached document entitled “Thunder Bay Police Service – 2021 Capital Budget”, for the Board’s review at the September 15, 2020 Regular Session meeting.

**Thunder Bay Police Service
2021 Capital Budget**

Project Number	Project Name	\$
OSB-POL-0001-PS	Emergency Task Unit Equipment	99,000
OSB-POL-0018-PS	Next Generation 911 Upgrade	75,500
OSB-POL-0026-PS	Armoury	139,300
OSB-POL-0027-PS	Soft Body Armour	65,000
OSB-POL-0030-PS	Furniture Replacement	18,700
OSB-POL-0031-PS	Investigative Equipment	32,700
OSB-POL-0035-PS	Computer System Maintenance and Procurement	101,800
OSB-POL-0036-PS	Police Vehicle Replacement	447,200
OSB-POL-0038-PS	Cameras - In Car & Body Worn	40,000
OSB-POL-0044-PS	Central Records Upgrade	21,200
OSB-POL-0045-PS	Training Equipment/Range	166,500
OSB-POL-0047-PS	Forensics Equipment	9,500
OSB-POL-0048-PS	Cyber Crime Equipment	2,700
OSB-POL-0049-PS	Firearm Vehicle Mounts	36,800
OSB-POL-0050-PS	Tasor Replacement	202,200
OSB-POL-0051-PS	Uniform Patrol Equipment	5,600
OSB-POL-0053-PS	Traffic Management Equipment	103,600
	Total	<u><u>1,567,300</u></u>

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) 2019/07/01	End Date (yyyy/mm/dd) 2019/12/31
---------------------------------------	-------------------------------------

Name of Police Force
Thunder Bay Police Service

Detachment Location (if applicable)

Unit Number	Street Number 1200	Street Name Balmoral Street	PO Box
City/Town Thunder Bay	Province Ontario		Postal Code P7B 5Z5

Total Number of Urgent Demands made 0	Number of Missing Persons Investigations in which a demand was made 0
--	--

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		



MEMORANDUM

Office of the Chief of Police

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: September 15, 2020
TO: Members of the Thunder Bay Police Services Board
FROM: Chief S. Hauth
SUBJECT: 2020 Cost Savings

At the June 23, 2020 Police Services Board Meeting, the Board requested the Chief provide an update on possible cost savings for 2020 to assist with offsetting the overall financial impact of COVID to the City of Thunder Bay.

As outlined in the Second Quarter Variance Report the Thunder Bay Police Service projected an overall favourable variance, net of COVID impacts, of \$235,000. The following is a list of additional savings totalling \$385,000:

- At second quarter it was estimated the new six guns and gangs officers would be hired effective September 30, 2020 resulting in savings of \$325,000. Deferring the start date to January 1, 2021 would result in additional savings of \$127,000.
- At second quarter it was assumed the additional four NG911 call takers would be hired throughout July 2020 resulting in savings of \$229,000. Deferring the start date to January 1, 2021 would result in additional savings of \$176,000.
- At second quarter it was estimated the Aboriginal Liaison Coordinator would be hired effective August 1, 2020 resulting in savings of \$56,000. This position continues to be vacant however the final stages of the hiring process are underway. Should a start date of September 1 occur, this will result in additional savings of \$8,000.
- Within Court Security and Uniform, 3 constables were replaced with special constables resulting in 2020 savings of \$74,000. This cost savings initiative has no impact to service delivery.

The third quarter variance report to the Police Services Board will provide an additional update.



August 17, 2020

Chair Georjann Morriseau
Thunder Bay Police Services Board
1200 Balmoral Street
Thunder Bay, ON P7B 5Z5
c/o Krista Power, Secretary to the Board, kpowers@thunderbay.ca

Dear Chair Morriseau,

We are writing on behalf of Aboriginal Legal Services, the Black Legal Action Centre, the Canadian Civil Liberties Association, and the HIV & AIDS Legal Clinic Ontario regarding the Thunder Bay Police Service's access to and use of COVID-19 personal health data.

In early April the province passed an emergency order authorizing the release of individuals' names, dates of birth, and addresses if they had tested positive for COVID-19. In mid-July we launched a legal challenge to the province's decision to share this personal health information with police. It is our view that the regulation that purported to allow for the sharing of this information was not authorized by the *Emergency Management and Civil Protection Act* and violated individuals' statutory privacy and constitutional *Charter* rights.

Shortly after we filed our judicial review the province informed us that the emergency regulation authorizing the data-sharing would not be renewed. The regulation was revoked on July 22, 2020, ending police access to the COVID database.

While we welcome the province's decision to stop sharing this information with police services, we remain deeply concerned about the continued local storage and use of personal health information that has already been accessed by police services across the province.

Records we have received from the province indicate that the Thunder Bay Police Service accessed the provincial COVID database 14,831 times while it was active.

We are calling on all police services to immediately delete the personal health information that was collected through this database. Can you please confirm:

- Where individuals' COVID-19 status is being locally stored;

- Who currently has access to the locally-stored data, and for what purposes;
- Whether individuals' data has been accessed locally since the revocation of the provincial regulation; and
- The process by which the information downloaded from the provincial COVID-19 database will be deleted.

We are also concerned about the extremely high number of access requests made by the Thunder Bay Police Service. Taking into account the population served by the Thunder Bay Police Service, the TBPS accessed the personal health information in the database at a per capita rate that was ten times higher than the provincial average - even though the area has reported only 100 positive cases since the outset of the pandemic.

The abnormally high number of times the data was accessed raises concerns about whether the database was being used appropriately and whether this large amount of personal information is still being used locally. We request that the police services board require the Thunder Bay Police Service to undertake an audit of the use of the database and make the results of the audit available to the board and the public. The audit should consider:

- Were the requests made by authorized users?
- Who were the authorized users?
- Were the requests made for authorized purposes, and if so what were those purposes?
- What was the reason for such abnormally high access requests?

Transparency and accountability require that the public be informed of the reasons for the Thunder Bay Police Service's unusually high number of searches against the database.

Thank you for your attention this matter, we look forward to your prompt reply.


Sincerely,



Ruth Goba
Executive Director
Black Legal Action Centre



Christa Big Canoe
Legal Advocacy Director
Aboriginal Legal Services



Abby Deshman
Director, Criminal Justice Program
Canadian Civil Liberties Association



Ryan Peck
Executive Director
HIV & AIDS Legal Clinic Ontario

Cc: Sylvie Hauth, Chief of Police, tbps@tbaytel.net

Memorandum

Office of the Mayor
Fax: 623-5468
Telephone: 625-3600

TO: Thunder Bay Police Services Board

FROM: Mayor Bill Mauro

DATE: September 1, 2020

SUBJECT: Motion – Joint Mobile Crisis Response Team
Thunder Bay Police Services Board – September 15, 2020

As previously discussed by the Board in June of 2020 and referenced by the research brief from Lakehead University relative to the Joint Mobile Crisis Response Team (JMCRT), it is known that the demand for the JMCRT is high and that nearly 25% of calls to the JMCRT were not met due to calls being received outside the hours of the program or the teams already in use. This program provides a great benefit to our community and to the Police Service and will assist in responding appropriately to mental health and substance-use related calls. It is my request that the Board work with the Chief and the partners (Canadian Mental Health Association and Thunder Bay Regional Health Science Centre) to advocate for greater funding to expand this program.

As such, I offer the following motion for the Board's consideration;

With Respect to the Joint Mobile Crisis Response Team, we recommend that the Chief of Police reach out to stakeholders relative to potential for expansion of the program;

AND THAT if advocacy is required by the Board relative to increased funding that the Chief report back to advise the Board of funding through the Northwest Local Health and Integration Network (NW-LHIN).

Memorandum

Office of the City Clerk
Fax: 623-5468
Telephone: 625-2230

TO: Thunder Bay Police Services Board

FROM: Krista Power, City Clerk/Secretary Thunder Bay Police Services Board

DATE: September 8, 2020

SUBJECT: Website Hosting Information - PIXELS AND PENCILS CREATIVE DIRECTION
Thunder Bay Police Services Board – September 15, 2020 Meeting

At the Board's direction, the development of a website outside the City of Thunder Bay portal was undertaken and the website for the Thunder Bay Police Services Board was launched in 2019.

<https://thunderbaypsb.ca/>

The current website is managed and maintained by PIXELS AND PENCILS CREATIVE DIRECTION and all information populated is created by the Administrative Team to the Thunder Bay Police Services Board (currently the City Clerk and administrative support). As this role is now transitioning to the new administrative team of Mr. J. Hannam and Ms. L. Douglas it is recommended that the relationship developed with PIXELS AND PENCILS CREATIVE DIRECTION be maintained and that the contract for 2020-2021 be approved.

With respect to the memorandum from Ms. K Power, City Clerk/Secretary Thunder Bay Police Services Board dated September 8, 2020 relative to the continued use of the , we recommend that the contract with PIXELS AND PENCILS CREATIVE DIRECTION be maintained and that the contract for 2020-2021 be approved;

AND THAT the Chair be authorized to execute the contract on the behalf of the Thunder Bay Police Services Board for the 2020-2021 year.

Attach.



PIXELS AND PENCILS CREATIVE DIRECTION

75 Sherbourne St. E, ste 505
Toronto, ON

647.880.4266
tyler@pixelsandpencils.ca

pixelsandpencils.ca

August 05, 2020

Krista Power
Secretary to the Board
500 Donald Street East
Thunder Bay, ON, P7E 5V3

Re: Thunder Bay Police Services Board website - hosting, maintenance and content updating Proposal

Dear Krista,

We're delighted to have the opportunity to continue to assist the TBPS Board with its website needs.

This document proposes a monthly retainer agreement covering hosting and maintenance as well as monthly updates.

Sincerely,

Tyler Dias
Creative Director | Pixels & Pencils Creative Direction



PROPOSED RETAINER SERVICES AGREEMENT
THUNDER BAY POLICE SERVICE BOARD WEBSITE
thunderbaypsb.ca

1. Hosting and Maintenance

Objective

Host **thunderbaypsb.ca** on secure servers with maintenance included

Duration

12 months beginning August 1, 2020 and ending July 30, 2021

Included

You will receive the following **Maintenance** services:

- Proactive WordPress CMS, theme, and plug-in updates
- Uptime monitoring
- Weekly website backups
- Critical software updates

The following features are included in your **Hosting** service:

- Up to 25,000 visits per month
- Unlimited data transfer
- Malware scans and cleanup
- Up to 5GB local storage
- Dedicated IP
- SSL certificate
- Business-grade security
- Malware scans and cleanup (if not performed in the Maintenance service)
- Daily website backups (if not performed in the Maintenance service)
- Advanced caching technology
- Hosting/DNS troubleshooting



2. Content Updates

Objective

Make routine updates and/or changes

Scope

This agreement includes up to four (4) changes, additions or edits per month.

Examples of the types of edits included are:

- Add meeting agenda or minutes
- Add meeting details
- Links to virtual meetings
- By-law changes (add PDFs)
- Add a document to the Resources page
- Add a new photo/name/position title
- Add a News item

Examples of the types of edits that would **not** be included:

- Restructuring of the site architecture
- Designing new pages not currently included in the architecture and navigation
- Major changes to Contact Form (requires coding)
- Configuring new plug-ins (e.g., another language capability, blog, advertising, social media tie-ins, etc.)
- User testing

This non-included work would be estimated before us beginning work.

Timing

All requests for routine changes are made the same day (or following day before noon if request is received in the late afternoon).

Staff

All retainer clients have access to an account manager and 1 digital team member during business hours.



ESTIMATE

Service	Monthly fee	Annual fee*
Hosting + Maintenance	\$150	\$1,620
Updates (x4 per month)	\$300	\$3,240
TOTAL	\$450	\$4,860*

*Annual rate includes 10% discount providing fees for a 12-month period are paid in advance

TAXES AND EXPENSES

The total fee estimate for all of the above components excludes applicable taxes, imagery costs, asset production, out-of-pocket expenses or third-party services such as usability testing software.

STOCK PHOTOGRAPHY, ILLUSTRATIONS OR FONTS

We will incur out-of-pocket expenses for STOCK PHOTOGRAPHY, ILLUSTRATIONS OR FONTS on your behalf based on and subjected to copyright laws and restrictions. If the cost is known it will be included in the fees estimate; otherwise it will be included in the final invoice.

OUT OF POCKET

We will incur any out-of-pocket expenses (other than stock images, illustrations or fonts) on your behalf based only on your prior authorization. Should production fees be required for any additional material, we will provide an estimate for approval prior to any work being commenced.

SCOPE OF WORK CHANGE

Should you need to change the scope of work from that contained in this SOW, we are entitled to change fees accordingly. We will consult with you regarding any additional fees prior to commencing any work related to an increase in scope.

LEGAL

We make every effort to ensure that the work we produce complies with applicable laws and regulations. This agreement is subject to the laws of the Province of Ontario.

CONFIDENTIALITY



We shall hold in confidence all information obtained directly or indirectly from your organization in connection with this agreement. We shall utilize such information only in connection with the agreement.

LIMITATIONS OF LIABILITY

The client warrants that they have title and/or license to any and all of the intellectual property to be used in the delivery of the Project, including but not limited to text and images, video, and audio copyright licenses or title. The client will save harmless the Supplier for the consequences of any misrepresentations made in this section.

Pixels and Pencils is not liable to the client, or any third party for any direct, indirect, special, consequential, or incidental damages (including but not limited to damages for the loss of profits or savings, downtime, business interruption, loss of business information, damage to or replacement of equipment and property, recovery or replacement of programs or data, or other pecuniary loss arising out of the use, the results of use, or inability to use the website, even if mentioned of the possibility of such damages or claim. In any case, the client's entire liability under any provision of this Agreement is limited to the pro rated amount actually paid to the supplier for the project.

To authorize us to proceed with this assignment, please sign below and return a copy.

AGREED AND ACCEPTED

on behalf of the Thunder Bay Police Services Board

AGREED AND ACCEPTED

Pixels and Pencils Creative Direction Inc.

Signature	
Name:	Name: Tyler Dias
DATE	DATE AUGUST 06, 2020



Thunder Bay Police Services Board

Memorandum

TO: Members of Thunder Bay Police Services Board

FROM: John S. Hannam

DATE: September 2, 2020

SUBJECT: Sublease with Thunder Bay and Area Victim Services

In July of 2019 the Thunder Bay Police Services Board (the Board) entered into a lease for office space for the Board, at 317 Victoria Ave. E, and at the same time partnered with Thunder Bay and Area Victim Services (Victim Services) to sublet a portion of that space for their operations. Doing so provided for the future operations of the Board, provided much more adequate space for Victim Services and freed up the small space that they were occupying at the Balmoral Police Station.

Danielle Rider, Executive Director of Thunder Bay and Area Victim Services, advises that this arrangement has been very positive for the organization, especially so for the clients that they serve whom they have been able to support far more effectively.

While this partnership has been successful it has not been formalized and so Administration recommends that the Board authorize the execution of a sublease agreement with Victim Services to better confirm the details of the sublease arrangement. At the same time an opportunity to add to the space being leased has recently been presented to the Board's Administration by the landlord at 317 Victoria Ave, Caledonia Properties. The office space currently leased is for units #8 and 10 that are physically separated by a small office, unit #9. That space is coming available, is conjoined to the other units by connecting doorways and taking on the space would allow Victim Services to expand their onsite client services. While there is no immediate advantage for the Board itself in having access to this space, it has been presented by the landlord as a potential expansion to our lease; Victim Services would assume all additional costs associated through the sublease agreement. At the time of the writing of this memo Administration for Victim Services was seeking approval of its Board to take on the additional space & cost.

Accordingly the following motion is presented for the Board's consideration:

“That with respect to the lease of office space at 317 Victoria Ave, East, Thunder Bay, the Thunder Bay Police Services Board authorizes the execution of a sublease agreement with Thunder Bay and Area Victim Services by the Chair and Secretary;

And That pending approval by the Board for Thunder Bay and Area Victim Services that authorization be given for the expansion of the lease as outlined.”

Please Remit Payment To:

TBay Council Chambers - June 23

Invoice Number INV-13453

Evolution AV Ltd.
129, 2312 52 Ave SE
Calgary, AB T2C 0A3
GST# 838319358

Bill To
City of Thunder Bay - City Clerk Dana Earle City Hall 500 Donald Street East Thunder Bay, Ontario P7E5ZV3 CA dearle@thunderbay.ca Office: 807-625-2236 CITYTHUND

Event Contact

Invoice Number	Invoice Date	Invoice Due Date	Status
INV-13453	24/06/2020	24/06/2020	Unpaid Invoice

Customer PO	Event Date	Quote Number	Account Manager	Warehouse
4700343671		20-1166	Mike Ertl	Winnipeg

Qty	Item Description	Time	Rate	Price	Ext. Price
Audio					
1	Mackie 1202VLZ 4 Channel Audio Mixer	1	Day	45.00	33.75
1	Laptop Computer - Lenovo T410/420	1	Day	125.00	93.75
1	Steinberg CI1 USB Audio Interface	1	Day	35.00	26.25
1	Cable, USB2 A-B, 6'	1		0.00	0.00
				Total Before Discount:	205.00
				Applied Discount:	-51.25
				Audio Total:	153.75
Labour					
1	General AV Operator Operate	3	Hour	195.00	195.00
				Labour Total:	195.00

Rental Equipment:	\$205.00
Labour:	\$195.00
Subtotal:	\$400.00
End User Discount:	-\$51.25
Total Pre Tax:	\$348.75
HST:	\$45.34
Total Tax:	\$45.34
Total:	\$394.09
Balance Due:	\$394.09

evolution AV

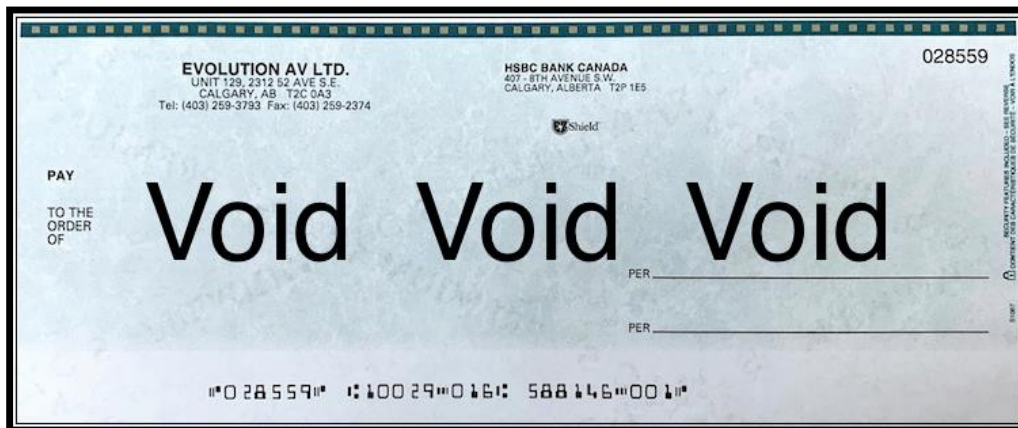
Ways To Pay

By EFT

Transit Number: 10029

Branch Number: 016

Account Number: 588146001



By Cheque

Remit To:

Evolution AV 129, 2312 52 Ave SE

Calgary, AB T2C 0A3

By Credit Card

Email ar@evolutionav.ca to request a credit card payment invoice.

We will send you an invoice with a link that you can follow to pay by credit card.

(3% processing fee will be added to all credit card payments)

For additional information, please contact us directly: ar@evolutionav.ca or 1.800.561.9820

G O R D O N

S T R A T E G Y

Invoice

City of Thunder Bay, City Hall
Krista Power, City Clerk/PSB Sec'y
500 Donald St. East, Box 800
Thunder Bay, ON
P7C 5K4

Date: 7/08/2020

Invoice #: 2942

P.O. No.

<u>Description</u>	<u>Amount</u>
For June Project Management & Design Services, Hosting & Maintenance	425.00

Business Number: 899433007

HST \$55.25

Less Amount on Credit \$158.36

Terms: Due on Receipt

Total \$321.89

Thank you for using Gordon Strategy!

165 Bathgate Drive, Toronto, ON M1C 1T4 T. 416 699 1624 M. 416 997 9478

gordonstrategy.ca

INVOICE

Amount Due (CAD)

\$480.25

BILL TO
Gordon Strategy
Deanna Mason

905-430-8274
deanna@gordonstrategy.ca

Invoice Number: PP_1907

Invoice Date: June 30, 2020

Payment Due: July 30, 2020

SERVICE	QUANTITY	PRICE	AMOUNT
Project Management and Design Services [GS_0013] Thunder Bay Police Services Board - virtual meeting of the Board / edit site with live viewing link / verify - upload Agenda and Meeting Notes	2	\$150.00	\$300.00
Project Management and Design Services [GS_0013] Thunder Bay Police Services Board - Website Hosting	1	\$125.00	\$125.00
Subtotal:			\$425.00
HST 13% (80955 7721 RT0001):			\$55.25
Total:			\$480.25
Amount Due (CAD):			\$480.25

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



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

Contact Information
647.880.4266
pixelsandpencils.ca

INVOICE

Amount Due (CAD)

\$480.25

Notes / Terms

Bank Account Number: 5240437

Routing # / ABA # / Sort code : 026-009-593

Transit # + Bank code + Acct no. : 00322 004 5240437

Swift Code : TDOMCATTOR



**Pixels and Pencils Creative Direction
Inc.**

18 Carnahan Terrace
Toronto, Ontario M4E 0B2
Canada

Contact Information

647.880.4266
pixelsandpencils.ca

Gordon Strategy Inc.
Customer Balance Detail
All Transactions

Type	Date	Num	Account	Debit	Credit	Balance
City of Thunder Bay						
Invoice	08/05/2018	2638	Accounts Receivable	3,939.46		3,939.46
Invoice	10/15/2018	2659	Accounts Receivable	508.50		4,447.96
Payment	10/15/2018		Accounts Receivable		3,939.46	508.50
Invoice	11/09/2018	2669	Accounts Receivable	678.00		1,186.50
Payment	11/15/2018		Accounts Receivable		508.50	678.00
Invoice	12/04/2018	2694	Accounts Receivable	1,356.00		2,034.00
Payment	12/19/2018		Accounts Receivable		1,356.00	678.00
Invoice	02/08/2019	2711	Accounts Receivable	8,418.50		9,096.50
Payment	03/06/2019		Accounts Receivable		678.00	8,418.50
Invoice	03/18/2019	2731	Accounts Receivable	4,746.00		13,164.50
Payment	04/03/2019		Accounts Receivable		8,418.50	4,746.00
Payment	04/10/2019		Accounts Receivable		4,746.00	0.00
Invoice	07/08/2019	2785	Accounts Receivable	5,911.31		5,911.31
Invoice	08/08/2019	2799	Accounts Receivable	847.50		6,758.81
Invoice	09/16/2019	2808	Accounts Receivable	675.00		7,433.81
Credit Memo	10/02/2019	2799	Accounts Receivable		847.50	6,586.31
Invoice	10/07/2019	2822	Accounts Receivable	423.75		7,010.06
Credit Memo	10/30/2019	2822	Accounts Receivable		423.75	6,586.31
Payment	11/07/2019		Accounts Receivable		5,911.31	675.00
Invoice	11/15/2019	2833	Accounts Receivable	296.63		971.63
Invoice	12/04/2019	2847	Accounts Receivable	381.38		1,353.01
Credit Memo	12/04/2019	2785	Accounts Receivable		4,011.50	-2,658.49
Invoice	01/09/2020	2856	Accounts Receivable	183.63		-2,474.86
Invoice	02/10/2020	2869	Accounts Receivable	565.00		-1,909.86
Invoice	03/05/2020	2887	Accounts Receivable	480.25		-1,429.61
Invoice	04/14/2020	2903	Accounts Receivable	310.75		-1,118.86
Invoice	05/05/2020	2913	Accounts Receivable	649.75		-469.11
Invoice	06/05/2020	2925	Accounts Receivable	310.75		-158.36
Invoice	07/08/2020	2942	Accounts Receivable	480.25		321.89
Total City of Thunder Bay				31,162.41	30,840.52	321.89
TOTAL				31,162.41	30,840.52	321.89

Caledonia Properties

82 Beaver Bay Road
 Shebandowan ON. P0T 2T0
 Tel. (807) 632 3358 Email rheacrook@tbaytel.net

Vendor No. : 113022
 HST No. : 881154421 RT

INVOICE

INVOICE NO: 2020-001
DATE: 8 July 2020

To: Police Services Board
 1200 Balmoral Street
 Thunder Bay
 Ontario
 P7B 5Z5

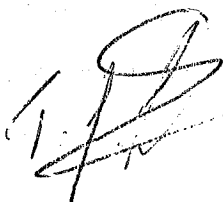
Ship To:

CONTACT	CONTRACT NUMBER	DATE OF WORK	SHIPPED VIA	F.O.B. POINT	TERMS
Rhea	4600010277	Property Lease			Immediate

SER.	DESCRIPTION	UNIT PRICE	AMOUNT
1	Lease of two spaces (#8 & #10) at 317 Victoria Avenue, Thunder Bay 5 Year term. Valid 1 st Aug 2019 to 31 st Jul 2024 Second years rent (1 st Aug 2020 – 31 st Jul 2021) 12 months @ Vendor # 113022 Contract # 4600010277 date 26 th Aug 2019	\$1,350/m	\$16,200.00
		SUBTOTAL	\$ 16,200.00
		SALES TAX	\$ 2,106.00
		SHIPPING & HANDLING	
		TOTAL DUE	\$ 18,306.00

Make all checks payable to: **Caledonia Properties (please call for check pickup)**
 If you have any questions concerning this invoice, call: Rhea Crook, (807) 632 3358

THANK YOU FOR YOUR BUSINESS!



INVOICE

Amount Due (CAD)

\$480.25

BILL TO
Thunder Bay Police Services Board
Krista Power
500 Donald Street East
Thunder Bay, Ontario P7E 5V3
Canada

807-629-7008
kpower@thunderbay.ca

Invoice Number: PP_1949

Invoice Date: August 31, 2020

Payment Due: September 30, 2020

SERVICE	QUANTITY	PRICE	AMOUNT
Project Management and Design Services Email server consulting - comms John Hannam and Linda Douglas	0.5	\$150.00	\$75.00
Project Management and Design Services Site Updates - Board meeting; agenda	1.5	\$150.00	\$225.00
Website Hosting and Maintenance Monthly fee	1	\$125.00	\$125.00

Subtotal: \$425.00

HST 13% (80955 7721 RT0001): \$55.25

Total: \$480.25

Amount Due (CAD): **\$480.25**

Notes / Terms

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

TD Canada Trust - Branch #32



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

Contact Information
647.880.4266
pixelsandpencils.ca

INVOICE

Amount Due (CAD)

\$480.25

Notes / Terms

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 : TDOMCATTOR



Pixels and Pencils Creative Direction Inc.

18 Carnahan Terrace
Toronto, Ontario M4E 0B2
Canada

Contact Information

647.880.4266
pixelsandpencils.ca

Invoice # 1 Outline Agreement #4600010467

Vendor # 107402

September 3, 2020

John S. Hannam

1423 Moodie Street East

Thunder Bay, ON P7E 4Y8

Invoice for Services for the period July 29, 2020 through September 2, 2020

22 hours @ \$125/hour		\$2,750
HST # 74226 4872	13%	\$357.50
Total		\$3,107.50



INVOICE

LINDA DOUGLAS
Assistant to the Secretary
Thunder Bay Police Services Board
 624 Thistle Crescent
 Thunder Bay, ON P7E 2S7
 Phone: (807)577-2844;
 Cell: (807) 629-4480
 Email: ldouglas@tbaytel.net

DATE: August 31, 2020
 INVOICE: #001
 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
August 31, 2020	29.95	Services Rendered for August 4 - 31, 2020
	\$2,695.50	Subtotal
	350.42	<No. 74214 8887 RT0001> HST 13%
	<u>\$3,045.92</u>	TOTAL PAYABLE

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 at the above phone numbers or email.

THANK YOU!