

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

Date: TUESDAY, DECEMBER 19, 2023

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

Time: 10:30 A.M.



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

TUESDAY, DECEMBER 19, 2023

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

10:30 A.M.

REGULAR SESSION

1. DISCLOSURES OF INTEREST

2. CONFIRMATION OF AGENDA

(2 minutes)

RES 1

With respect to the First Session (Regular) of the Fifty-Fifth Thunder Bay Police Services Board held on December 19, 2023, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

3. CONFIRMATION OF MINUTES

(2 minutes)

The Minutes of the Twenty-Second Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on November 21, 2023, to be confirmed. **(Pages 10 - 16)**

RES 2

THAT the Minutes of the Twenty-Second Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on November 21, 2023 be confirmed.

4. REPORTS OF COMMITTEES

a) Governance Committee

(5 minutes)

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated December 11, 2023, relative to a Report Recommendations Work Plan, for the Board's information. **(Pages 17 - 20)**

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

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

December 19, 2023

Page 2 of 8

i. Policies for Adoption (15 minutes)

Memorandum to the Board from Malcolm Mercer, dated November 12, 2023, relative to proposed policies for Board – Chief Relationship and Information Sharing, was distributed separately and presented to the Board at the November 21, 2023 Regular Session.

The proposed Indigenous Relationship Policy will be presented at the January, 2023 Regular Session, following public consultation.

The following policies were presented at the November 21, 2023 Regular Session of the Board for discussion purposes only. They are now being presented for adoption.

- Proposed Information Sharing Policy (**Pages 21 - 23**)
- Proposed Role and Responsibility Policy (**Pages 24 - 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 3

With respect to the Information Sharing Policy and the Role and Responsibility Policy, as presented at the December 19, 2023 Regular Session of the Board, we recommend that the Thunder Bay Police Services Board approves adoption of the above noted policies, as presented.

ii. Use of Force Policy By-Law

At the November 21, 2023 Regular Session of the Board, a Use of Force Policy was presented for the Board's information and was subsequently adopted.

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

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

RES 4

With respect to the Use of Force Policy for the Board, as adopted at the November 21, 2023 Regular Session of the Board, we recommend that By-law PC26-2023, a by-law to establish a Use of Force Board Policy, be adopted;

AND THAT the Chair and Secretary to the Board be authorized to execute the by-law.

iii. Missing Persons Policy By-Law

At the November 21, 2023 Regular Session of the Board, a Missing Persons Policy was

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

December 19, 2023

Page 3 of 8

presented for the Board's information and was subsequently adopted.

Mr. J. Hannam, Secretary, 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 the Missing Persons Policy for the Board, as adopted at the November 21, 2023 Regular Session of the Board, we recommend that By-law PC27-2023, a by-law to establish a Missing Persons Board Policy, be adopted;

AND THAT the Chair and Secretary to the Board be authorized to execute the by-law.

b) Labour Relations Committee (5 minutes)

Mr. W. Bahlieda, Chair, to provide a brief overview relative to the activities of the Labour Relations Committee.

i. Delegation of Authority – Appointment of New Hires (5 minutes)

At the December 15, 2020 Regular Session of the Board, a resolution was passed to delegate authority to Kristen Oliver and Michael Power to appoint members and special constables to the Thunder Bay Police Service. It is now deemed necessary to amend By-law PC26-2020 by replacing named individuals with the Chair of the Thunder Bay Police Services Board and the Chair of the Thunder Bay Police Services Board's Labour Relations Committee.

Mr. J. Hannam, Secretary, 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 Delegation of Authority By-law for the Thunder Bay Police Services Board, we recommend that By-law PC26-2020 be amended to replace delegation of authority to appoint new hires to the Chair of the Thunder Bay Police Services Board and the Chair of the Thunder Bay Police Services Board's Labour Relations Committee;

AND THAT the Chair and Secretary to the Board be authorized to execute the by-law.

5. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Annual Report – Thunder Bay Police Service (10 minutes)

The 2022 Annual Report for the Thunder Bay Police Service will be distributed separately on

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

December 19, 2023

Page 4 of 8

desks at the December 19, 2023 Regular Session of the Board.

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

6. GENERAL MATTERS

- a) Beau Aaron Baker Inquest (5 minutes)

Verdict Explanation and Recommendations relative to the Inquest into the death of Beau Aaron Baker, for the Board's information. **(Distributed Separately)**

Inspector G. Snyder, Thunder Bay Police Service, to provide an overview relative to the above noted.

- b) Board Staffing Needs (20 minutes)

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated October 13, 2023, relative to additional resources for the Board, re-presented for the Board's information. **(Pages 26 - 30)**

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

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

RES 7

With respect to the staffing needs of the Thunder Bay Police Services Board, we recommend that the Board approve the staffing model, as re-presented at the December 19, 2023 meeting of the Board;

AND THAT the positions be filled through independent contracts, in form and content satisfactory to the Board's Legal Counsel;

AND THAT the Chair of the Board be authorized to execute any such contracts.

- b) Board Member Orientation (5 minutes)

Councillor K. Etreni to provide an overview of proposed Board orientation for discussion purposes only, with finalization of Board orientation at the January Board meeting.

- c) Budget Summary – Thunder Bay Police Services Board (5 minutes)

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, dated December 11, 2023, relative to an update on the status of the Board's operational budget, for the Board's information. **(Pages 31 - 32)**

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

- d) Approval of 2024 Budget – Thunder Bay Police Services Board (5 minutes)

Memorandum to Thunder Bay Police Services Board from John S. Hannam, Secretary, dated December 13, 2023, relative to the proposed 2024 budget for the Thunder Bay Police Services Board, for the Board's information. **(Pages 33 - 34)**

Mr. J. Hannam, Secretary, 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 the 2024 Operating Budget for the Thunder Bay Police Services Board, as presented at the December 19, 2023 meeting, we recommend that the Board approve the budget.
-------	---

- e) Website Updates (5 minutes)

Mr. J. Hannam, Secretary, to provide an overview relative to costs associated with the development of Members Only access to documents posted to the website for internal review.

- f) Indigenous Chiefs Forum (5 minutes)

On Tuesday, December 12, 2023, the Thunder Bay Police Service and the Anishinabek Nation held an Indigenous Chiefs Forum. Members of the Thunder Bay Police Services Board attended.

Discussion to be held relative to the Forum and on future sessions.

7. PETITIONS AND COMMUNICATIONS

- a) Nominations for the 2023/2024 Attorney General's Victim Services Award of Distinction (5 minutes)

All Chiefs Memo Index No. 23-0077, relative to nominations for the 2023/2024 Attorney General's Victim Services Awards of Distinction, for the Board's information. **(Pages 35 - 36)**

Mr. J. Hannam, Secretary, to provide a brief overview relative to the above noted, and for the Board to discuss possible nominations.

- b) Tracking Board Reports

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

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

December 19, 2023

Page 6 of 8

i. Emmanuel Oruitemeka Inquest

Board Responses to Jury Recommendations for the Ministry of the Solicitor General, due January 19, 2024.

ii. Governance Committee – Policy Development

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

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

iii. OIPRD Report Recommendations

Summary of status/progress of OIPRD Recommendations: a verbal update was presented to the Board on October 17, 2023.

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.

8. NEW BUSINESS

9. BY-LAWS

(5 minutes)

a) Use of Force Policy By-Law

RES 9

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary, sealed and numbered:

1. A By-law to establish a Use of Force Board Policy as adopted at the November 21, 2023 Regular Session of the Thunder Bay Police Services Board.

Explanation: A By-law to establish a Use of Force Policy for the Thunder Bay Police Services Board, and to amend By-law Number PC10-2001 by removing the Use of Force Policing Standards Policy from Schedule "A" of the Adequacy Standards Policies for the Thunder Bay Police Service Board. References and amendments to Use of Force in By-Law PC10-2001 and its Attachment "A" for Adequacy Standard Policies in PC2-2008, in PC32-2018, or in other By-laws of the Board since the enactment of PC10-2001, or in any policies or procedures of

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

December 19, 2023

Page 7 of 8

the Thunder Bay Police Service, are hereby repealed, effective the passing of this By-law PC26-2023.

BY-LAW NUMBER: PC27-2023

b) Missing Persons Policy By-Law

RES 10

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary, sealed and numbered:

1. A By-law to establish a Missing Persons Board Policy as adopted at the November 21, 2023 Regular Session of the Thunder Bay Police Services Board.

Explanation: Further to the Senator Murray Sinclair Report, and its recommendations, it is necessary and expedient to establish a Missing Persons Policy for the Thunder Bay Police Services Board, as adopted at the November 21, 2023 Regular Session of the Board.

BY-LAW NUMBER: PC27-2023

c) Delegation of Authority to Appoint New Hires By-Law

RES 11

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary, sealed and numbered:

1. A By-law to amend By-law PC26-2020, to delegate authority for the appointment of new hires for the Thunder Bay Police Service.

Explanation: A By-law to amend By-law PC26-2020, with respect to delegation of authority to appoint new hires, from named individuals to the Chair of the Thunder Bay Police Services Board and the Chair of the Thunder Bay Police Services Board's Labour Relations Committee.

BY-LAW NUMBER: PC28-2023

10. CONFIRMING BY-LAW

RES 12

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

1. A By-law to confirm the proceedings of a Regular Session of The Thunder Bay Police Services Board, this 19th day of December, 2023.

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

December 19, 2023

Page 8 of 8

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: PC29– 2023

11. ADJOURNMENT

**MEETING: THE TWENTY-SECOND SESSION OF THE FIFTY-FOURTH THUNDER
BAY POLICE SERVICES BOARD**

DATE: NOVEMBER 21, 2023

TIME: 10:30 A.M.

PLACE: VALHALLA HOTEL & CONFERENCE CENTRE
1 VALHALLA INN ROAD, THUNDER BAY

ACTING CHAIR: MS. D. BAXTER

PRESENT:

Mr. W. Bahlhieda
Mayor K. Boshcoff
Councillor K. Etreni

ATTENDING BY ZOOM:

Ms. D. Baxter
Mr. M. Mercer

REGRETS:

Ms. K. Machado

OFFICIALS:

Mr. R. Hughes, Deputy Chief of Police
Ms. D. Paris, Director – Financial Services &
Facilities, Thunder Bay Police Service
Mr. J. Hannam, Secretary – Thunder Bay Police
Services Board
Ms. L. Douglas, Assistant to the Secretary - Thunder
Bay Police Services Board

ATTENDING BY ZOOM:

Mr. T. Gervais, Ministry of the Solicitor General

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Councillor K. Etreni
SECONDED BY: Mr. W. Bahlhieda

With respect to the Twenty-Second Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on November 21, 2023, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3. CONFIRMATION OF MINUTES

The Minutes of the Nineteenth Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on October 17, 2023, to be confirmed.

MOVED BY: Councillor K. Etreni
SECONDED BY: Mr. W. Bahlhieda

THAT the Minutes of the Nineteenth (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on October 17, 2023 be confirmed.

CARRIED

4. REPORTS OF COMMITTEES

a) Governance Committee

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated November 14, 2023, relative to an update on the activities of the Governance Committee, was provided for the Board's information.

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

i. Special Account Policy

At the September 15, 2023 meeting of the Governance Committee, a memorandum from Malcolm Mercer, Administrator, relative to the development of a policy for the Board's Special Account, was presented and discussed at length. The Governance Committee recommended adoption of the proposed policy, which was presented at the October 17, 2023 Regular Session of the Board.

At the October 17, 2023 Regular Session of the Board, after discussion, the proposed policy was referred back to the Board's Governance Committee for further review.

Proposed Special Account Policy was provided for the Board's information.

Mr. M. Mercer, Administrator, reported that the draft was circulated to the Governance Committee after the October 17, 2023 meeting, and only one comment was received. That comment was in support of the original proposal.

MOVED BY: Councillor K. Etreni
SECONDED BY: Mr. W. Bahlieda

With respect to the Special Account Policy, as presented at the November 21, 2023 Regular Session of the Board;

THAT the Thunder Bay Police Services Board approves adoption of the Special Account Policy.

CARRIED

ii. Missing Persons Policy and Use of Force Policy

Proposed Missing Persons Policy and Use of Force Policy, was provided for the Board's information.

Mr. J. Hannam provided an overview of both policies, and noted that there will be extensive procedures associated with these policies from the Police Service.

Deputy Chief of Police R. Hughes noted that there is no reference to dispatching animals in the Use of Force policy. Discussion followed and amendments were suggested. Mr. T. Gervais, Police Services Advisor – Ministry of the Solicitor General, provided additional information on discharging a firearm and regulatory requirements. He noted that injury or death (as a result of discharging a firearm) must be reported to the Board, and it is a regulatory requirement that the Chief of Police launch an investigation. Mr. Gervais also noted that references to the Chief of Police also include the Deputy Chief of Police.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

With respect to the Missing Persons Policy and the Use of Force Policy, as presented at the November 21, 2023 Regular Session of the Board, we recommend that the Thunder Bay Police Services Board approves adoption of both policies, as amended.

CARRIED

Mr. J. Hannam noted that Chief Fleury has advised that there will be public engagement on the procedures for the Missing Persons Policy.

iii. Policies for Consideration

Memorandum to the Board from Malcolm Mercer, dated November 12, 2023, relative to proposed policies for Board – Chief Relationship and Information Sharing, was distributed separately with the Agenda, for the Board's information.

The subject draft policies were presented for comments and discussion purposes only.

- Proposed Information Sharing Policy
- Proposed Indigenous Relationship Policy
- Proposed Role and Responsibility Policy

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, noted that the above policies are being presented as an introduction to the Board; he asked that Board members review and advise of any suggested changes.

Administrator Mercer provided an overview of his memorandum. With respect to the Role and Responsibility Policy, he noted that the Board needs to be clear on its role and responsibility, as well as the Chief's role and responsibility and how they differ. Well defined policies on roles and responsibilities can be of great value when a crisis occurs.

The Information Sharing Policy is being driven by the Epstein Report and other reports, and is designed to ensure the Board gets the information it needs.

The Indigenous Relationship Policy follows from Senator Sinclair's Report and its recommendations, and sets out the importance for the Board to engage with Indigenous representatives and for the community to have an opportunity to see what is being proposed.

Acting Chair D. Baxter noted that there will be one uniform look/template for the policies when they are finalized.

b) Labour Relations Committee

Mr. J. Hannam, Secretary, provided an update relative to the activities of the Labour Relations Committee, and noted that the Committee will be meeting with representatives of the Police Association on December 5, 2023 as an introductory meeting, and to begin discussions on the health and well-being of Service members.

5. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) 2024 Budget – Thunder Bay Police Service

Report No. 33/22 (Police) relative to the proposed 2024 Operating and Capital Budgets of the Thunder Bay Police Service, was provided for the Board's information.

Ms. D. Paris, Director – Financial Services & Facilities, Thunder Bay Police Service, provided a high level overview of the proposed budget and responded to questions. She noted that approximately 92% of the Operating Budget is wages.

Ms. Paris noted that an operational review is being proposed. An outside organization would come in and meet with Chief Fleury and the community, and conduct an operational review for analysis.

Discussion was held relative to concerns about staffing levels, freeing up time spent at the hospital and in emergency and ways of mitigating the number of calls that end up at the hospital. Concerns were also raised about WSIB costs and ways of reducing those costs.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

November 21, 2023

Page 5 of 7

With respect to Report No. 33/23 (Police), as presented at the November 21, 2023 Regular Session of the Board, we recommend that the Thunder Bay Police Services Board approve the 2024 Operating and Capital Budgets, as presented.

CARRIED

6. GENERAL MATTERS

a) 2023 Budget – Thunder Bay Police Services Board

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, dated November 15, 2023, relative to an up-to-date summary of the Police Services Board's Budget, was provided for the Board's information.

Mr. J. Hannam noted that the year-end projection is an unfavourable variance of \$210,000, a reduction from earlier projections.

b) Beau Aaron Baker Inquest

Verdict Explanation and Recommendations relative to the Inquest into the death of Beau Aaron Baker, was distributed separately with the Agenda.

Matter deferred to the December 19, 2023 Regular Session.

c) Policing Services to the Municipality of Oliver Paipoonge

Report No. 34/23 (Police) relative to entering into an agreement with the Municipality of Oliver Paipoonge to provide policing services, was provided for the Board's information.

Mr. J. Hannam provide a brief overview, and noted that the Municipality of Oliver Paipoonge is prepared to enter into this agreement.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

With respect to Report No. 34/23 (Police), we recommend that the Thunder Bay Police Services Board support the renewal of the contract to provide Policing Services to the Municipality of Oliver Paipoonge and recommend to City Council the execution of the five (5) year contract.

CARRIED

7. PETITIONS AND COMMUNICATIONS

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

November 21, 2023

Page 6 of 7

a) Thank You Letter for Sponsorship

On June 21, 2023, Administrator Malcolm Mercer, Thunder Bay Police Services Board, approved a request from Staff Sergeant J. Dampier for sponsorship at the 2023 World Police and Fire Games in Winnipeg. A cheque, in the amount of \$700.00, was issued from the Board's Special Account.

Correspondence to the Thunder Bay Police Services Board from Staff Sergeant Joe Dampier, dated October 17, 2023, relative to a thank you for Board sponsorship for his participation in the 2023 World Police and Fire Games in Winnipeg, was provided for the Board's information.

b) Follow-Up Report on Funding

At the January 17, 2023 Regular Session of the Board, a funding initiative proposal from Thunder Bay and Area Victim Services was presented to the Board. A motion was approved to fund the initiative, and a cheque in the amount of \$10,000 was issued from the Board's Special Account.

Copies of a follow-up report from Thunder Bay and Area Victim Services (TBAVS), relative to funding received from the Board, were provided for the Board's information.

c) Tracking Board Reports

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

i. Emmanuel Oruitemeka Inquest

Board Responses to Jury Recommendations for the Ministry of the Solicitor General, due January 19, 2024.

ii. Governance Committee – Policy Development

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

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

iii. OIPRD Report Recommendations

Summary of status/progress of OIPRD Recommendations: a verbal update was presented to the Board on October 17, 2023.

iv. OCPC Chart – Summary of Recommendations

THUNDER BAY POLICE SERVICES BOARD (TBPSB)

REGULAR SESSION

November 21, 2023

Page 7 of 7

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

8. NEW BUSINESS

There was no New Business presented.

9. CONFIRMING BY-LAW

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

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

1. A By-law to confirm the proceedings of a Regular Session of The Thunder Bay Police Services Board, this 21st day of November, 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: PC24– 2023

CARRIED

10. ADJOURNMENT

The meeting adjourned at 11:20 a.m.

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: December 11, 2023

SUBJECT: **Report Recommendations Work Plan**

As Board members will know the Board has 115 recommendations, arising from the Ontario Civilian Police Commission's Final Report on the Investigation of the Thunder Bay Police Services Board (aka the Sinclair Report), the Ontario Independent Police Review Directorate's 'Broken Trust, Indigenous People and the Thunder Bay Police Service', the Mamakwa-McKay Inquest, and the Interim and Final reports of the Board appointed Expert Panel. Those recommendations include calls for the development and review of various policies of the Board and its governance as well as policies that direct the Police Service, action by the Board on community relations – most particularly with the Indigenous community both locally and regionally, and work to be undertaken in support of the development and health and well being of the Service and its members both sworn and civilian.

It is in short a significant body of work. One of the recommendations speaks directly to that in its call for the Board to develop and work plan and make that plan publicly accessible.

To begin to respond to the 115 recommendations the Board first established a Governance Committee, that includes both Board and community representatives as members, and with the help of the Governance Committee set priorities for the first work. Those identified with the highest priority are highlighted in the attachment 'A' to this memo.

The Governance Committee was then divided into 3 subcommittees, with each taking on a division of the recommendations – broadly those divisions are Board Governance, Board direction to the Service, and the Board's Community Relations. Each subcommittee has been meeting since the late summer to begin the work assigned to them. Each has set out initial work plans of 3-4 months in span; to be updated on an ongoing basis. One subcommittee has taken on the development of a Diversity, Equity and Inclusion Framework to be used as a tool in the development of specific policies (and their later periodic review); a foundational document that will set out basic principles for the Board in its governance and oversight role. The development of the Framework will include a defined community consultation, in support of which a facilitator has been engaged to assist the subcommittee and Board.

Additional support for policy development has been found in the engagement of a policy researcher/writer, who will undertake research in specific subject areas as the subcommittees move through their respective lists of recommendations.

Early outcomes of this work can be seen in the policies adopted and presented to the Board at its November 2023 meeting.

As noted above the workplan(s) will be made publicly available, through posting on the Board's website with updates made as the workplans evolve. In addition a semi-annual summary report on progress of various recommendations will be prepared for the Board and shared on the Board's website. At the writing of this memo the format of the website postings is under review to ensure clarity and ease of review by readers.

Attachments: Attachment A – Recommendation Priorities by Governance Subcommittee

**Thunder Bay Police Services Board
Report Recommendations Work Plan
Attachment “A”**

WORKING GROUP		SOURCE REPORT & No.
Working Group A - Board Governance		
Board to complete onboarding and orientation portion of proposed strategy		OCPC 43
Develop and enforce a mandatory Board Governance Training Program that includes, at a minimum, the following ...		EP IR 2A.09
Board policy statement on openness and transparency		OCPC 19
Ensure Board members are informed about, embrace, and are committed to principles of EDI, Anti-Racism and Human Rights, and actively support a trauma-informed approach		EP IR 2A.03
Ensure Board members are informed about, embrace, and are committed to principles of EDI, Anti-Racism and Human Rights, and actively support a trauma-informed approach		EP IR 2A.03
Ensure Board members are informed about, embrace, and are committed to principles of EDI, Anti-Racism and Human Rights, and actively support a trauma-informed approach		EP IR 2A.03
Develop and implement policies recommended by Sinclair report		EP AP 6.01d
Develop Board policy specifying Chief's responsibility to report on operational matters		OCPC 16
Develop and Implement Human Rights, Anti-Racism, Indigenous Equity, Diversity and Inclusion Policy		EP AP 2.01
Implementation Plan for all recommendations		MMI 30
Signing Authority By-law & Police		Admin
Working Group B - Board & Service		
Board to develop and adopt anti-racism strategy and policy for Board and Service		OCPC 08
Board policy regarding relations between the Board and the Chief and operational and other responsibilities of Chief		OCPC 04
Develop, with Chief, partnership plan with FN, educational facilities and others to encourage Indigenous recruitment		OCPC 14
Chief to model and champion human rights/EI values		EP AP 7.01a

**Thunder Bay Police Services Board
Report Recommendations Work Plan
Attachment “A”**

WORKING GROUP		SOURCE REPORT & No.
Set annual performance objectives for Chief and Senior Command		EP AP 6.02a
Board policy regarding relations between the Board, the Chair and the Chief and operational and other responsibilities of Chief		OCPC 15
Working Group C - Board & Community		
Board policy re relationships of Board and Service with FN communities, people, governments, organizations and service providers		OCPC 21

LEGEND:

OCPC - 'Sinclair Report'

EP IR - Expert Panel Interim Report

EP AP - Expert Panel Final Report

MMI - Mamakwa McKay Inquest,

Proposed Information Sharing Policy

In this policy:

“Board” means the Thunder Bay Police Services Board

“Secretary” means Board Secretary

“Chair” means the Chair of the Board and, in their absence, the Vice-Chair of the Board

“Chief of Police” means the Chief of the Service

“Service” means the Thunder Bay Police Service

“Thunder Bay” means the city of Thunder Bay and any neighbouring community(ies) for which the Service is responsible for policing

It is the policy of the Thunder Bay Police Services Board with respect to the sharing of information between the Board and the Chief of Police that:

- 1) The following principles shall guide information sharing between the Thunder Bay Police Services Board and the Chief of Police.
 - Transparency: The Board and the Chief of Police shall strive to provide clear, accurate and timely information to facilitate informed decision making.
 - Accountability: The Board and the Chief of Police shall be accountable for the information they share and the decisions made based on that information.
 - Collaboration: The Board and the Chief of Police share foster a culture of collaboration and constructive dialogue, promoting shared understanding and effective problem solving.
 - Respect: The Board and the Chief of Police share respect each other’s roles, responsibilities and expertise, ensuring that information in a manner that acknowledges the unique perspectives and contributions of the other.
 - Confidentiality: The Board and the Chief of Police will comply with their confidentiality obligations under governing legislation and regulation and Board determinations and policies.
- 2) Subject to paragraph 3 of this policy, the Chief of Police will be entitled to:
 - a) receive the same information provided to the Board for its meetings.
 - b) participate with the Chair and the Secretary in the establishment of agendas for Board meetings.
 - c) receive agendas and minutes of open and closed Board meetings.
 - d) participate in open and closed meetings of the Board and receive minutes of these meetings.
- 3) Information and portions of meetings may be designated by the Board as Board-only as may be appropriate. For example, consideration of the performance, remuneration and working conditions of the Chief of Police will usually be Board-only. The Chief of Police is not entitled to attend Board-only portions of Board meetings.

Proposed Information Sharing Policy

- 4) Unless prohibited by law from doing so, the Chief of Police will provide the Board with the following on a timely basis:
 - a) identification of the following:
 - i) operations, events and organizationally significant issues for which advance planning and approval by the Chief or a Deputy Chief is required.
 - ii) operations that may have a material impact on current and future relationships with, and servicing of, marginalized and vulnerable communities particularly including Indigenous communities but also racialized, LGBTQ2S+, homeless/underhoused persons, substance abusers and people with mental health difficulties.
 - iii) operations that may impact, in a material way, the Service's reputation or effectiveness.
 - iv) operational matters, including individual cases, that raise questions of public policy.
 - v) operational decisions that require policy intervention including decisions:
 - (1) involving legal/democratic principles or rights that must be vindicated or balanced with policing priorities and practices
 - (2) involving significant interjurisdictional issues
 - (3) that must be made without existing policies or protocols to guide them
 - b) such further information as the Chief of Police may consider appropriate, or the Board may request, in respect of the matters identified in accordance with paragraph 4(a) of this Policy.
 - c) the operational plan that supports the approved Service's annual budget.
 - d) information regarding internal audits and analogous documents that identify systemic issues within the Service.
 - e) internal and public complaints, grievances, and applications to and findings by other tribunals, about discrimination by individual officers and the Service that may raise systemic issues.
 - f) particulars, as may be known, about investigations being conducted in by the SIU Director pursuant to the *Special Investigations Unit Act* and, when received, notices given by the SIU Director in accordance with sections 33 and 34 of the *Special Investigations Unit Act*.
 - g) periodic reports, in form and frequency approved by the Board annually, regarding:
 - i) compliance of the Service with Board policies.
 - ii) developing trends or significant incidents that would affect plans or changes to police services.
 - iii) implementation of operational and training plans
 - iv) actual financial results as compared to the approved budget
 - v) investigations as follows:

Proposed Information Sharing Policy

- (1) reports of sudden death investigations that provide data, in a disaggregated Indigenous and non-Indigenous manner, detailing the total number of sudden death investigations with a breakdown of investigative outcomes, including homicide, accidental death, suicide, natural death and undetermined.
 - (2) reports of missing persons investigations that provide data, in a disaggregated Indigenous and non-Indigenous manner and in a gender identity manner, detailing the number of missing persons investigations with a breakdown of investigative outcomes, including the length of time between the report to the Service and the missing person was located, the number of missing persons who were not located, the number of missing persons for whom foul-play appears to have been an issue.
 - (3) reports of investigations of race-based and gender-based violence detailing the total number of race-based and gender-based violence investigations with a breakdown of investigative outcomes.
 - (4) reports of investigations of organized drug trafficking and gang activity detailing the total number of such investigations as well as the geographic location of such activity within the community, with a breakdown of investigative outcomes.
- vi) the following with a view to bias, racism, discrimination and harassment:
- (1) the performance of the Service in delivering services free of bias, racism, discrimination and harassment.
 - (2) the state of the Service's relationship with the community, including particulars of contact between the senior officers of the Service with
 - (a) First Nations and other Indigenous leaders
 - (b) Marginalized, minority and vulnerable communities
 - (c) providers of social, health and other services to marginalized, minority and vulnerable communities
 - (3) complaints made, and the outcome of such complaints, about the conduct of individual officers involving allegations of discrimination disaggregated by the nature of the alleged discrimination.
- vii) the number of members of the Service on short and long-term disability leave, including those receiving WSIB, disaggregating this information based on nature of disability, length of disability, the nature of the disability benefits and prospects for return to work.
- h) sufficient particulars of anticipated material media coverage of the Service and its operations such that the members of the Board are in a position to appreciate the substance of the anticipated coverage.
 - i) particulars of information that the Chief of Police does not provide in accordance with this Policy on the basis of being legally prohibited from doing so.
 - j) such information as the Board may, from time to time, request.
 - k) such information as the Chief of Police considers appropriate so that the Board may fulfill its responsibilities.

Proposed Role and Responsibility Policy

In this policy:

“Board” means the Thunder Bay Police Services Board

“Chair” means the Chair of the Board and, in their absence, the Vice-Chair of the Board

“Chief of Police” means the Chief of Police of the Service

“Service” means the Thunder Bay Police Service

“Thunder Bay” means the city of Thunder Bay and any neighbouring community(ies) for which the Service is responsible for policing

It is the policy of the Thunder Bay Police Services Board with respect to the roles and responsibilities of the Board and the Chief of Police that:

- 1) In accordance with governing legislation¹, the Board’s responsibilities include:
 - a) ensuring that adequate and effective police services are provided in Thunder Bay.
 - b) establishing policies for:
 - i) the effective management of the Service.
 - ii) the provision of adequate and effective policing in accordance with the needs of the population of Thunder Bay.
 - iii) the handling of discipline within the police service.
 - c) directing the Chief of Police as permitted by the governing legislation and monitoring and reviewing the performance of the Chief of Police.
 - d) monitoring the handling of discipline within the Service by the Chief of Police.
 - e) the establishment of a strategic plan for the provision of police services in Thunder Bay which includes the objectives, priorities and core functions of the Service².
- 2) In fulfilling its responsibilities, the Board will consult with the Chief of Police in order to obtain their perspective and insight.
- 3) In accordance with governing legislation, the Chief of Police is responsible:
 - a) to administer the Service and oversee its operations effectively and efficiently, in accordance with the Board’s objectives, priorities, policies and strategic plan.
 - b) for operational decisions and the day-to-day operation of the Service including specific investigations, the conduct of specific operations and the discipline of specific police officers.
 - c) to ensure that the Service reflects the communities it serves.
 - d) to provide the Board, as required, with information and advice so that the Board can fulfil its responsibilities to establish its objectives, priorities, policies and strategic plan.

¹ The *Police Service Act* is the governing legislation as of the adoption of this Policy. It is expected that the *Community Safety and Policing Act* will soon replace the *Police Services Act*. This statement of responsibilities is intended to reflect and be consistent with both Acts.

² Under the *Police Service Act*, this responsibility is not described in the context of the strategic plan but rather as a responsibility to “generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality”.

Proposed Role and Responsibility Policy

- e) to report to the Board, quarterly and annually, in respect of the Service's attainment of the Board's objectives, priorities, policies and strategic plan.
 - f) to comply with the Board's lawful directions, which will be given in writing and recorded in the Board's minutes.
- 4) The Board is entitled to receive information from the Chief of Police about, and to provide advice in respect of, operational decisions and the day-to-day operation of the Service. The Chief of Police is responsible to provide information and consider the advice that is provided. The Chief of Police is not required to accept advice or direction in respect of specific operational decisions and the day-to-day operation of the Service.
- 5) The Chair and the Chief of Police are responsible to maintain a collaborative and respectful relationship with each other and to share information and advice between Board meetings as may be appropriate. The Chair will periodically report to the Board in respect of shared information and advice. While the Chair may provide advice to the Chief of Police, the Chair does not have the authority to direct the Chief of Police which authority is reserved to the Board.

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: October 13, 2023

SUBJECT: **Board Staffing Needs Review**

Earlier this year it was recognized that two particular, related, issues confronted the Board in the capacity of the Board to tackle the workload before it (the 115 recommendations for policy development and other actions most particularly), and the cost of the staffing services that support the Board in this and the overall ongoing operations of the Board. The former being significant and clearly needing additional staffing resources to practically accomplish and the latter leading to a budget deficit in its current structure.

In response to this, Board Chair Karen Machado, member Denise Baxter, Administrator Malcolm Mercer and Governance Committee member Donna Bain Smith met, with the support of the Board Secretary, to review the staffing needs of the Board and consider what model of staffing might better serve the Board moving forward, both in terms of meaningfully responding to the workload of the Board and the need to do so in an effective and efficient manner.

In this review the staffing models at other Boards across the Province were considered, a summary of which is found in Attachment A to this memorandum. With the obvious exception of the Toronto Police Services Board, who have a large full-time staff, most other Boards are served and supported by a senior administrator (titles vary) and an assistant to that senior person. Not unlike this Board's current model. In some cases those positions are full time, in others part time. Some are employees of the Board, some the Police Service and some independent contractors. Comparing this Board to all Board's across the Province, as has been previously been observed, is difficult however as this Board has before it a workload and set of expectations that no other has.

In considering the workload of this Board and its current committee structure, and such comparisons as could be made to other Board's, a draft model has been developed and is presented here for the Board's consideration, as Attachment B to this memorandum. As you will see the model identifies 4, part time, positions to serve the Board in its work. The model outlines the key roles and responsibilities of each position, although detailed position descriptions would follow once the Board approves of a staffing model. The 4 positions focus on the overall and ongoing administration of the Board operations, and on the needs that arise from the specific workload that the Board faces today. To which point this model is presented as fulfilling the needs of the Board for the next two years; supporting anticipated significant progress on the

many recommendations before the Board. At which point it is recommended that a further review of staffing needs be undertaken again. And while not presuming the outcome of that future review this model is developed with the idea that the Strategic Policy & Stakeholder Relations position might be merged with the Policy Researcher/writer at some point in the future.

In considering this model it is also important to consider how the people that fill these positions might be engaged; whether as employees or as independent contractors. While many of the advantages and disadvantages to each approach may be apparent the advice of the Board's Legal Counsel was sought to ensure all considerations were examined. The following points outline those considerations and the advice of legal counsel:

Work hours: The amount of time that these individuals will be required to work in a given week will be sporadic. Accordingly, it is likely simpler to have them invoice for the hours actually worked as contractors and not employees. While of course employees can work varying hours, it can become somewhat more complex and unwieldy if they are not working a consistent number of hours per week.

Application of Collective Agreements: If these individuals are characterized as employees of the Service or the Board, there is a question as to whether they will be covered by the Civilian or SOA Collective Agreements. The Civilian Agreement applies to non-sworn "members", which are defined as "any employee of the Thunder Bay Police Service" (save and except members of the SOA). As a practical matter, virtually every person employed by the Board falls within the recognition clause of either the Civilian or SOA Agreements. For obvious reasons, we would not want to see these individuals in either the SOA or Civilian bargaining unit, not least of which because they then could only be terminated with just cause or through the applicable layoff procedures flowing from the collective agreement and the PSA. While there may be some nuanced legal arguments available to us if this were to become an issue, the easiest way to address it would be to characterize these individuals as independent contractors from the outset of the relationship.

Consistency: Given that the Policy Researcher/Writer is going to be an independent contractor, it makes some sense to have other similarly situated individuals be characterized as independent contractors as well. This has some practical administrative benefits (since everyone can be treated the same), but it also helps in establishing a consistent, non-arbitrary approach to the Board's characterization of these relationships.

Risks: Generally, the most significant risk of characterizing an employee as an independent contractor is that, if a court or tribunal finds that the individual is actually an employee, the person will be entitled to common law damages for reasonable notice upon termination. However, this can be addressed with language in the contract that will limit the person's entitlement to statutory minimums only (or some greater amount, if desired) upon termination. Of course, if the individuals are found to be employees, the issues outlined in para 2 above may come into play.

Section 5.1 of the Employment Standards Act states that an employer shall not treat a person

who is an employee of the employer as if the person were not an employee. Effectively, this is a prohibition against the mis-characterization of a person's employment status. Separate and apart from the Employment Standards Act, a person wrongfully characterized as an independent contractor could seek back wages, unpaid vacation pay, unpaid holiday pay, etc. that may be owing under the Act from the start of their "employment". Of course, if the relationship was characterized as an employment relationship then such amounts would be owing from the outset in any event. And 4. The Association could grieve that they are in fact employees within the bargaining unit.

Benefits: Overall if the individuals were engaged as contractors that Board would have full control of the terms of engagement through a contract (as opposed to a collective agreement), setting and controlling rates, hours of work, and scope of work. No benefit (health, pension etc.) costs, vacation entitlement, etc. would apply.

Given these considerations, it is the view of legal counsel that the benefits of engaging staff as independent contractors outweighs the risks.

In terms of efficiency (i.e. cost control) it is the view of Administration that this staffing model, and the division of labour that it represents would allow the Board to achieve both an effective staffing support for the Board in its work while keeping the costs of that support as efficient as possible. In 2023 the Board is on track to having actual expenses for administrative services at a cost of approximately \$153,000. The Board has submitted a preliminary budget estimate for 2024 in the amount of \$250,000. With the 4 position model presented here it is estimated that costs may be contained to under \$150,000, although with prudence in mind it is recommended that the budget estimate be reduced to \$175,000 subject to the approval of the staffing model.

It is the recommendation of Administration that the staffing model, as presented, be approved, and that the positions be achieved through independent contracts. Accordingly the following motion is presented for the consideration of the Board:

“With respect to the staffing needs of the Thunder Bay Police Services Board, we recommend that the Board approve the staffing model, as presented at the October 17, 2023 meeting of the Board;

AND THAT the positions be filled through independent contracts, in form and content satisfactory to the Board's Legal Counsel;

AND THAT the Chair of the Board be authorized to execute any such contracts.”

Attachments: A – Provincial Board staffing summary
B – Proposed Staffing Needs Model – Thunder Bay

ATTACHMENT “A”

Ontario Police Boards – Staffing models

In the province of Ontario, the police boards of the largest municipal police services (known as the “Big 12”) consist of: Toronto, Peel, York, Ottawa, Durham, Waterloo, London, Halton, Niagara, Hamilton, Ottawa, Windsor, and Greater Sudbury.

The majority of Boards have a full-time staff complement of two, consisting generally of an Executive Director/Board Administrator and an Administrative/Board/Executive Assistant.. This includes York, London, Hamilton, Durham, Niagara, Ottawa and Peel.

Sudbury, Waterloo and Windsor all have a staff of one with varying job titles including Board Administrator/Administrative Director/Executive Assistant.

In Halton, all of the Board’s staff consist of consultants. Their Board is supported by a Chief Governance Officer, and a Board Secretary and Strategic HR Advisor who are employees of the region. The Board also has a contract for a Media Consultant. On an as-needed basis, the Board will hire Policy Advisors or Legal Counsel.

Toronto has the most robust staffing complement of the Big 12. At the time of the release of the OAG’s report, the Toronto Board had a staff of eight positions.

Other Board’s, more comparable to Thunder Bay in terms of the size of the Service they govern, and/or the communities those Services police include Kingston, Peterborough, Guelph, Brantford, and Sioux Ste. Marie. These Boards are served by either one or 2 staff each, with Kingston having a full time executive director and assistant, and a mixture of independent contractors or staff of the Service assigned to support the Board.

ATTACHMENT “B”

Proposed Staffing Needs Model – Thunder Bay

Executive Director

Board’s most senior administrative leader providing executive leadership and strategic direction in all areas relevant to the Board’s statutory governance and oversight mandate. Manages and directs the operations of the Board and its personnel. Provides strategic advice, and advice on policy and legislation to the Board. Advise and assist individual Board members in fulfilling their roles. Managing the implementation of the Board’s strategies; assisting in identifying strategic priorities; developing and implementing annual work plans for the Board and its committees; ensuring the Board meets its legislated responsibilities. Main point of contact between the Chair and members of the Board and the Chief of Police, senior members of the Police Service, the Thunder Bay Police Association, the Senior Officers’ Association, the Board’s solicitor, the public and external agencies.

Board Administrator/Assistant to the Executive Director

Responsible for the preparation and compilation of Board meeting agendas (materials, reports), minutes, and records of the Board. Advises and assists the Chair and E.D. in the management of meetings and preparation of agendas in support of them. Manages the temporal and permanent records of the Board in accordance with records management principles and agreements. Prepares and maintains such communications as the Board directs.

Strategic Policy & Stakeholder Relations Officer

Provides advice to the Executive Director, Chair, and Board in the research and development of policies. Manage and advise the Executive Director concerning relationships with key stakeholders, including the Service, and the general public. Leads the development of strategic stakeholder engagement strategies; carries out ongoing communications with key stakeholders. Supports the work of Board sub-committees, including meeting logistics, agendas, materials; advising on identification of issues, appropriate responses and possible positions on complex issues taking the input of key stakeholder groups into consideration.

Policy Researcher/Writer

Providing expert research knowledge and skills in support of the development and review of Board policies, the researcher/writer will respond to the only going needs of the Board in researching provincial, national and international sources of relevant policies. Prepares draft policies for the review of the Board. Following direction of the E.D. sets out a schedule of review of policies, supported by current and actively researched policy information.

Memorandum

TO: Thunder Bay Police Services Board

FROM: John S. Hannam

DATE: December 11, 2023

SUBJECT: **Budget Summary, December**

The attached table presents the status of the Board's 2023 operational budget, as at December 11th. Little has changed since the November update, expenses being incurred as anticipated. The year end variance estimate remains as an unfavourable variance of \$181,000.

This is presented for the Board's information.

December Budget Summary

Account Description	Actual + Committed	Budget	Available	Comments
Honorariums and Fringe Benefits	22,615.75	31,000.00	8,384.25	
Equip Maintenance and Computer Software	162.72	2,700.00	2,537.28	
Business Travel	8,570.72	10,000.00	2,275.73	
Office Supp & Stn	1,173.48	2,500.00	1,326.52	
General Expense	16,567.23	10,000.00	-5,601.91	Awards dinner costs higher than anticipated
Memberships/Subscriptions	4,307.70	10,000.00	5,692.30	
Consultant Fees	73,384.60	37,500.00	-35,884.60	Costs for Expert Panel higher than anticipated in 2023
Professional Fees	141,556.57	105,000.00	-36,556.57	Higher than anticipated work loads from Board committees and general activity
Legal Fees	329,644.79	250,000.00	-79,644.79	Oruitemeka Inquest costs
Legal Fees-Indemnity	86,882.91	50,000.00	-36,882.91	Oruitemeka Inquest costs
Purchased Service	160,687.28	200,000.00	39,312.72	
Rent Expense	38,670.36	25,500.00	-13,170.36	Balanced by rental revenues
Revenue Rental-Office Space	-16,136.40	-15,000.00	1,136.40	
Totals	868,087.71	719,200	-34,512.34	Estimate unfavourable ~ \$181,000

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: December 13, 2023

SUBJECT: **Proposed 2024 Budget**

Following on earlier presentation and discussion the proposed 2023 budget for Board operations is presented, and recommended to the Board for approval.

The budget was developed taking into consideration the budget actuals for 2023 and any anticipated changes in operations for 2024. Significant in 2023 is the unfavourable variance driven by higher than anticipated legal costs, administration cost and costs related to the Board's expert panel. The former were driven almost entirely by unanticipated costs related to the Oruitemeka Inquest held in July, both for Board representation and the indemnification of officers named as witnesses to the Inquest. Given the unique nature of the Inquest, and that at this time nothing similar is anticipated in 2024 no change has been made to the budget for Legal Fees and Legal Indemnity Fees. Administrative costs are driven by the level of activity and work before the Board and that is expected to continue; with the potential for added staff capacity an increase in this budget line has been proposed. The only other increase proposed is in consultant fees to better support anticipated community consultation on both policy development and strategic planning.

The proposed 2024 is detailed in the table below, and has been submitted to the City of Thunder Bay in preparation for review by City Council. The following motion is presented to the Board for its consideration:

“With respect to the 2024 Operating Budget for the Thunder Bay Police Services Board, as presented at the December 19, 2023 meeting, we recommend that the Board approve the budget.”

Account Description	2023 Budget	2024 Proposed	Difference
Rental Office Space	-15,000	-15,000	0
Honorariums	31,000	31,000	0
Computer Software	2,700	2,700	0
Consultant Fees	37,500	50,000	12,500

THUNDER BAY POLICE SERVICES BOARD

Memorandum – Proposed 2024 Budget

Account Description	2023 Budget	2024 Proposed	Difference
Legal Fees	250,000	250,000	0
Legal Fees - Indemnity	50,000	50,000	0
Purchased Services	200,000	200,000	0
Professional Fees	105,000	250,000	145,000
Rent Expense	38,800	38,800	0
Business Travel	10,000	10,000	0
Office Supplies	2,500	2,500	0
General Expenses	10,000	10,000	0
Memberships	10,000	10,000	0
Total	730,502	890,000	157,500

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Nominations for the 2023/2024 Attorney General's Victim
Services Awards of Distinction**

DATE OF ISSUE:	November 21, 2023
CLASSIFICATION:	For Action
RETENTION:	January 19, 2024
INDEX NO.:	23-0077
PRIORITY:	Normal

At the request of the Ministry of the Attorney General's Victims and Vulnerable Persons Division, I am sharing a communication to advise that nominations are now being accepted for the 2023/24 Attorney General's Victim Services Awards of Distinction, which will be held in Spring 2024.

For further information, please review the attached memo from Assistant Deputy Attorney General Olha Dobush. Information on the nomination package, including the nomination form and instructions, are available [online](#). **The deadline for nominations is Friday, January 19, 2024, by 11:59pm EST.**

If you have general questions regarding the award, please contact AGVSAD@ontario.ca.

Sincerely,

K. Weatherill

Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachments

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General