

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

Date: TUESDAY, JUNE 20, 2023

**Location: VALHALLA HOTEL – The Viking Room
1 Valhalla Inn Road, Thunder Bay, ON**

Time: 9:00 A.M.



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

TUESDAY, JUNE 20, 2023

**VALHALLA HOTEL & CONFERENCE CENTRE – VIKING ROOM
1 Valhalla Inn Road, Thunder Bay, ON**

9:00 A.M.

REGULAR SESSION

1. DISCLOSURES OF INTEREST

2. CONFIRMATION OF AGENDA

RES 1

With respect to the Twelfth Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on June 20, 2023, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

3. CONFIRMATION OF MINUTES

The Minutes of the Tenth Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on May 23, 2023, to be confirmed. **(Distributed Separately)**

RES 2

THAT the Minutes of the Tenth Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on May 23, 2023, be confirmed.

4. PRESENTATION

Update - Facility Needs Assessment – Police Headquarters

Mr. J. Stephenson, Principal – Form Studio Architects, and Mr. J. Pepper, Principal - RPL Architects, to present an update relative to the above noted.

5. DEPUTATION

Thunder Bay Police Youth Corps

At the January 18, 2022 Regular Session of the Board, the Board approved an increase from \$2,500 to \$3,500 of annual funding for the Thunder Bay Police Youth Corps, on the condition

that an expenditure report be provided annually on their disbursement of funds.

Report for the Thunder Bay Police Services Board from Margaret Rusnak, Secretary/Treasurer of the Thunder Bay Police Youth Corps, dated May 28, 2023, for the Board's information.

(Page 9)

Inspector Ryan Gibson – Chair, Thunder Bay Police Youth Corps Board of Directors, to provide an overview of the above noted report.

6. APPOINTMENT OF CHAIR AND VICE-CHAIR

The following call for the appointments of a Chair and Vice-Chair, effective July 1, 2023, for the remainder of 2023, or until a replacement has been appointed, will be presented for the Board's consideration:

RES 3

THAT Karen Machado be appointed Chair of the Thunder Bay Police Services Board, effective July 1, 2023, for the remainder of 2023, or until a replacement is appointed;

AND THAT Denise Baxter be appointed Vice-Chair of the Thunder Bay Police Services Board, effective July 1, 2023, for the remainder of 2023, or until a replacement is appointed.

7. REPORTS OF COMMITTEES

a) Governance Committee - Update

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 8, 2023, relative to the activities of the Governance Committee, for the Board's information. **(Page 10)**

b) Governance Committee – Training Proposal

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 12, 2023, relative to a proposal for the renewal and delivery of the governance training program, for the Board's information. **(Page 11 - 15)**

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

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

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RES 4

With respect to the proposal for training with the Thunder Bay Police Services Board from *Governedge Inc.*, we recommend that the Board approve the proposal;

AND THAT the Secretary to the Board schedule the training accordingly.

8. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Unclaimed Funds

Report No. 20/23 (Police) relative to seized currency in connection with various criminal investigations, with no individual claim of ownership, for the Board's information.
(Pages 16 - 17)

Chief of Police D. Fleury to provide an overview relative to the above noted.

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

RES 5

With respect to Report No. 20/23 (Police), as presented at the June 20, 2023 Regular Session of the Board, it is recommended that the Thunder Bay Police Services Board use the unclaimed funds (\$41,071.05 Canadian Currency) as they deem to be in the public interest, including providing a total of \$22,345.75 (CAD) to the Thunder Bay Police Service.

9. GENERAL MATTERS

a) Honorarium for Board Members

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 8, 2023, relative to Board Member Honorariums, for the Board's information. **(Pages 18 - 20)**

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

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

RES 6

With respect to the honorarium for members of the Thunder Bay Police Services Board, we recommend that honoraria be set at \$6,000 per annum for each member, and at \$7,000 for the Chair of the Board;

AND THAT this change in honoraria be effective as of January 1, 2023.

b) Adoption of Ethical Framework

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Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 12, 2023, relative to the adoption of the Ethical Framework. **(Page 21)**

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

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

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

RES 7

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

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

c) Financial Reporting & Expenditure Approvals

Administrative Report No. 01/23 – Financial Reporting & Expenditure Approvals, relative to reporting the payment of invoices and the status of the Police Services Board's budget, for the Board's information. **(Pages 22 - 25)**

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

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

RES 8

With respect to financial reporting and budget maintenance, we recommend that the Thunder Bay Police Services Board direct the Secretary to prepare a quarterly budget summary report, that subject to its form and content being approved by the Board, shall be regularly prepared for the Board's information;

AND THAT approval by the Chair of the Board of all invoices of \$5,000 or greater be required prior to payment, and that such approval be reflected in the existing monthly reporting to the Board.

d) Annual Renewal of Lease – Police Services Board Office

Invoice No. 2023-001 from Caledonia Properties to the Thunder Bay Police Services Board, dated June 5, 2023, relative to the lease of office space, for the Board's information. **(Page 26)**

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On September 26, 2019, a five (5) year lease between Rhea and Phil Crook, operating as Caledonia Properties, and the Thunder Bay Police Services Board, relative to office space for the Board, located at 317 E. Victoria Avenue – Units #8 and #10, Thunder Bay, Ontario, was accepted. On February 5, 2021, Unit #9 was added to the lease.

The Board is required to annually approve the lease payment. Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, to provide an overview relative to the above noted.

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

RES 9

With regard to the lease of office space for the Thunder Bay Police Services Board, we recommend that the Thunder Bay Police Services Board approves Caledonia Properties Invoice #2023-001 in the amount of \$27,662.40, relative to the lease of office space for Units #8, #9, and #10, located at 317 E. Victoria Avenue, Thunder Bay, Ontario, for the period August 1, 2023 to July 31, 2024;

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

e) Accounts Update – Payment of Invoices

Memorandum from John S. Hannam, Secretary to Members of the Thunder Bay Police Services Board, dated June 12, 2023, relative to the Monthly Summary of Invoices processed for payment since the May 23, 2023 Regular Session of the Board, for the Board’s information. **(Page 27)**

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

10. PETITIONS AND COMMUNICATIONS

a) Request for Donation of Unclaimed Bicycles

Memorandum to John S. Hannam, Secretary - Thunder Bay Police Services Board from Chief D. Fleury, dated June 13, 2023, relative to a request to the Board for the donation of five (5) unclaimed bicycles that need repair to Hammarskjold High School. **(Page 28)**

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

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

RES 10

With respect to the request to donate five (5) unclaimed bicycles needing repairs to the Hammarskjold High School’s technology class, as presented at the June 20, 2023 Regular Session of the Thunder Bay Police Services Board, we authorize the donation.

b) Request for Support – SK8 Summer Program

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Memorandum to John S. Hannam, Secretary - Thunder Bay Police Services Board from Chief D. Fleury, dated June 13, 2023, relative to a request for support for the SK8 Summer Program.

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Chief D. Fleury to provide an overview relative to the above noted.

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

RES 11

With respect to the request for support for the SK8 Summer program presented at the June 20, 2023 Regular Session of the Thunder Bay Police Services Board, we authorize funding in the amount of \$5,000;

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

c) Evergreen a United Neighbourhood – Funding Request

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 13, 2023, relative to a funding request from Evergreen a United Neighbourhood. **(Page 30)**

Correspondence from Linda Bruins, Executive Director – Evergreen a United Neighbourhood, dated May 31, 2023, relative to a request for financial assistance. **(Page 31)**

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

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

RES 12

With respect to the funding request from Evergreen a United Neighbourhood, we recommend that the Thunder Bay Police Services Board approve funding, in the amount of \$ _____;

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

d) Tracking Board Reports

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

i. Governance Committee – Policy Development

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

ii. Governance Committee – Policy Development

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

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

iii. OIPRD Report Recommendations

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

iv. OCPC Chart – Summary of Recommendations

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

11. NEW BUSINESS

12. CONFIRMING BY-LAW

RES 13

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Administrator 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 20th day of June, 2023.

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

BY-LAW NUMBER: PC14– 2023

13. ADJOURNMENT

May 28, 2023

Report to Linda Douglas Thunder Bay Police Services - Assistant to Secretary

These are the amounts given to the Corp since 2020

October 2, 2020 \$2,500.00 - Annual Sponsorship
May 7, 2021 \$2,500.00 - Firearms training
\$2,500.00 - Annual Sponsorship
April 1, 2022 \$3,500.00 - Annual Sponsorship

Expenses for the Corps from July 1, 2021 to June 30, 2020

s/c at bank - \$45.00
Phone ----- \$433.92
Office ----- \$570.01 - Web & domain name \$186.45//cheque's \$252.37//
Financial review Honorarium \$100.00// 30 stamps 31.19
Training ----- \$397.43 - 3 new air guns & pellets
Recruiting ---- \$329.96 - Key ad \$296.06// Chronicle ad \$33.90
Uniforms ----- \$304.96 - Uniform accessories plus shoe measuring device
Miscellaneous-\$542.99 - Open House \$73.36//gift Max Kushnier \$100.00//
Trophies \$339.00// Luncheon Final Parade \$210.63

Expense for the Corps from July 1, 2022 to May 18, 2023

s/c at bank - \$\$41.25
Phone ----- \$397.76
Office ----- \$480.65 - File folders \$19.64//50 stamps \$51.98// paper, program
Micro soft \$211.28// Web & domain name \$197.75
Training ----- \$84.12 - Complex X2
Recruiting ---- \$45.20 - Chronicle ad
Uniforms ----- \$2,549.35 - 48 caps \$938.58//30 garment bags \$264.36//
3 garment bag holders \$19.78//50 toques \$507.94//
50 T shirts \$818.69
Miscellaneous- \$1903.44 - 5 activities chips/pop/water \$238.83//
3 Bursaries \$750.00// Trophies \$355.95 //
Final Parade Luncheon with slab cake \$458.66

Margaret Rusnak
Secretary/Treasurer Thunder Bay Police Youth Corps

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: June 8, 2023

SUBJECT: **Governance Committee**

The Governance Committee met on the morning of May 23rd, and approved the formation of 3 working groups (see below) of two members each. The Committee had previously reviewed the many recommendations to the Board, set priorities and rated those of high impact and divided those recommendations into 3 groupings for assignment to the Working Groups. Each of those recommendations arising from either the Sinclair Report, the Expert Panels reports, Inquest Jury recommendations and items identified by the Police Service and Board administration.

- i) Working Group A will address recommendations that deal with the Board itself, that concern Board policies and general governance. Committee members Denise Baxter and Donna Bain Smith will form the working group, with the support of Administration.
- ii) Working Group B will address recommendations that deal with the Police Service and its work. Committee members Karen Machado and David Paul Achneepineskum will form the working group, with the support of Administration.
- iii) Working Group C will address recommendations that deal with relations between the Board/Service and the communities served (particularly, but not only, Indigenous). Committee members Cora Lee McGuire-Cyrette and Mayor Ken Boshcoff will form the working group, with the support of Administration.

All of the working groups will meet in June to begin their work; the Governance Committee itself will work towards developing its overall implementation plan with input from the working groups.

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: June 12, 2023

SUBJECT: **Governance Training Proposal**

Members of the Board will know that one of the key recommendations by former Senator Murray Sinclair, in his final report on the investigation of this Board, was with respect to training for Board members. One area of training that was focused on was Board Governance. The 2018-2022 Board received such training in February of 2019 - a program of training designed and created by the late Professor Andrew Graham (Queen's University) and Fred Kaustinen (then Executive Director of the Ontario Association of Police Services Boards), who also delivered the training.

With a new Board in place that training needs to be re-delivered. Administration invited Mr. Kaustinen – Chief Governance Officer to the Halton Region Police Services Board, and principle at *Governedge Inc.* – to propose a renewal and delivery of the governance training program.

Mr. Kaustinen's proposal is attached and is recommended to you. Should the Board approve of this training package it is suggested that 2 full days of training be set in the fall of this year, with a final 3rd day early in 2024. Members of the Board's Governance Committee and selected Police Service members would also be invited to take part.

There is sufficient budget available to accommodate this proposal. The following motion is will be presented at the June 20th meeting of the Board for its consideration:

"With respect to the proposal for training with the Thunder Bay Police Services Board from *Governedge Inc.*, we recommend that the Board approve the proposal;

AND THAT the Secretary to the Board schedule the training accordingly."

PROPOSAL

TRAINING FOR

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

Introduction

We propose to develop and deliver customized, experiential Board Training for TBPSB members and staff, in a manner that will cultivate a perpetual learning environment.

This proposal presents:

1. Overview of *Governedge*[®]
2. Proposed Training Sessions
3. Proposed fees

1. Our Company

Governedge Inc. been providing advisory services to police boards and commissions across Canada since 2000. We offer a range of planning, policy, evaluation, training, communications and human resources services to help police boards and commissions fulfill their police governance mandate. Our assistance mitigates risks, saves time, and avoids unnecessary costs for our clients. Our propriety products include the *Governedge Methodology*[®], the *Governedge Learning Ladder*[®], and the *Governedge Learning Manual*[®].

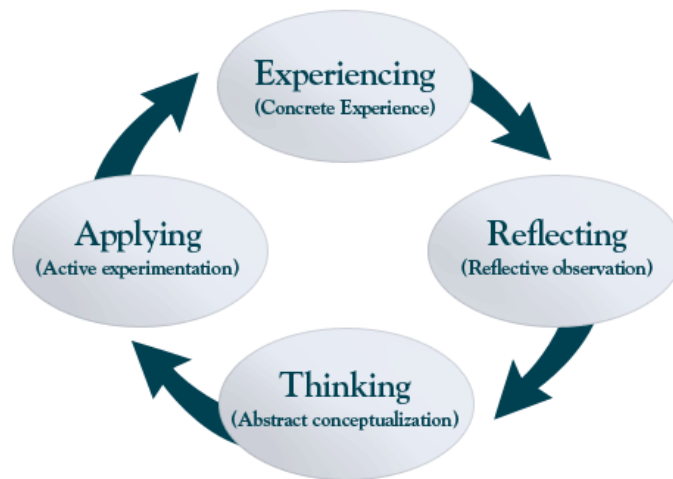
Our competitive advantages include:

- Nobody knows the police governance sector like we do. Our network is second-to-none.
- Nobody understands and appreciates police services boards like we do. We've been working directly with police boards every day for over two decades.
- We are a small tight team that is both highly effective and nimble. We adapt quickly to clients' changing circumstances regarding project parameters and timelines.
- We are unencumbered by large-scale overhead. That means our customers pay less for top-level service.

For more, please visit us at www.governedge.com .

2. Proposed Training Outline

We propose 4 training days each consisting of 6 hours of instruction and exercises, plus a 30-minute lunch break. All training would take place in-person (rather than virtual) in Thunder Bay on mutually convenient dates. Training utilizes the Adult Learning Model (illustrated below), and features a mixture of presentations and practical exercises. The practical exercises will be case studies about a fictional police service in a fictional jurisdiction similar to Thunder Bay.



Participating in the Training would be 5 Board members, 1 Board staff, Police Chief & Deputy, for a total of 8 participants/learners. Participation of other persons may be considered/discussed as/if required.

Participants will each receive a *Governedge Learning Manual*©, with new Chapters provided at each training day.

Each training day should be separated by 1-2 Board meetings to allow for reflection on learnings, and application of learnings when and where possible.

The trainer will be Fred Kaustinen MBA ICD.D. Fred is Principle at Governedge and is widely considered to be one of the most experienced police-governance advisors and thought leaders in Canada. He has been training and advising police boards across Canada for over 20 years, and co-developed and co-delivered the 2019 TBPSB training program.

Proposed Training Day activities are outlined in the table below.

Training Day	Activities
Day 1 – Policy Focus	<ul style="list-style-type: none"> • Presentation – Effective Police Governance • Presentation – <i>Governedge</i>® Methodology – Policy Development • Case Study group exercise – Policy Development • Take home learning reflection individual exercise
Day 2 – Strategic Planning Focus	<ul style="list-style-type: none"> • Learning Audit – Review Day 1, discuss applications • Presentation – <i>Governance</i>® Methodology – Strategic Planning • Case Study group exercise – Strategic Planning • Take home learning reflection individual exercise
Day 3 – Performance Evaluations Focus	<ul style="list-style-type: none"> • Learning Audit – Review Day 1&2, discuss applications • Presentation – <i>Governance</i>® Methodology – Performance Evaluations • Case Study group exercise – Performance Evaluations • Take home learning reflection individual exercise
Day 4 – Focus TBA	<ul style="list-style-type: none"> • Learning Audit – Review Day 1-3, discuss applications • Presentation – Governance Methodology – TBA • Case Study group exercise – Strategic Planning • Presentation – <i>Governedge</i>® Learning Ladder • Facilitated Session - Maintaining a Learning Environment

Notes:

- Day 1 could be focussed on Strategic Planning and Day 2 could be focussed on Policy Development, if TBPSB prefers
- Day 4 could focus on either Hiring a Police Chief/Deputy, Developing Collective Agreement Mandates, or Budgeting

3. Proposed Fees

<u>Activity</u>	<u>Days</u>	
Create Case Study		
Jurisdiction	1	
Prepare Day 1 Lesson Plan	1	
Deliver Day 1 Training	1	
Prepare Day 2 Lesson Plan	1	
Deliver Day 2 Training	1	
Prepare Day 3 Lesson Plan	1	
Deliver Day 3 Training	1	
Prepare Day 4 Lesson Plan	1	
Deliver Day 4 Training	1	
Total time	9	
Fees	\$ 2,500	per day
Total Fees	\$ 22,500	
20% Discount	-\$ 4,500	
Proposed Fees	\$ 18,000	plus HST & expenses

Total proposed fees are \$18,000 plus HST and travel expenses, with half of the fees payable on contract agreement, travel expenses payable as incurred, and the balance of the fees payable upon contract completion or 30 June 2024, whichever comes first.

Fees are inclusive of one *Governedge Learning Manual*® per training participant (total of 8 manuals, subject to confirmation by TBPSB).

Thank you for your interest in *Governedge*®. We look forward to hearing from you further.



Fred Kaustinen
Principal, *Governedge Inc.*





Thunder Bay Police Service

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

Date of Report: May 17, 2023
Date of Meeting: May 23, 2023
Report No: 20/23

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

SUBJECT

Unclaimed Funds

REPORT SUMMARY

In the course of their duties, members of the Thunder Bay Police Service (TBPS) have seized currency in connection with various criminal investigations. This report relates to four such incidents. In each of the instances identified here the currency came lawfully into possession of the Police Service, has been documented and stored according to policy, has had no individual claim ownership and is free of any order of detention, forfeiture, or return. It is therefore proper that the currency be disposed of pursuant to the *Police Services Act, R.S.O. 1990*.

BACKGROUND

The following is a summary of the incidents, amounts and the authority to dispose. In each of the following incidents, the money came lawfully into the possession of the Thunder Bay Police Service.

Incident #	Amount	Justification for Disposal
P22022296	\$6,720.00	Money abandoned. Owner unknown. No attempts to claim.
P22035750	\$2,250.00	Money abandoned. Owner unknown. No attempts to claim.
TB22062506	\$101.05	Money abandoned. Owner unknown. No attempts to claim.
TB23005522	\$32,000.00	Money abandoned. Owner unknown. No attempts to claim.
TOTAL	\$41,071.05	Canadian Currency

COMMENTS

Section 133(3) of the Police Services Act (PSA) of Ontario states the following:

Use of money

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. R.S.O. 1990, c. P.15, s. 133.

As noted above, in none of the incidents at issue has an owner been identified nor has any claim been asserted in relation to the seized monies.

As of May 9, 2023, the seized currency totaling, \$41,071.05 (CAD) can be used by the Thunder Bay Police Services Board for any purpose that it considers in the public interest.

It is recommended that \$22,345.75 (CAD) of the above noted funds be provided to the Thunder Bay Police Service to purchase specialized equipment. These funds will be used to purchase equipment with breaching, containment and rescue applications. This piece of equipment will be utilized by our Emergency Task Unit to effect safe entry of barricaded or fortified doors in Hostage Rescue, High-Risk Arrest and High-Risk Search Warrant execution.

RECOMMENDATIONS

It is recommended that the Thunder Bay Police Services Board use the above noted funds (\$41,071.05 Canadian Currency) as they deem to be in the public interest, including providing a total of \$22,345.75 (CAD) to the Thunder Bay Police Service.

Respectfully submitted,



Darcy Fleury
Chief of Police

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: June 8, 2023

SUBJECT: **Board Member Honorariums**

Members of the Thunder Bay Police Services Board are volunteers, and as such do not received remuneration based on a salary or hourly wage. Rather the work of being a member is acknowledged though the voluntary payment of an annual honorarium. That honorarium does not represent full compensation for the time and effort expended as a Board member.

As Board members will know each member currently receive an annual honorarium of \$3,000, with the Chair of the Board receiving an additional \$500. These amounts have not changed since they went into effect on January 1, 2000. At that time a modest increase of approximately \$250 was implemented, with the prior practice of having the honorarium tied to CPI being halted. Before that a base of \$2,050 was set in 1985 with increases over time tied to changes in inflation.

At its current level the honorarium does not reflect the evolution of the role of the Board and its members over past 23 years, nor does it fairly reflect that being provided to members of Boards across the province. Honorariums in our comparator group (Sudbury, Barre, Kingston, Guelph, Brantford, Chatham Kent) range from \$4,000 to \$8, 074, in 2022, while those at Boards in place like London, Windsor and Ottawa range from \$6,500 to \$8,000.

Beyond the historic and comparator date this Board is faced with an aggregate of work that is significant in both its volume and depth, as it overall works towards nothing less than a renewal of policing services in our communities.

In the 2023 budget for the Board at total of \$75,000 was originally budgeted for honorariums, which City Council (who has authority and control of the honoraria) reduced to \$31,000, further providing that the Board could set honoraria within that budget.

Memorandum

It is the recommendation of Administration that is appropriate to effect a change in the honorarium at this time, so that Board members received \$6,000 per year, and the Chair of the board an additional \$1,000. In that regard, the following motion is presented for the Board's consideration:

“With respect to the honorarium for members of the Thunder Bay Police Services Board, we recommend that honoraria be set at \$6,000 per annum for each member, and at \$7,000 for the Chair of the Board;

AND THAT this change in honoraria be effective as of January 1, 2023.”

ANNUAL BOARD HONORARIUM
BASED ON JUNE 2023 SURVEY

Board/Force Size ¹	Chair	Member	Effective	Provision for Increase	Notes
Greater Sudbury (409)	\$12,124.56	\$8,788	April 2022	In line with CUPE increase for City Employees	
Peterborough (225)	\$6,517.52	\$5,430.66	Jan 2023	Ontario CPI	Mayor paid same as member – Council member does not pursuant to City By-Law
Chatham-Kent (228)	\$7,200	\$4,800	2013		
Thunder Bay (325)	\$3,500	\$3,000	Dec 2000		Mayor and Council member same as member
Guelph (337)	\$6,000	\$4,500	2016		Vice Chair - \$5,000
Barrie (358)	\$4,400	\$4,400	2018		Plus \$139.35 benefits
Sarnia (115)	\$1,998.40	\$1,664.64	n/a		
Kingston (273)	\$3,500	\$2,500	2010	Ontario CPI	

¹ Total Sworn and Civilian Compliment

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: June 12, 2023

SUBJECT: **Ethical Framework**

The Thunder Bay Police Services Board appointed an Integrity Commissioner in the fall of 2021. As members will know that Commissioner is Principles Integrity, who acts in that capacity for a number of municipalities (including the City of Thunder Bay), and other local boards, across Ontario. Following that appointment Administration, together with Administrator Mercer, has worked with Principles Integrity to develop an 'Ethical Framework' for the Board. The Board recently completed training with the Commissioner on the draft framework.

The Ethical Framework “strives to ensure that Members of the Board share a common basis and understanding for acceptable conduct of Members of the Board, in concert with and beyond the minimum standards of behaviour set out in Ontario Regulation 421/97, Members of Police Services Boards – Code of Conduct (the “Statutory Code”).”

Overall the Framework sets out to achieve a common understanding of conduct for members of the Board and a mechanism for accountability for their conduct.

The framework is now presented for adoption by the Board.

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

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



Report No.: Administrative Report 01/2023
Date of Report: June 12, 2023
Meeting: June 20, 2023

RE: Financial Reporting & Expenditure Approvals

Background

The Thunder Bay Police Services Board (the Board) developed and presented its first budget, separate and apart from that of the Thunder Bay Police Service, for the year 2019. That budget was derived from limited financial history and was set out at the same time as the Board was beginning to address the recommendations set out in the ‘Sinclair Report.’ It included budgeting for administrative services, community engagement and communications, and office space; all new areas of financial consideration for the Board – previously only legal services, board remuneration and travel/training had been budgeted.

The development of the budget came in step with new efforts in communications and community engagement, and a general higher level of financial activity as evidenced in invoices and expenditures that required both approvals and processing. In late 2019, the Board moved to have all invoices approved by motion of the Board before payment; this proved to be unwieldy and resulted in undue delays in payments to vendors. In the spring of 2021, the Board revised its approach to approving invoices, allowing that those arising from approved purchases, agreements for service, retained services, and other contractual services be paid upon receipt (with review by Administration). Invoices for singular purchases of \$1,000 or greater were subject to approval by the Chair of the Board; those under \$1,000 were subject to approval by the Secretary to the Board.

In all cases, payment of invoices is effected utilizing the City of Thunder Bay’s Accounts Payable system, aided by finance staff with the Thunder Bay Police Service.

As of December 2020, all purchases for goods and services are subject to the provisions of the Board’s Supply Management By-law, adopted at that time.

Reporting on the status of the Board’s budget has been limited to quarterly variance reports (narrowly focused on the overall budget and its predicted year end variance from the approved budget) which follows the formal process established by the City of Thunder Bay’s Finance Department, such reports being provided to the Board on the same frequency. On an occasional basis, the Board is advised of the status of the overall budget, and more particularly individual account areas such as Legal Services, by way of memorandum or verbal updates at Board meetings.

Discussion

A request has been made to consider more informative and regularized reporting on the Thunder

Bay Police Services Board's (the Board) budget, the status of both, the budget overall and its individual account lines, while at the same time reviewing the current process for approval of expenditures and invoices.

Financial Reporting

As noted above, the Board's Administration submits quarterly variance reports, such reports follow a particular format that may be seen as somewhat obscure to an uninformed reader, and is limited in the detail required to comply with the variance reporting process. In short, spending account lines, regardless of how many there may be in a given budget, are grouped into 4 categories: Wages, benefits & training, Materials, Contracted Services, and Rents & Financial expenses. This high level summary of spending has its utility in financial planning and forecasting but does not provide a detailed understanding of the behaviour and activity within a budget, even a relatively simple one, such as that of the Thunder Bay Police Services Board.

The Board's budget includes 12 different account lines, under which expenditures such as board honorariums, legal fees, professional fees, rent expenses, etc. are tracked. By comparison, the Service's budget will have several dozen account lines and be broken into different business areas. A copy of the 2023 budget in full is appended to this report. Each year, once the budget has been approved by City Council, it is populated with the planned spending, and revenue for the year, and at any point in time Administration can access the budget to review the overall status and that of individual accounts.

With the exception of the rental expense for the Board's offices at 317 Victoria Ave. E., which is paid in full at the renewal of the lease date, all of the Board's expenses are incurred on a real time basis; that is there is no 'front loaded' or installment expenditures, so a point in time review of the budget is accurate for the status to that point. On occasion there are upcoming activities or events for which costs can be anticipated to fill out the review of the budget as the year progresses; for example, an upcoming Inquest will result in legal fees and legal fees for indemnity of officers that can be taken into account when assessing the status of the budget to year end.

To assist the Board in better understanding the status of its budget, and so be in a position to provide informed direction as may be needed, Administration proposes that in concert with the existing quarterly variance reports, a summary report of the status of budget and its individual areas of spending be provided. Such a report will provide the Board with specific information on those account lines that may be at risk of exceeding planned spending, and account balances upon which the Board can rely upon in planning for future activities, such as undertakings in support of community engagement. A draft report will be prepared following the end of the 2nd quarter for the Board's review and feedback before finalizing it. On an ongoing basis, Administration will undertake to alert the Board of any activity in the budget that indicates a looming negative variance, or that would undermine the ability to go forward with planned initiatives or activities.

Approval of Expenses

As noted above, the Board has tried varied approaches to how it manages the approval of spending, albeit in part absent the Supply Management By-law now in place. Currently any new spending over \$1,000, notwithstanding the existing Board direction, is brought to the Board for approval. And entering any new service agreements or contracts are similarly approved, while also following the appropriate purchasing procedures set out in the Supply Management By-law. The spring 2021 direction, outlined above, has been effective in ensuring that invoices are paid in a timely manner; however, the level of appropriate oversight by the Board has been diminished somewhat in that process. Administration recommends that going forward that, in addition to new spending of \$1,000 or more being reviewed by the Chair, with Administration, that all invoices under approved service agreements, retainers and contracts of \$5,000 or more also be approved by the Chair prior to payment. While all invoices paid are reporting monthly to the Board, that report would now also indicate approvals of the Chair. This mechanism can be implemented directly upon approval of this approach by the Board.

Recommendation

“With respect to financial reporting and budget maintenance, we recommend that the Thunder Bay Police Services Board direct the Secretary to prepare a quarterly budget summary report, that subject to its form and content being approved by the Board, shall be regularly prepared for the Board’s information;

AND THAT approval by the Chair of the Board of all invoices of \$5,000 or greater be required prior to payment, and that such approval be reflected in the existing monthly reporting to the Board.”

Attachment: 2023 Approved Budget

Thunder Bay Police Services Board

Approved Budget

2023 Fiscal Year

Cost elements	Actual	Plan
442403 Rental-Office Space		-\$15,000.00
445650 Misc Fees & Service		
461180 McKellar Rent Victor		
461500 Minimum Rents		
514330 Honorariums		\$31,000.00
515110 Fringe Ben-Temp &Cas		
521245 Equip Mtc Comp Sftwr		\$2,700.00
521375 Pest Control		
521410 Printing Expense		
521528 Consultant Fees		\$37,500.00
521530 Professional Fees		\$105,000.00
521555 Legal Fees		\$250,000.00
521559 Legal Fees-Indemnify		\$50,000.00
521596 Purchased Services		\$200,000.00
521601 Rent Expense		\$25,500.00
521962 Business Travel		\$10,000.00
522305 Office Supp & Stnry		\$2,500.00
522705 General Expense		\$10,000.00
523076 Memberships/Subsript		\$10,000.00
530900 Miscellaneous		
* Over/underabsorption		\$719,200.00

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: 2023-001
DATE: 05 June 2023

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 three spaces (#8,#9 & #10) at 317 Victoria Avenue, 5 Year term. Valid 1 st Aug 2019 to 31 st Jul 2024 Fifth year rent (1 st Aug 2023 – 31 st Jul 2024) 12 months @ Vendor # 113022 Contract # 4600010277 date 26 th Aug 2019, & 5 th Feb 2021	\$2,040/m	\$24,480.00

SUBTOTAL	\$ 24,480.00
SALES TAX	\$ 3,182.40
SHIPPING & HANDLING	
TOTAL DUE	\$ 27,662.40

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!

Thunder Bay Police Services Board

Memorandum

TO: Members of Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary to the Board

DATE: June 12, 2023

SUBJECT: Monthly Summary of Invoices

Since the May 23, 2023 Regular Session of the Board, the following invoices have been processed for payment:

- Invoice #2023-0055 from KPW Communications, dated April 17, 2023, for \$1,253.47, relative to final travel costs for Expert Panel.
- Invoice #2023-0058 from KPW Communications, dated April 18, 2023, for \$22,113.00, relative to honorariums for Expert Panel.
- Invoice #2023-0072 from KPW Communications, dated May 16, 2023, for \$7,910.00, relative to 50% of the Website Update project.
- Invoice #2023-0087 from KPW Communications, dated June 7, 2023, for \$7,599.25, relative to Communication Services, Social Media & Website Management.
- Invoice #34 from Mr. J. Hannam, dated June 2, 2023, for \$8,475.00, relative to professional services rendered.
- Invoice #34 from Ms. L. Douglas, dated May 31, 2023, for \$5,652.68, relative to professional services rendered.

/jsh



MEMORANDUM

DATE: June 13, 2023
TO: John S. Hannam, Secretary – Thunder Bay Police Services Board
FROM: Chief D. Fleury
SUBJECT: Lakehead Public School – Request for donation of found bicycles

The Thunder Bay Police Service's Community Outreach Branch has partnered with Lakehead Public Schools, specifically Hammarskjold High School, to provide found bicycles to the high school's technology class to allow students to learn how to fix them.

The Thunder Bay Police Service does have found bicycles in our compound that would normally go to auction.

With the permission of the Board, the Service would like to donate five (5) broken mountain bikes to the school for a fee of \$1.00 per bike.

Please present this memorandum to the Board for consideration at their June 20, 2023 Regular Session meeting.



MEMORANDUM

DATE: June 13, 2023
TO: John S. Hannam, Secretary – Thunder Bay Police Services Board
FROM: Chief D. Fleury
SUBJECT: Request for Support – SK8 Summer Program

The SK8 Summer Program is a collaboration between Our Kids Count, the Thunder Bay Police Service, the City of Thunder Bay (through the Community, Youth & Cultural Funding Program), and volunteer instructors.

This two-week program over the summer months will allow for at risk youth to come together in a positive environment and learn a new skill. The camp will be held at the City of Thunder Bay Marina Park Skateboard/BMX plaza located at Prince Arthur's Landing.

The intent of this program is to deliver a no cost skateboarding program to children ages 7-12 as well as to provide equipment to the youth.

The Thunder Bay Police Service will also provide C.O.R.E. officers to assist with the instruction at the camps.

Funding remains required for the purchasing of the equipment which is anticipated to be \$165 per youth for forty youth (\$6,600).

Please provide this memorandum to the Thunder Bay Police Services Board for their consideration in providing \$5,000 towards this collaboration.

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: June 13, 2023

SUBJECT: **Evergreen a United Neighbourhood - Funding Request**

The Thunder Bay Police Services Board is in receipt of the attached funding request from Evergreen a United Neighbourhood. This request has not been reviewed by the funding subcommittee and so no recommendation is made at this writing.

Administration does note however that the Evergreen youth & family program is, and has been, an impactful one for the neighbourhood it serves. There can be little doubt that it is a program that positively affects not only the direct participants but our community as a whole. It is further noted, as outlined in the letter, that Evergreen does have other fundraising activities planned for the year, the success of which of course is yet to be realized.

Should the Board wish to respond positively to this request for funding, the following motion is prepared:

“With respect to the funding request from Evergreen a United Neighbourhood, we recommend that the Thunder Bay Police Services Board approve funding, in the amount of \$ _____;

AND THAT the funding be paid from the Board’s Special Account.”



May 31, 2023

Thunder Bay Police Services Board

Dear Mr. John Hannam:

This letter is a request from Evergreen, a United Neighbourhood, for financial assistance to our *organization for operating funds*.

Our Mission Statement: Evergreen a United Neighbourhood is a not-for-profit organization established for the residents of the Simpson-Ogden community to empower our youth and their families to provide supports, and access resources to improve their quality of life and relief from poverty.

We are the first geographic based charity in Ontario, we are here to help the residents of the Simpson Ogden neighbourhood. Our youth program is drop in year-round it offers hygiene items, art supplies, snacks, and groceries to take home, and a daily hot meal. Access to board games, field trips Evergreen is a home away from home for many vulnerable children and youth who live in the neighbourhood.

We experienced great difficulty during Covid with our bookkeeper, we have since found a very experienced person in the not-for-profit field to provide reliable and accurate records. Evergreen has no debts, funding to cover all utilities, household expenses, part time employee, food costs for this year, gap is salary for Executive Director who also runs all programs and activities in addition to the administrative work.

Other good news, our corporate community is stepping up with fundraisers: Fox on the Run charity BBQ Shout Media golf tournament, and a local band is hosting 8 concerts this summer, plus we will be participating in the United Way Great Lighthouse Rescue and all proceeds are going to Evergreen.

The asking for salary may seem unusual, but without it Evergreen will have to cease operations which would not serve the public interest. Small groups like ours offer community safety to the most vulnerable children, youth and seniors, food security, a home away from home and community connectiveness.

Linda Bruins

Executive Director

Office 807 626 0090 Cell 807 631 6830