

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

Date: TUESDAY, MARCH 19, 2024

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

Time: 10:30 A.M.



**THE SEVENTH SESSION OF THE
FIFTY-FIFTH THUNDER BAY POLICE SERVICES BOARD**

TUESDAY, MARCH 19, 2024

**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 Seventh Session (Regular) of the Fifty-Fifth Thunder Bay Police Services Board held on March 19, 2024, 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 Fifth Session (Regular) of the Fifty-Fifth Thunder Bay Police Services Board held on February 20, 2024, to be confirmed. **(Pages 9 - 15)**

RES 2

THAT the Minutes of the Fifth Session (Regular) of the Fifty-Fifth Thunder Bay Police Services Board held on February 20, 2024 be confirmed.

4. PRESENTATION

(10 minutes)

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 the disbursement of funds.

Report to the Thunder Bay Police Services Board from the Thunder Bay Police Youth Corps relative to their disbursement of funds for the period July 1, 2022 to March 19, 2024, for the Board's information. **(Page 16)**

Sergeant Sean Shorrock – Deputy Commanding Officer – Thunder Bay Police Youth Corps, to present the above noted report and respond to questions.

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Upon completion of his report, Sergeant Sean Shorrock will be provided with an annual funding cheque of \$3,500.00 for the Thunder Bay Police Youth Corps.

5. REPORTS OF COMMITTEES

(10 minutes)

a) Governance Committee

Committee Chair, Ms. Denise Baxter, to provide an overview relative to the activities of the Governance Committee.

i. Governance Committee Composition

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated March 11, 2024, relative to the composition of the Governance Committee, for the Board's information. **(Page 17)**

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 3

With respect to the composition of the Thunder Bay Police Services Board's Governance Committee, we recommend that in order to comply with committee composition as provided for in the *Community Safety and Policing Act, 2019*, that the composition be amended from 3 members of the Board, and 3 community representatives, to 4 members of the Board and 3 community representatives;

AND THAT Board member Kasey Etrene be appointed to the Governance Committee to fulfil this change.

ii. Information Sharing Policy

Memorandum to the Board from Malcolm Mercer, dated March 13, 2024, relative to the Board's Information Sharing Policy, for the Board's information. **(Pages 18 - 28)**

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

RES 4

With respect to the Memorandum to the Board from Malcolm Mercer, dated March 13, 2024, relative to the Board's Information Sharing Policy, we recommend that the frequency and timing set out in the subject memorandum be approved.

b) Labour Relations Committee

Committee Chair, Mr. W. Bahlieda, to provide an overview relative to the activities of the

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Labour Relations Committee.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE (25 minutes)

a) OIPRD Report Recommendations

Chief of Police D. Fleury to provide a brief update on the status/progress of the OIPRD Recommendations since last presented at the February 20, 2024 Regular Session of the Board.

b) Year-End Financial Results – Thunder Bay Police Service

Report No. 08/24 (Police) relative to an update on the status of the Operational Budget of the Thunder Bay Police Service for the Year Ended December 31, 2023, for the Board's information. **(Pages 29 - 30)**

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

c) Annual Report – Missing Persons Act

Report No. 09/24 (Police) relative to the Police Service's requirement to report annually on their use of urgent demands under the *Missing Persons Act*, for the Board's information. **(Pages 31 - 34)**

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

d) Annual Secondary Activities Report

Report No. 10/24 (Police) relative to a report on the secondary activities/employment of members of the Thunder Bay Police Service, for the Board's information. **(Pages 35 - 36)**

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

e) BriefCam Artificial Intelligence (AI) Update

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.

Detective Inspector J. Pearson to provide a general update on the use of BriefCam AI software by the Thunder Bay Police Service.

7. GENERAL MATTERS

a) Emmanuel Oruitemeka Inquest (10 minutes)

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The following information, relative to the Emmanuel Oruitemeka Inquest, was provided to members of the Thunder Bay Police Services Board in the January 16, 2024 Regular Session agenda:

- Correspondence to former Chief of Police Sylvie Hauth from the Office of the Chief Coroner – Ontario Forensic Pathology Service, dated July 19, 2023.
- Verdict of Inquest Jury – Jury Recommendations to the Thunder Bay Police Service.

Inspector G. Snyder, Thunder Bay Police Service, to provide a verbal update relative to the above noted.

b) Amendments to Procedural By-Law

(10 minutes)

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated March 12, 2024, relative to proposed amendments to the Board’s Procedural By-law, for the Board’s information. **(Pages 37 - 38)**

Tracked changes to By-law PC5-2020 as well as a draft of By-law PC6-2024, which incorporated the proposed changes to By-law PC5-2020, for the Board’s information. **(Distributed Separately due to size of documents)**

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

RES 5

With respect to by-law PC5-2020, being a by-law to govern the proceedings of the meetings of the Thunder Bay Police Services Board, and its committees, we recommend that the proposed amendments to the by-law be made in compliance with the *Community Safety and Policing Act, 2019* and for its general improvement;

AND THAT PC5-2020 be repealed and replaced with a new consolidated by-law as presented;

AND THAT the new by-law be effective as of April 1, 2024.

BY-LAW

RES 6

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

1. A By-law to provide rules governing the proceedings of the Thunder Bay Police Service Board and its Committees.

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Explanation: The Thunder Bay Police Services Board enacted by-law PC5-2020, being a by-law to provide for the rules governing the proceedings of the Board on April 21, 2020. It is necessary and expedient to repeal and replace By-law PC5-2020 by resolution adopted by the Thunder Bay Police Service Board, dated March 19, 2024.

BY-LAW NUMBER: PC6-2024

- c) 2024 OAPSB Spring Conference & AGM (10 minutes)

Notice of the Ontario Association of Police Services Boards (OAPSB) 2024 Spring Conference and AGM, for the Board’s information. **(Pages 39 - 40)**

Mr. J. Hannam to provide an overview relative to the above noted. Board members will be canvassed for interest in attending the Conference/AGM.

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

RES 7 With respect to the Ontario Association of Police Services Boards’ Notice of their 2024 Spring Conference & Annual General Meeting being held in-person June 3rd to June 5th, 2024, we authorize the following members of the Thunder Bay Police Services Board to attend:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

AND THAT all expenses incurred be paid from the Board’s budget.

- d) Website Update (5 minutes)

Mr. J. Hannam, Secretary, to provide an update relative to the internal dashboard for Board members.

(5 minutes)

- f) 2023 Budget Year-End Financial Results – Thunder Bay Police Services Board

Memorandum from Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, dated March 13, 2024, relative to the final operational budget for 2023. **(Page 41)**

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

- e) CSPA Transition (10 minutes)

The *Community Safety and Policing Act, 2019* comes into effect on April 1, 2024.

Memorandum and Report to the Thunder Bay Police Services Board from Karen Machado, Board Chair, and member Kasey Etreñi, dated March 13, 2024, relative to the impacts of changes from the *Community Safety and Policing Act, 2019*. **(Pages 42 - 47)**

Mr. J. Hannam, Secretary, to provide an overview of the above noted transition plan.

8. PETITIONS AND COMMUNICATIONS

- a) Funding Initiative Proposal

Memorandum to the Thunder Bay Police Services Board from the Special Account Committee, dated March 12, 2024, relative to a funding request from the Thunder Bay and Area Victim Services, for the Board's information. **(Page 48)**

Funding Initiative Proposal to the Thunder Bay Police Services Board, for the Board's information. **(Pages 49 - 53)**

2023 Financial Statements at March 31, 2023 for the Thunder Bay and Area Victim Services, for the Board's information. **(Distributed Separately due to size of document)**

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 funding proposal received from Thunder Bay and Area Victims Services, as presented at the March 19, 2024 meeting of the Thunder Bay Police Services Board, we recommend that the proposal be approved;

AND THAT \$10,000 be funded from the Board's Special Account, and \$5,000 from the operating budgets of the Thunder Bay Police Service upon approval by the Chief of Police.

- b) Tracking Board Reports

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

- i. OCPC Chart – Summary of Recommendations

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

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9. NEW BUSINESS

10. CONFIRMING BY-LAW

RES 9

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 March, 2024.

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: PC5-2024

11. ADJOURNMENT

MEETING: THE FIFTH SESSION OF THE FIFTY-FIFTH THUNDER BAY POLICE SERVICES BOARD

DATE: FEBRUARY 20, 2024

TIME: 10:31 A.M.

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

CHAIR: MS. K. MACHADO

PRESENT:

Mr. W. Bahlhieda
Mayor K. Boshcoff
Councillor K. Etrene
Ms. K. Machado
Mr. M. Mercer

OFFICIALS:

Mr. R. Hughes, Deputy Chief of Police
Inspector G. Snyder, Thunder Bay Police Service
Staff Sergeant J. Rybak, Thunder Bay Police Service
Sergeant R. Belcamino, Thunder Bay Police Service
Mr. T. Gervais, Ministry of the Solicitor General
Mr. J. Hannam, Secretary – Thunder Bay Police Services Board
Ms. L. Douglas, Assistant to the Secretary - Thunder Bay Police Services Board

ATTENDING BY ZOOM:

Ms. D. Baxter

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Councillor K. Etrene

SECONDED BY: Mr. W. Bahlhieda

With respect to the Fifth Session (Regular) of the Fifty-Fifth Thunder Bay Police Services Board held on February 20, 2024, 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 Third Session (Regular) of the Fifty-Fifth Thunder Bay Police Services Board held on January 16, 2024, to be confirmed.

MOVED BY: Councillor K. Etrene

SECONDED BY: Mayor K. Boshcoff

THAT the Minutes of the Third Session (Regular) of the Fifty-Fifth Thunder Bay Police

Services Board held on January 16, 2024 be confirmed.

CARRIED

4. DEPUTATION

Correspondence from Bill Woods to John Hannam, Board Secretary, dated January 15, 2024, relative to a request to appear before the Thunder Bay Police Services Board, was provided for the Board's information.

Mr. Woods attended by Zoom; the Chair advised deputation protocols.

Mr. Woods provided an overview of his correspondence to the Board, as well as his opinion on the current state of affairs of emergency services in Thunder Bay. Mayor Boshcoff was concerned about Mr. Woods' sources of data, as the service area for the City of Thunder Bay emergency services is much larger than many countries in the world, and asked Mr. Woods to consider how large the service area is.

A brief discussion was held on 911 calls relative to the lack of response or the response time.

At 10:45 a.m., Mr. Woods was thanked for his deputation, and his Zoom call was ended.

A discussion followed on response calls and how they are triaged by the Police Service. Deputy Chief of Police R. Hughes responded to questions. It was noted that a large number of calls are not necessarily emergency calls, and that is why they're triaged for severity.

In response to a question about communication with the public, Deputy Chief Hughes noted that Chief Fleury actively participates in town hall meetings and ward meetings in order to get the message out to the public.

5. REPORTS OF COMMITTEES

a) Governance Committee

Committee Chair, Ms. Denise Baxter, provided a brief overview and noted that the next meeting of the Governance Committee is scheduled for March 1, 2024.

b) Labour Relations Committee

Committee Chair, Mr. W. Bahlieda, provided a brief overview and noted that the Labour Relations Committee is preparing for bargaining discussions with representatives for the Uniform, Civilian and Senior Officers' collective agreements. The Committee is in the process of reviewing proposed changes and will be meeting with the Police Association in late March, early April 2024.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Annual Review of Public Complaints

Report No. 05/24 (Police) relative to the 2023 Annual Review of Public Complaints, was provided for the Board's information.

Staff Sergeant J. Rybak, Thunder Bay Police Service, provided an overview relative to the above noted report. He noted that less than 1% of interactions with the Service result in complaints.

b) OIPRD Systemic Review Recommendations - Update

Deputy Chief of Police R. Hughes provided a verbal update relative to the above noted report. He noted that, as of January 26, 2024, several recommendations have been fully implemented on the website. He also noted that, although they have been recorded as fully implemented, the Police Service continues to monitor them and adjust as needed.

The Chair and Administrator both noted that the OIPRD have recognized the good work and results of the Service.

c) Annual Use of Force Report

Report No. 06/24 (Police) relative to the 2023 Annual Use of Force Report, was provided for the Board's information.

Sergeant R. Belcamino, Instructor – Use of Force/Firearms/Officer Safety/Defensive Tactics for the Thunder Bay Police Service, provided an overview relative to the above noted report and responded to questions.

It was important for the Board to understand that use of force prioritizes life and safety, and is subject to behaviour and risk. An overview of training was provided, particularly when a person is resisting arrest. De-escalation training is built into all use of force training. An overview of use of force training that is required annually was also provided.

Sergeant Belcamino confirmed that all firearm discharges in the report were related to animals. He also confirmed that the subject Use of Force Report will be submitted to the Ministry of the Solicitor General by the submission deadline of February 29, 2024.

d) Annual Street Check Report

Report No. 07/24 (Police) relative to the Annual Report on the Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties – also known as “Street Check”, was provided for the Board's information.

Inspector G. Snyder – Corporate Services, Thunder Bay Police Service, provided an overview and noted that there was no collection of information in 2023 that falls under this legislation.

7. GENERAL MATTERS

a) Big Trout Lake – Deployment Opportunity

Deputy Chief of Police R. Hughes provided a verbal update with respect to a partnership developed that will allow the Service’s officers to police alongside OPP in the community of Kitchenuhmaykoosib Inninuwug (KI or Big Trout Lake). Their officers will also be doing a tour with our Police Service in an exchange.

It is an opportunity for officers to work in a First Nations community with an OPP officer, thereby furthering reconciliation in these Indigenous communities. During off duty hours, the officers will be participating in community events. It was confirmed that this will not affect the Service’s staffing levels when there are staffing shortages.

b) Website Update

Mr. J. Hannam, Secretary, provided an update relative to the internal dashboard for Board members. The development of a private members’ side of the website was recently completed and instructions on how to access it sent to Board and Committee members. In addition to that work, there is now a live link for the public to view meetings on the website, rather than one that takes viewers to an external site.

c) Budget Report

Mr. J. Hannam noted that he is waiting for information from the Finance Division, and will provide an update at the next Board meeting. He also noted that the 2024 budgets for the Service and the Board have been approved by City Council.

d) Board Member Orientation

At the January 16, 2024 Regular Session of the Board, Councillor K. Etreni presented a draft Policy on Board and Committee – Orientation and Training. At the meeting, suggestions were made for further amendments to the policy, adoption of the policy was deferred, and the draft policy was referred back to Councillor K. Etreni for further revisions.

All Chiefs Memo Index 24-005, dated January 26, 2024, relative to New Mandatory Online Learning for the Public Safety Sector, was provided for the Board’s information, as well as the Draft Board and Committee Policy – Orientation and Training, and the proposed Confidentiality Statement.

Councillor K. Etreni provided an overview relative to the above documents and noted that this

policy complies with the new Act and recommendations in the Senator Sinclair Report.

Chair K. Machado and Ms. D. Baxter, Chair of the Governance Committee, thanked Councillor Etreni for her work on this policy.

MOVED BY: Councillor K. Etreni
SECONDED BY: Mayor K. Boshcoff

With respect to the Policy on Board and Committee – Orientation and Training, as presented at the February 20, 2024 Regular Session of the Board;

THAT the Thunder Bay Police Services Board approves adoption of the subject policy, as presented.

CARRIED

e) CSPA Transition

Mr. J. Hannam, Secretary, provided an update relative to the transition to the *Community Safety and Policing Act* (coming into force April 1, 2024). Members of the Board subcommittee have met with Mr. T. Gervais, Police Services Advisor – Ministry of the Solicitor General, too discuss the key changes in the new Act and are in the process of developing a work plan. The work plan will focus on two (2) areas: new policy development requirements and changes to meeting processes.

It is anticipated that the plan will be ready for presentation at the March, 2024 Board meeting. Administration is in the process of arranging access to training for all Board members to become familiar with the impacts of the new Act.

f) Strategic Planning Update

Memorandum to the Thunder Bay Police Services Board from Denise Baxter, Board Vice Chair, dated February 12, 2024, relative to Strategic Planning: First Steps, was provided for the Board's information.

Ms. D. Baxter provided a brief overview of her memorandum.

MOVED BY: Ms. D. Baxter
SECONDED BY: Councillor K. Etreni

With respect to developing a new strategic plan for the provisions of policing in the community, we recommend that the Thunder Bay Police Services Board approve a call for proposals for professional services in accordance with Article 4.06 of the Board's Supply Management By-law PC25-2020;

AND THAT member D. Baxter, with the support of the Board Secretary, proceed to develop and issue the call for proposals.

CARRIED

8. PETITIONS AND COMMUNICATIONS

a) Request to Reinstate Foot Patrols

Email correspondence to Mayor Ken Boshcoff from Lori Paras, dated November 29, 2023, relative to a request to reinstate foot patrols in the north and south core business districts of Thunder Bay, was provided for the Board's information.

Mayor Ken Boshcoff provided an overview of Ms. Paras' email, and noted that the severity of this problem cannot be underestimated. The City must increase its efforts to deal with issues affecting the business community and the citizens in general.

Discussion followed on dealing with mental health issues and on community policing. Deputy Chief Hughes responded to questions from Board members.

Chair K. Machado noted that the Board is hoping to table this issue with the Community Safety and Well-Being Committee, and, accordingly, will be in contact with the Board's representative on this committee, Mr. J. Veltri.

b) Safer and Vital Communities Grant – Call for Applications

All Chiefs Memo from Ken Weatherill – Assistant Deputy Minister of the Public Safety Division of the Ministry of the Solicitor General, dated January 26, 2024, relative to a Call for Applications for the 2024-25 to 2025-26 Safer and Vital Communities Grant. This memorandum was for information purposes only.

Police services are encouraged to distribute the application package to local community organizations.

c) Tracking Board Reports

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

i. 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.

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

ii. OCPC Chart – Summary of Recommendations

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

9. NEW BUSINESS - None

10. CONFIRMING BY-LAW

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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 20th day of February, 2024.

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: PC3-2024

CARRIED

11. ADJOURNMENT

The meeting adjourned at 11:30 a.m.

March 7, 2024

Report to Sean Shorrocks Deputy Commanding Officer Thunder Bay Police Youth Corps

These are the amounts given to the Corp since 2021

July 1/2021 to June 30/2022

March 4, 2021 \$1,000.00 - Lakehead Rotary

April 27, 2021 \$3,500.00 - TBay Police Services Board- Annual Sponsorship

July 1/2022 to June 30/2023

Dec 9, 2022 \$ 500.00 - Kiwanis Club of Westfort

March 10, 2022 \$2,500.00 - TBay Rotary (Lakehead) - Yearly Donation

June 2, 2023 \$3,500.00 - TBay Police Services Board - Annual Sponsorship

Expenses for the Corps from **July 1, 2022 to June 30, 2023**

s/c at bank - \$ 45.00

Phone ----- \$ 433.92

Office ----- \$ 480.65 - Web & domain name \$197.75//Microsoft, paper \$211.28 //
File folders \$19.64 // 50 stamps 51.98

Training ----- \$ 84.12 - Volunteer activities

Recruiting ---- \$ 45.20 - Chronicle advertizing \$45.20

Uniforms ----- \$2549.35 - Caps \$938.58// \$264.36 Garment Bags // \$507.94 50
Toques // \$19.98 Garment Hangers // \$818.69 50 T-shirts

Miscellaneous-\$1903.44 - 5 Activities chips, pop, water \$283.33 //Debi Jolicour
gift card \$50.00 //3 Bursaries \$750.00 // Trophies
\$355.95 // Luncheon Final Parade \$458.66

Expenses for the Corps from **July 1, 2023 to March 19, 2024**

s/c at bank - \$ 33.75

Phone ----- \$ 325.44

Office ----- \$ 218.35 - 150 Letterhead // \$22.59 Receipt book

Training ----- \$ 587.55 - 8 - 2 Way Radios

Recruiting ---- \$ 296.06 - Key Ad

Uniforms ----- \$2,666.64 - 50 Pair pants (includes pick up at Rydens)

Miscellaneous- \$ 711.76 - 12 Volunteer Fleece Jacket for Board // \$50 Gift card Pat Cross

Margaret Rusnak

Secretary/Treasurer Thunder Bay Police Youth Corps

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: March 11, 2024

SUBJECT: **Governance Committee Composition**

At the last Governance Committee meeting of March 1, 2024 the committee heard an overview of the changes to Board governance being introduced under the *Community Safety and Policing Act, 2019*, which Board members will know goes into effect on April 1, 2024. One of those changes is the manner in which the Board can create committees, which include specifying that board members on committees must represent a majority on the committee. The Governance Committee's current composition is 3 members of the Board and 3 community representatives.

Rather than reduce the number of community representatives, or alternatively move one to a non-voting status, it was the consensus of the Committee that the Board be asked to change the composition to include 4 members of the Board. Noting Member K. Etreni's interest and experience in policy work, Committee Chair D. Baxter suggested that Member Etreni be nominated to the committee. Accordingly, the following motion is offered for the Board's consideration:

“With respect to the composition of the Thunder Bay Police Services Board's Governance Committee, we recommend that in order to comply with committee composition as provided for in the *Community Safety and Policing Act, 2019*, that the composition be amended from 3 members of the Board, and 3 community representatives, to 4 members of the Board and 3 community representatives;

AND THAT Board member Kasey Etreni be appointed to the Governance Committee to fulfil this change.”

TO: Board

FROM: Malcolm Mercer

DATE: March 13, 2024

SUBJECT: Information Sharing Policy

In its December 2023 meeting, the Board adopted an Information Sharing Policy (the “Policy”) that includes provisions that address reporting by the Chief of Police to the Board.

Section 4(g) of the Policy provides that the Chief will provide periodic reports to the Board in form and frequency approved by the Board annually. Some of these reports will be received in regular session and some reports will be received in closed session because of their content.

Working with Inspector Snyder and Staff Sergeant Herman, I recommend to the Board that the following frequency and timing now be approved by the Board. For completeness, the following includes reporting beyond the Board Information Sharing Policy. Unless the Board now has specific requirements as to form, I recommend that the Board defer giving direction as to the form of each report until the Service has provided a report and the Board has an opportunity to consider what has been provided.

Draft TBPS Procedure ¹ para.	Topic	Frequency	Timing
Para 3	Significant Change Reports	When significant change occurs	The Board meeting following completion of the report
Para 4	An annual report outlining applications, disclosures and decisions made on secondary employment or activity for the preceding year. <i>CSPA, s. 89(6)</i>	Annual	February Board Meeting

¹ The draft TBPS Procedure is attached.

Draft TBPS Procedure¹ para.	Topic	Frequency	Timing
Para 5	Use of Force Report	Annual	February Board Meeting
Para 6	Financial Variance Reports	Annual and quarterly	Annual report for the prior year at the March Board meeting
Para 7	Joint Health and Safety Committee Reports	Semi-Annual	June and December Board Meetings
Para 8	Sudden Death Investigation Report	Annual	March Board Meeting
Para 9	Missing Person Investigation Report	Annual	March Board Meeting
Para 10	Drug Trafficking and Gang Activity Report	Annual	April Board Meeting
Para 11	Use of Artificial Intelligence Report	Semi-Annual	June and December Board Meetings
Para 12	Race-based and Gender-based Violence Report	Annual	May Board Meeting
Para 13	Community Relations Report	Annual	April Board Meeting
Para 14	Street Checks Report	Annual	February Board Meeting
Para 15	Discrimination Complaints Report	Annual	April Board Meeting
Para 16	Member Leave Report	Annual	February Board Meeting
Para 17	Complaints against Police Report	Annual and Quarterly	Annual Summary Report at the February Board Meeting. Quarterly reports shall be presented at

Draft TBPS Procedure¹ para.	Topic	Frequency	Timing
			the January, April, July and September Board Meetings
Para 18	Inquest Recommendation Reports	As received	As received
Para 19	SIU Administrative Reports		Within 30 days of the SIU Director giving public notice and/or publishing a report on the outcome of the SIU investigation
Para 20	Mandatory audits and internal discretionary audits		At the meeting following the conclusion of the audit
Para 21	Compliance with Board Policies Report	As requested for a specific Board policy.	The Board meeting following completion of the report
Para 22	Annual Training Report	Annual	September Board Meeting
Para 23	TBPS Annual Report	Annual	September Board Meeting



THUNDER BAY POLICE SERVICE PROCEDURE
Part 2 Chapter 0
TBPS ADMINISTRATIVE REPORTING

Related Standards / Legislation:		
LE-020 <i>Collection, Preservation and Control of Evidence and Property</i>		
Ontario Regulation 3/99 <i>Adequacy and Effectiveness of Police Services</i>		
Ontario Regulation 58/16		
Related Procedures:		
P9c3 <i>Use of Force</i>		
P6c81a <i>Street Checks</i>		
Approved By:	Last Complete Review Date:	Next Full Review Date:
Inspector Gord Snyder #714	Published Amendment Date:	

1.0 PURPOSE

As part of being transparent and accountable, the Thunder Bay Police Service (TBPS) is committed to an effective information sharing process between itself and the Thunder Bay Police Services Board (referred to in these procedures as the Board). Throughout the year, the TBPS reports on various activities and data as generated during the reporting cycle. The form, frequency and responsibilities assigned to these reports is outlined in these procedures.

2.0 PROCEDURES

The following outlines the type and content of administrative reports generated by the TBPS and the frequency at which those reports are provided to the Board.

3.0 SIGNIFICANT CHANGES TO POLICE SERVICES

When the TBPS identifies a developing trend or becomes aware of a significant incident that would affect ongoing planning or changes to existing police services, TBPS shall report the same to the Board. The threshold for a significant incident requiring such reporting shall be determined by the Chief of Police.

3.1 Frequency

There is no set schedule for Significant Change Reports. These reports will be completed as directed by the Chief of Police when the threshold for significant change has been met.

3.2 Responsibility

Significant Change Reports shall be assigned by the Chief of Police to the appropriate Branch Commander.

4.0 SECONDARY ACTIVITY REPORT

4.1 Pursuant to Section 89(6) of the CSPA, the Chief of Police shall provide an annual report to the Board outlining applications, disclosures and decisions made on secondary employment or activity for the preceding year.

4.2 The report shall contain, at a minimum, the following information for both civilian and sworn members:

- a) the total number of applications to engage in secondary activities;
- b) the total number of disclosures of secondary activities made;
- c) the total number of secondary activities approved and denied by the Chief;
- d) the reasons for each of the denials; and any pending applications or disclosures.

4.3 Frequency

The Secondary Activity Report shall be provided once annually at the February Board meeting.

4.4 Responsibility

The Secondary Activity Report shall be assigned to and coordinated by the Chief of Police or designate.

5.0 USE OF FORCE REPORT

The TBPS shall report once annually to the Board on use of force. The report shall contain detailed data on use of force training and reporting for the TBPS, and comparisons with previously collected data. The report shall also contain information required to be reported as outlined in P9c2 *Use of Force Reporting*.

The Chief of Police may elect to have the TBPS Use of Force Analyst make a presentation to the Board and/or answer questions on the data provided. Upon presenting the report, the TBPS will provide the Board with a considered opinion on any amendments to use of force procedures that might benefit the TBPS or the public at large.

5.1 Frequency

The Use of Force Report shall be made to the Board once annually at the February Board meeting.

5.2 Responsibility

The Use of Force Report shall be prepared by the TBPS Training Analyst. The report shall be presented to the Board by the Chief of Police or designate.

6.0 FINANCIAL VARIANCE AND YEAR END REPORTS

In order to effectively monitor actual financial results as compared to the approved budget, TBPS shall provide 4 quarterly and one Year-End Financial Variance Reports to the Board. The intent of these reports is to demonstrate fiscal responsibility on

behalf of the TBPS, and to notify the Board of any favorable or unfavorable variances.

6.1 Frequency

Financial Variance Reports are scheduled in quarterly intervals throughout the year. Year End Financial Results shall be reported in the March Board meeting.

6.2 Responsibility

Financial Variance Reports and Year End Report shall be assigned to and completed by the Director of Finance, Fleet and Facilities.

7.0 JOINT HEALTH AND SAFETY COMMITTEE REPORTS

The TBPS shall report, on a bi-annual basis, on Health and Safety as it relates to the TBPS. Reporting shall include a review of the activities of the TBPS Joint Health and Safety Committee during the reporting period, a summary of all injuries submitted, a brief description and categorization of the injuries, the amount of injuries resulting in lost time and any notable concerns affecting the health and safety of TBPS members.

7.1 Frequency

Joint Health and Safety Committee reports shall be made twice annually at the June and December Board Meetings.

7.2 Responsibility

Health and Safety Committee reports shall be prepared and presented to the Board by the Health and Safety Management Co-Chair.

8.0 SUDDEN DEATH INVESTIGATION REPORT

The TBPS shall report annually on sudden death investigations occurring in the previous year. The report shall provide:

- a) the total number of sudden death investigations conducted by TBPS;
- b) a breakdown of investigative outcomes including homicide, accidental death, suicide, natural death and undetermined.

8.1 Frequency

Sudden Death Investigation Reports shall be provided once annually at the March Board meeting.

8.2 Responsibility

Sudden Death Investigation Reports shall be assigned to and completed by the Investigative Services Branch, coordinated by the Branch Commander.

9.0 MISSING PERSON INVESTIGATION REPORTS

The TBPS shall report annually on missing person investigations occurring in the previous year. The report shall provide:

- a) data in a gender identity manner;
- b) the total number of missing person investigations conducted by the TBPS;
- c) the number of missing persons who are not located;
- d) the number of missing person investigations where foul play was suspected;
- e) The total number of urgent demands for records (see template in Appendix A

P6c37 Missing Persons)

9.1 Frequency

Missing Person Investigation Reports shall be provided once annually at the **March** Board meeting.

9.2 Responsibility

Missing Person Investigation Reports shall be assigned to and completed by the Investigative Services Branch, coordinated by the Branch Commander.

10.0 DRUG TRAFFICKING AND GANG ACTIVITY REPORT

The TBPS shall report to the Board annually on organized drug and gang activity occurring in the jurisdiction. The report shall include detail on the total number of organized drug trafficking investigations as well as organized gang activity investigations. The report shall provide geographic locations of such activity within the jurisdiction and include a breakdown of investigative outcomes.

10.1 Frequency

Drug Trafficking and Gang Activity Reports shall be provided once annually at the **April** Board meeting.

10.2 Responsibility

The Drug Trafficking and Gang Activity Report shall be assigned to and completed by the Investigative Services Branch Intelligence Unit, coordinated by the Branch Commander.

11.0 USE OF ARTIFICIAL INTELLIGENCE REPORT

Routine auditing to ensure that artificial intelligence is being used in compliance with TBPS procedures is completed on a scheduled basis. The reports from these audits that are made to the Deputy Chief of Police shall be summarized and reported bi-annually to the Board. Information reported to the Board shall contain no personal identifiers.

11.1 Frequency

The Use of Artificial Intelligence Report shall be reported twice annually at the June and December meetings.

11.2 Responsibility

The Investigative Services Branch Commander will be responsible for coordinating the annual report through the Chief to the Board.

12.0 RACE-BASED AND GENDER-BASED VIOLENCE REPORT

The TBPS shall report to the Board summarizing investigations of race-based and gender-based violence. The report shall include the total number of race-based and gender-based investigations conducted by the TBPS in the calendar year. The report shall also include investigative outcomes for these incidents.

12.1 Frequency

Race-Based and Gender-Based Violence Reports shall be provided once annually at the May Board meeting.

12.2 Responsibility

Race-Based and Gender-Based Violence Reports shall be assigned to and completed by the Community Services Branch, coordinated by the Branch Commander.

13.0 COMMUNITY RELATIONS REPORT

On an annual basis, the TBPS shall report to the Board on the state of the relationship between the community and the police service. Parameters to determine the state of the relationship shall include,

- a) the performance of the TBPS in delivering services free of bias, racism, discrimination and harassment;
- b) particulars of contact between TBPS Senior Officers and;
 - i) First Nation and other Indigenous leaders;
 - ii) Marginalized, minority and vulnerable communities;
 - iii) Providers of social, health and other services to marginalized, minority and vulnerable communities.

13.1 Frequency

Community Relations Reports shall be provided once annually at the April Board meeting.

13.2 Responsibility

Community Relations Reports shall be assigned to and completed by the Community Services Branch, coordinated by the Branch Commander.

14.0 STREET CHECKS REPORT

As per the requirement outlined in section 14 of Ontario Regulation 58/16 *Collection of Identifying Information in Certain Circumstances – Prohibition and Duties*, the TBPS shall report annually to the Board providing information as outlined in the legislation. These reporting parameters are mirrored in P6c81a *Street Checks*.

14.1 Frequency

The Street Checks report shall be provided to the Board once annually at the February Board meeting.

14.2 Responsibility

The Street Checks report shall be assigned to the Community Outreach Branch and coordinated by the Branch Commander.

15.0 DISCRIMINATION COMPLAINTS REPORT

The TBPS shall report annually to the Board on complaints made on the conduct of individual officers involving allegations of discrimination. The report shall be disaggregated by the nature of the alleged discrimination (prohibited grounds) and shall also include the outcome of the investigations.

15.1 Frequency

Discrimination Complaints Reports shall be submitted once annually at the April month Board meeting.

15.2 Responsibility

Discrimination Complaints Reports shall be assigned to and completed by the Corporate Services Branch, coordinated by the Branch Commander.

16.0 MEMBER LEAVE REPORTS

The TBPS shall report annually to the Board on the number of members who are on short and long term disability leave including those receiving WSIB. The information in the report shall be disaggregated based on the:

- a) nature of the disability;
- b) length of the disability;
- c) nature of the disability benefits;
- d) prospects for return to work.

16.1 Frequency

Member Leave Reports shall be submitted once annually at the February Board meeting.

16.2 Responsibility

Member Leave Reports shall be assigned to and completed by the Corporate Services Branch, coordinated by the Branch Commander.

17.0 COMPLAINTS AGAINST POLICE

The TBPS shall report to the Board each quarter on complaints against police. The reports shall include summaries of both public complaints and Chief's complaints. The reports shall not include information that identifies any member of the public or any member of the TBPS.

17.1 Once annually, the TBPS shall report a statistical summary of all complaints against police received during the reporting period. This report shall not contain information that identifies any member of the public or member of the TBPS.

17.2 Frequency

Quarterly Complaints reports shall be presented at the January, April, July and September Board meetings. The Public Complaints Review Summary Report shall be presented once annually at the February Board meeting.

17.3 Responsibility

Complaints Against Police reports shall be assigned to the Corporate Services Branch and coordinated by the Branch Commander.

18.0 INQUEST RECOMMENDATION REPORTS

The TBPS is at times included as a respondent to recommendations for inquests held by the Office of the Chief Coroner. Depending on the source of the inquest, TBPS may receive recommendations made directly to the Service, or may be included in recommendations made to all police services in Ontario.

Once responses are sent to the Office of the Chief Coroner, the TBPS shall report those responses to the Board at the next available meeting.

18.1 Frequency

Reports shall be made as required based on the frequency of inquest recommendations received by the TBPS.

18.2 Responsibility

Inquest Recommendation Reports shall be assigned to the Corporate Services Branch and coordinated by the Branch Commander.

19.0 SPECIAL INVESTIGATIONS UNIT ADMINISTRATIVE REPORTS

In accordance with O.Reg 268/10, Part VIII, section 32, the TBPS is required to conduct an administrative investigation into any incident involving a police officer of the TBPS that becomes the subject of an investigation by the SIU under section 15 of the *Special Investigations Unit Act, 2019*.

19.1 The purpose of these administrative investigations is to review the procedures of, or services provided by the TBPS, as well as officer conduct to determine if any further action is required.

19.2 Frequency

Results of Section 32 SIU Administrative Investigations are required to be reported to the Board within 30 days of the SIU Director giving public notice and/or publishing a report on the outcome of the SIU investigation. As such, report frequency is tied to the frequency of SIU related incidents in which the TBPS is involved.

19.3 Responsibility

SIU Administrative Investigations reports shall be assigned to the Corporate Services Branch and coordinated by the Branch Commander.

20.0 AUDIT REPORTING

TBPS conducts both mandatory audits and internal discretionary audits. Mandatory audits are generally required by legislation or MOU agreement with another agency. Internal discretionary audits are directed on an ad hoc basis by the Chief of Police. Mandatory audits are defined in P2c40 *Internal Auditing*. These audits include but are not limited to the TBPS Property and Evidence Control Audit and MTO Inquiry Services System (ISS) audit.

20.1 Frequency

Due to outside factors impacting the timing of mandatory audits, annual reports will be made to the Board at the meeting following the conclusion of the audit. Reports on ad hoc audits will be made to the Board as those audits are completed.

20.2 Responsibility

Audit Reporting shall be assigned to the Corporate Services Branch and coordinated by the Branch Commander.

21.0 TBPS COMPLIANCE WITH BOARD POLICIES

When the TBPS receives notification from the Board to assess compliance with Board Policies, a report shall be generated in response by the TBPS. The response will be based on specific Board policies as chosen by the Board. The TBPS will review associated procedures with the selected Board policies for compliance.

21.1 Frequency

There is no set schedule for Board Policy Compliance Reports. These reports will be completed when requested by the Board.

21.2 Responsibility

Board Policy Compliance Reports shall be assigned to and completed by the Corporate Services Branch, coordinated by the Branch Commander.

22.0 ANNUAL TRAINING REPORT

At the start of each year, the TBPS shall provide a summary of all training conducted by the TBPS during the previous year. The report shall be limited to service-wide training and does not need to include training courses for individual members. Service-wide training may include but is not limited to reconciliation training, First Aid, Resiliency/Wellness training, Supervisor training, Academic training, and Use of Force/Firearms training.

22.1 Frequency

The Training Report shall be submitted once annually at the January Board meeting.

22.2 Responsibility

Training Reports shall be assigned to and completed by the Corporate Services Branch, coordinated by the Branch Commander.

23.0 TBPS ANNUAL REPORT

Procedures pertaining to the TBPS Annual Report can be found in *P2c38 Annual Reporting*. The Annual Report is made in **September** of each year.



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: March 4, 2024
Date of Meeting: March 19, 2024
Report No: 08/24

Chair and Members
Thunder Bay Police Services Board

SUBJECT

2023 Operational Budget: Year End Financial Results as at December 31, 2023

REPORT SUMMARY

To update the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service for the Year Ended December 31, 2023.

BACKGROUND

The Thunder Bay Police Service is required to report to the Thunder Bay Police Services Board on the status of the Operational Budget for the Year Ended December 31, 2023.

As at December 31, 2023 the actual Net Operating Expenses total \$55.0 million compared to a Net Operating Budget of \$52.2 million resulting in an unfavourable variance of \$2.8 million.

The key components of the year end variance are discussed below.

COMMENTS

Personnel Services overall are \$4.0 million unfavourable resulting from:

- A \$1.2 million unfavourable variance in overtime primarily due to costs associated with the new collective agreement regarding increased minimum manpower levels in uniform patrol, costs associated with the requirement to pay out all time in lieu balances at year-end, as well as overtime relating major incidents including sudden death investigations and homicides.
- An unfavourable variance of \$220,000 in fringe benefits and \$1.4 million in wages and salaries resulting from WSIB wage advances for members on leave, retirement entitlements of several sworn members and the need for temporary resources to assist with the backlog of recording and transcription of police reports.
- A \$550,000 unfavourable variance in WSIB expenditures relating to health care, physician and administration fees, and

- A \$546,000 unfavourable variance in paid duty wages. This variance however is recovered through User Fees which results in a net revenue to the Service. The estimated increase in Paid Duty activity is related to the continuation of paid duty services in the Emergency Department at the Thunder Bay Regional Health Science Centre which is continuing until March 31, 2024.

Purchased services and professional fees are \$252,000 unfavourable primarily resulting from higher than expected legal fees offset by savings in Microsoft Office licencing costs.

City allocated costs are \$183,000 favourable primarily resulting from savings in insurance and utilities.

Provincial Grant revenues are \$482,000 favourable primarily resulting from the following:

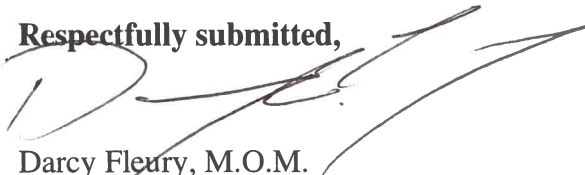
- Higher than budgeted Court Security and Prisoner Transportation grant - \$137,000,
- The timing of grant recognition for several project related grants - \$103,000, and
- Increased funding for Intelligence led initiatives - \$240,000.

User Fees are \$777,000 favourable primarily due to paid duty revenues, sale of surplus equipment, funding for Chief's Forum and contributions from the Police Services Board from unclaimed seized funds.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



Darcy Fleury, M.O.M.
Chief of Police

Prepared by: Dawn Paris, Director - Finance & Facilities



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: March 11, 2024

Date of Meeting: March 19, 2024

Report No: 09/24

Chair and Members

Thunder Bay Police Services Board

SUBJECT

Missing Persons Act – 2023 Annual Report and Training Supports

REPORT SUMMARY

Under Section 8 of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2023 annual report must include urgent demands made during January 1, 2023 to December 31, 2023. The Thunder Bay Police Service is reporting the total number of urgent demands made to be five (5) for this time period and the number of missing persons investigations in which a demand was made is reported as five (5) for this time period. The completed annual report template is attached.

BACKGROUND

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

The annual report must be completed using *Form 7: Annual Report Template*. The general regulation under the Act (O.Reg. 182/19) sets out the specific timelines for meeting this requirement. Municipal and First Nations Chiefs of Police are required to provide an annual report to their police service boards by April 1, 2023. Police services must make the annual report public on a website by June 1, 2023 and must provide a copy to the Solicitor General.

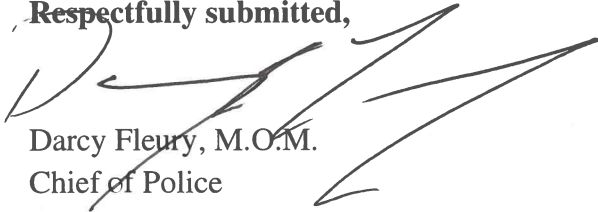
COMMENTS

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

RECOMMENDATIONS

There are no recommendations associated with this report.

Respectfully submitted,



Darcy Fleury, M.O.M.
Chief of Police

Prepared by: Detective Inspector J. Pearson

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

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

Data Collection

Period of data collection

Start Date (yyyy/mm/dd) 2023/01/01	End Date (yyyy/mm/dd) 2023/12/31
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Name of Police Force
Thunder Bay Police Service

Detachment Location (if applicable)

Unit Number	Street Number 1200	Street Name Balmoral Street	PO Box
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City/Town Thunder Bay	Province Ontario	Postal Code P7B 5Z5
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Total Number of Urgent Demands made 5	Number of Missing Persons Investigations in which a demand was made 5
--	--

Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands

Records	Description	Total number of times demanded
Records containing contact information or other identifying information	Subscriber information IP address used to access Facebook account	2
Photos, videos, or other records containing visual representation		
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location	Requested IP log information which could possibly located MP Find a functioning phone number or email address and to possibly locate MP	2
Records of employment information		
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>		
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>		
Records that related to a student of an educational institution		
Records containing travel and accommodation information		

Records	Description	Total number of times demanded
Records of financial information	To confirm MP had not recieved a large sum of money	1
Other records		



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: March 11, 2024

Date of Meeting: March 19, 2024

Report No: 10/24

Chair and Members

Thunder Bay Police Services Board

SUBJECT

Section 49, *Police Services Act*, Secondary Activities

REPORT SUMMARY

To report to the Thunder Bay Police Services Board on the secondary activities/employment of members of the Thunder Bay Police Service.

BACKGROUND

The Chief of Police is required under Section 31(1)(g) of the *Police Services Act* to report to the Police Services Board annually on the secondary activities/employment of the members of the Police Service.

According to Section 49 of the *Police Services Act*, a member of a Police Service shall not engage in secondary activity:

- a) that interferes with or influences adversely the performance of his or her duties as a member of the Police Service, or is likely to do so;
- b) that places him or her in a position of conflict of interest, or is likely to do so;
- c) that would otherwise constitute full-time employment for another person; or
- d) in which he or she has an advantage derived from being a member of a police force.

In September of 2001, a Routine Order was issued to all members of the Thunder Bay Police Service, whereby they were directed to report to the Chief of Police any secondary employment they were engaged in. All requests were reviewed, and either approved or denied by the Chief of Police. This information was presented for the Board's information at the April 18, 2002 meeting – Report No. 08/02. Since that time, all members of the TBPS have been required to submit requests for secondary activities/employment to the Chief for review and approval.

The following conditions, beyond the statutory requirements, apply to all approved secondary employment activities:

- a) That the secondary employment is carried out on a member's time off, whether it is off-duty time, weekly leave, or annual leave;
- b) That the secondary employment does not affect the member's responsibility to report for duty with the Thunder Bay Police Service; and
- c) That the secondary employment does not, at any time, put the member in conflict with their duties and responsibilities as a member of the TBPS.

In 2023, nine (9) new requests were submitted to the Chief for approval. Eight (8) of these requests were approved and one (1) was denied as the position would require union membership. In addition to those new requests, there are 33 submissions that remain as approved.

As well, in 2023, 129 Officers worked 397 extra duty jobs, for a total of 9500 hours of paid duty. This significant increase from 2022 (5091 hours of paid duty) can be attributed to an increase in wide load escorts (windmills) and daily hospital extra duty jobs.

COMMENTS

This report satisfies the statutory requirements for disclosure of secondary activities to the Police Services Board.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



Darcy Fleury, M.O.M.
Chief of Police

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: March 12, 2024

SUBJECT: **Amendments to the Procedural By-law**

The meetings of the Thunder Bay Police Services Board, and its committees, are governed by the Board's Procedural By-law, PC5-2020. As noted in the report on changes impacting the Board under the Community Safety and Policing Act, 2019 (the Act), one area of significant change is to the rules for closed meetings of the Board and the establishment of committees by the Board. In addition to the impact of the Act there have been identified a few other recommended amendments to the by-law over the past few years.

Attached to this memorandum is a copy of the by-law with various edits made under tracked changes so that they are more easily reviewed. General changes such as referring to the new Act, and changing the name of the Board to the use of singular 'Service', can be found in different places in the by-law. Particular changes to be highlighted are those with respect to closing meetings of the Board to the public, where there is significant change, changes in the composition of committees, and added language to clarify duties of the Chair, members and Secretary. New authority to delegate duties and powers of the Board are also reflected in the edited by-law document.

As noted above the closing of meetings to the public under the Act presents an entirely new regimen; both a lengthy list of specific reasons under which the Board may close a meeting to the public, but also a new requirement to give notice of such a closure. The latter poses a practical challenge at the moment, as the Act requires at least 7 days notice of closing a meeting, by resolution of the Board. The difficulty here arises with the Board meeting once a month there is not sufficient knowledge of what might be coming forward in the following month to properly consider such a resolution. At this point unless the Minister makes provision through regulation for the power to pass such resolutions to be delegated additional meetings of the Board will need to be scheduled simply to manage meeting preparations. This has been reviewed with Mr. T. Gervais, Police Services Advisor, who acknowledges the challenge and that most, if not all, other Boards are similarly affected. At the time of this writing no solution has been forthcoming.

It is the recommendation of Administration that following a review of the proposed amendments to the by-law that the motion below be considered by the Board. Given the number of changes it is more expedient to accept the proposed amendments, repeal the current by-law and adopt a new by-law with the changes included. The proposed new by-law is also presented.

“With respect to by-law PC5-2020, being a by-law to govern the proceedings of the meetings of the Thunder Bay Police Services Board, and its committees, we recommend that the proposed amendments to the by-law be made in compliance with the *Community Safety and Policing Act, 2019* and for its general improvement;

AND THAT PC-5-2020 be repealed and replaced with a new consolidated by-law as presented;

AND THAT the new by-law be effective as of April 1, 2024.”

Home / Events / 2024 Spring Conference & AGM

CONFERENCE

2024 Spring Conference & AGM

🕒 June 03 - June 05



REGISTRATION NOW OPEN

2024 IN PERSON SPRING CONFERENCE & ANNUAL GENERAL MEETING

OAPSB Conference Chair Lisa Darling invites all members and partners to the 2024 Spring Conference & AGM. The Ontario Association of Police Service Boards' 2024 Spring Conference and AGM is being held in person!

June 3-5, 2024.

Blue Mountain Resort
Village Conference Centre

Member Full Conference Pass – Early Bird <i>Valid until April 1, 2024.</i>	\$750+HST
Member Full Conference Pass	\$800+HST
Non Member Full Conference Pass – Early Bird <i>Valid until April 1, 2024</i>	\$800+HST
Non Member Full Conference Pass	\$850+HST
One Day Only (Members)	\$449+HST
One Day Only (Non Members)	\$449+HST

Register Now!

AGENDA

Monday, June 3, 2024

Time	Activity
Morning	Pre Conference Activities
1:00PM – 2:00PM	Board Training
2:00PM – 4:00PM	AGM
4:00PM – 5:00PM	OAPSB Board of Directors Meeting
6:00PM – 8:00PM	Welcome Reception

Tuesday, June 4, 2024

Time	Activity
7:00AM – 8:30AM	Hot Buffet Breakfast
8:30AM – 11:30AM	Conference Sessions
11:30AM – 12:30PM	Lunch
12:30PM – 4:00PM	Conference Sessions
6:00PM – 10:00PM	Dinner

Wednesday, June 5, 2024

Time	Activity
7:00AM – 8:30AM	Hot Buffet Breakfast
8:30AM – 11:30AM	Conference Sessions
11:30AM – 12:30PM	Lunch
12:30PM – 4:15PM	Conference Sessions

HOTEL BLOCK



Blue Mountain Resorts

190 Gord Canning Drive, Blue Mountains, ON, L9Y 1C2

Start Date: Sunday, June 2, 2024

End Date: Thursday, June 6, 2024

Last Day to Book: Friday, April 26, 2024

For details on signing up to the OAPSB room block please [click here](#).

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: March 13, 2024

SUBJECT: **Budget Year End 2023**

As Board members will recall the 2023 operating budget incurred higher than anticipated costs in the areas of legal fees (including those for indemnification of Service members for various matters), administrative costs, and some additional costs with respect to the Expert Panel and its final report. Most significant were the costs arising from the Oruitemeka Inquest which was not considered at the time the 2023 budget was approved; it was finally scheduled for July of 2023 after 3-4 years of delays. The legal fees for that alone well exceeded \$100,000, for both legal counsel representing the Board but also legal counsel for several officers named in the Inquest.

At the reporting of the 3rd quarter variance it was estimated the year end unfavourable variance would be approximately \$210,000.

Year-end actual unfavourable variance of \$242,000; the difference arising again from legal fees in the final quarter at a pace higher than experienced through the year, with the Inquest costs aside. Legal fees are of course driven by necessary activity, in this case a combination of mediation and arbitration of labour relations matters, and responses to further HRTO filings. To a lesser degree there were also some added costs for indemnification of officers named as witnesses in SIU investigations.

In approving the 2024 operating budget the Board responded to the 2023 realities with increases in the administrative and consulting fee accounts, to meet ongoing levels of activity and the additional work in 2024 of strategic planning and recruitment of the Deputy Chief of Police, Administrative. With no inquest expected in 2024 it is anticipated that the budgeted amount for Legal Fees and Legal Fess Indemnity, at \$250,00 and \$50,000 respectively will be sufficient for the year.

TO: Thunder Bay Police Services Board

FROM: Karen Machado, Chair and member Kasey Etreni

DATE: March 13, 2024

SUBJECT: **Impacts of Changes from the *Community Safety and Policing Act, 2019***

Earlier this year, on request of the Board's Police Services Advisor, Tom Gervais, the Board struck a committee to liaise with Mr. Gervais on the *Community Safety and Policing Act, 2019* (the Act) to work to understand the impacts of the Act on Board operations. Board Chair Karen Machado and member Kasey Etreni were appointed, with support to be provided by Board Secretary John Hannam.

The Act presents a number of changes to Board operations, from requirements for new policy development, reporting requirements, added responsibility for strategic planning, and new meeting management rules, to highlight a few.

The committee met on a few occasions over the past month and a half to review the Act, work to identify, understand and catalogue the changes presented in the Act. That work has culminated in the attached summary report titled 'Community Safety and Policing Act, 2019 – Impacts & Preparations'. The report details the major changes in the Act that require action by the Board in response, and the report seeks to identify who should carry out that action, and when.

In some cases work is already underway by a Board committee or Administration, or completed as outlined in the report. Other matters such as Board training, and the new Code of Conduct for Board members (a matter for training), are being driven by the Ministry but of course Board members are required to take the training as it is rolled out.

The Committee presents this report for the Board's information, noting that the Board can expect to see the results of the actions highlighted in the coming months; draft policies to consider, new reporting undertaken, changes to board meeting procedures and more. In support of that the committee will develop a table of the actions presented so that they can be readily tracked and reported to the Board.

/jsh

Community Safety and Policing Act, 2019

Impacts & Preparations

Introduction

The *Community Safety and Policing Act, 2019* (the Act) goes into effect on April 1, 2024. The Act presents a number of changes that directly affect the Police Service Board in its role, responsibilities and operations. This document outlines those changes and the actions to be taken to prepare for them. Generally, there are changes that require the Board to adopt new policies, changes for which a new policy is not required but may be of benefit, new responsibilities to be carried out and changes that impact Board meeting operations. Unsurprisingly some of these changes are more impactful than others and so some priorities and targeted timelines are expressed here in response. There are also some changes that are optional, such as the size of the Board. The Act provides for municipalities to set the size of its Police Service Board. And it should be noted that the Act also presents many changes for the Service, some of which may indirectly will impact the Board in different ways. Those changes are not addressed here, and await a separate further report from the Chief of Police.

General Changes

Name Change

A minor change, but one that will require some administrative work to meet, is the change in the name of the Board from ‘Police Services Board’ to ‘Police Service Board’. The plural Services is found throughout the Board’s website, social media documents, templated documents (such as meeting formats, letterhead and memorandum) and will need to be changed.

Action: undertake to change all use of the plural word Services to Service where the Board’s full name is used. **Who:** Board Administration **When:** by May 1, 2024.

Size of the Board

Section 31(2, 3) of the Act provides authority for the council of the municipality to set the size of the Board at 5, 7 or 9. The default size is set at 5. One of the recommendations of the Expert Panel was to seek authority to increase the Board to 7 members, having consideration for the workload of the Board in responding to oversight recommendations.

Action: Consider the value of changing the size of the Board and make a recommendation to City of Thunder Bay City Council. **Who:** the Board **When:** No later than the end of June 2024.

Appointments to the Board

Section 33 presents new considerations for appointments to the Board; representation that reflects the community and applicable diversity plan (the latter a new requirement on the

municipal council). Appointing bodies (City and Province in our case) must consider results of a police records check on candidates. The Act adds some restrictions as to who can be appointed.

Action: None to be taken by the Board, City Clerk's Office has been advised.

Required Training

Section 35 sets out required training for Board members. The training, approved by the Ministry, will cover a) roles and responsibilities b) human rights and systemic racism c) recognition of and respect for the diverse, multiracial and multicultural character of Ontario society d) the rights and cultures of First Nations, Inuit and Métis Peoples and e) any other training that might later be prescribed. The training is provided by the Ministry as online self directed training. **The Act prohibits members from exercising their roles and duties is the training is not completed in the timelines allowed.**

Action: Provide members with registration detail, take the prescribed training **Who:** the Board, Committee members, and Administration **When:** Module a)* before April 1, all others within 6 months. *underway

Diversity Plan – 37 e

Section 37 requires that the Board prepare and adopt a diversity plan for the hiring of members of the Service, to ensure the diversity of the community is reflected in those hired.

Action: develop and adopt the plan. **Who:** the Labour Relations Committee: K. Etrene, D. March with S. Vita, Service HR manager **When:** underway, no timeline defined in the Act, suggest target 6 months.

Evaluation of the Chief of Police

Section 37 requires that the Board monitor the Chief's performance and evaluate it at least annually.

Action: develop policy and evaluation tool. **Who:** Labour Relations Committee/Governance Committee to develop evaluation tool and policy respectively. **When:** Underway, targeting May 31st completion.

Secondary Activities and Discipline – 37 h&i

Section 37 requires that the Board monitor the Chief of Police with respect to decisions on secondary activities (under Section 89) and monitor the Chief's handling of discipline within the Service. **Section 38 requires a policy for both, see below**

Strategic Planning

Section 39 of the Act requires that the Board prepare and adopt a strategic plan for policing in the community, retaining previously defined performance objectives and indicators but adding that development must be undertaken with consideration for a number of identified areas of concern and community consultation.

Consultations must include the following: the chief of police, the municipal council of any municipalities in the board's area of policing responsibility, the band councils of any First Nations in the board's area of policing responsibility, groups representing diverse communities in the board's area of policing responsibility, and school boards, community organizations, businesses and members of the public in the board's area of policing responsibility.

The plan must address interactions with, youths, members of racialized groups, and members of First Nation, Inuit and Métis communities. As well as interactions with persons who appear to have a mental illness or a neurodevelopmental disability. And having consideration for: Information technology, Resource planning, and Police facilities.

And finally the plan must consider the results of the consultations noted, any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility, and the needs of members of diverse communities in the board's area of policing responsibility, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities.

Action: Set out scope of planning, retain external consultant resources, proceed **Who:** the Board
When: Underway, targeting fall of 2024 for completion.

Annual Reporting

Section 41 sets out requirements for the Board to develop and publish an annual report (previously a responsibility of the Service) that addresses the implementation of the board's strategic plan and the achievement of the performance objectives identified in the strategic plan, the affairs of the police service, and the provision of policing as it relates to any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility. The Act sets out that the Annual Report shall be published by June 30th of each year. Need to combine/consider reporting requirements in the Act on the Chief of Police.

Action: Develop outline and strategy for reporting and the annual report. Prepare and deliver.

Who: The Board with internal and external support **When:** Annually by June 30, however in 2024 no later than September 30.

Committees, Delegation of Authority, Closed Meeting Rules

Section 42 – 44 set out direction, authority and requirements for the meetings of Boards, establishing committees and the delegation of authority by the Board. New rules are set out for composition of committees notably includes provision to appoint ‘additional members’ ie. Non-board members (the PSA was silent on this) and more latitude is provided for delegating authority. A new regime for managing closed meetings is introduced, mirroring largely what is found in the Municipal Act, along with new requirements for giving notice of meetings to the public. All of these changes are best addressed through amendments to the Board’s Procedural By-law.

Action: Prepare amendments to the Board’s Procedural By-law **Who:** Board Administration
When: March 2024 meeting of the Board.

Disclosure of Misconduct

Sections 182 provides for the right for the disclosure of alleged misconduct, and Section 183 (2) requires that the Board have in place procedures for such disclosure where the alleged misconduct is that of the Chief of Police or a Deputy Chief of Police.

Action: Prepare disclosure procedures, make available to members of the Service. **Who:** Kasey Etrene will prepare draft **When:** End of June.

Specific Policy Requirements

Section 38 of the Act sets out a list of policy requirements. Some are already being addressed through the recommendations from past oversight reports, as noted below.

1. The administration of the police service. Requires some guidance as to scope.

Action: Already addressing in recommendation #4 from the Sinclair report, may need to be expanded on **Who:** Governance Committee **When:** Committee to consider within existing priorities and advise the Board no later than June 2024 of anticipated completion

2. The provision of adequate and effective policing in accordance with the needs of the population of the area for which it has policing responsibility. Reflect HR, finance, supply management, overall organizational structure, and management of service

Action: Define, develop and adopt **Who:** Governance Committee **When:** Committee to consider within existing priorities and advise the Board no later than June 2024 of anticipated completion

3. Disclosure by the chief of police of personal information about individuals

Action: Completed, recently adopted by the Board in response to R15 from the Sinclair report. No further action required.

4. Disclosure of secondary activities under section 89 and decisions under that section. Will need to consider the reporting duties of the Chief of Police in this.

Action: Develop policy, outlining the content and frequency of reporting to the Board **Who:** Labour Relations Committee **When:** Committee to consider within existing priorities and advise the Board no later than June 2024 of anticipated completion

5. The handling of discipline within the police service.

Action: Develop policy, outlining the content and frequency of reporting to the Board **Who:** Labour Relations Committee **When:** Committee to consider within existing priorities and advise the Board no later than June 2024 of anticipated completion check chief reporting duties

6. Subject to subsection (4), the indemnification of members of the police service for legal costs.

Action: No action required, the Act provides exception if addressed in collective agreements; which is the case.

Note: the Act requires that all required policies be published on the internet, subject to any regulation that may be made

Misconduct of Chief or Deputy under section 197 – outline a procedure and means of making a complaint - see reg 406(1) and 407 code of conduct.

TO: Thunder Bay Police Services Board

FROM: Special Account Committee

DATE: March 12, 2024

SUBJECT: **Funding request: Thunder Bay And Area Victim Services**

We are in receipt of a funding request from Thunder Bay and Area Victim Services (TBAVS), the full proposal for which is attached.

While the Special Account policy does not require that this request be presented to the Board, it is the view of the committee that due to both the time of the request being adjacent to a Board meeting and more particularly the size of the request, at \$15,000, the matter is best presented to the Board as a whole.

As the proposal outlines TBAVS seeks funding in 3 areas, their crises line for victims of crime, general operations, and a training initiative.

The Board has supported TBAVS with funding in 2022 (in the amount of \$4,800) and in 2023 (in the amount of \$10,000) for the crisis line and general operations. This year they have added the training initiative.

As outlined in the proposal the training initiative, titled 'Resource Sharing & Training for Trauma Informed Practice', would see TBAVS provide a resource booklet and training to members of the Thunder Bay Police Service that would provide trauma informed responses for victims. As well, new recruits would be offered the Learn2Help for victims affected by crimes as to how victims wish to receive assistance during crimes they are affected by. Chief Fleury has reviewed the proposal and has expressed his support for it, including an offer of funding from the Service for the training, in the amount of \$5,000.

With the Service participating in funding this request, the Board is asked to consider funding from its Special Account in the amount of \$10,000. The Special Account balance currently sits at \$61,613.48. The following motion will be presented for the Board's consideration:

“With respect to the funding proposal received from Thunder Bay and Area Victims Services, as presented at the March 19, 2024 meeting of the Thunder Bay Police Services Board, we recommend that the proposal be approved;

AND THAT \$10,000 be funded from the Board's Special Account, and \$5,000 from the operating budgets of the Thunder Bay Police Service upon approval by the Chief of Police.”

Attachment: Proposal from Thunder Bay and Area Victim Services



THUNDER BAY AND AREA VICTIM SERVICES

FUNDING INITIATIVE PROPOSAL

Submitted to the Thunder Bay Police Services Board

REQUESTING \$15,000.00

**In respect to Community Safety & Well-Being Initiative
Victim Response Training & Crisis Telecommunications**

Requested Amount	\$15,000.00	Proposed To	Thunder Bay Police Services Board
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Initiative	To focus on community safety and well-being by providing training for new recruits and existing officers of trauma informed victim response and a funded initiative to cover crisis lines/communication costs that will ensure 24 hour crisis coverage that is of good quality and assurance to lessen the impact on police services.
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Date Created	October 23, 2023	From	Thunder Bay and Area Victim Services (TBAVS)
Submitted By	Penny Radford, Executive Director executive.director@tbayvictimservices.ca		
Address	317 Victoria Avenue East, Unit 9, Thunder Bay, ON P7C 1A4		
Contact Number	Penny Radford (807)620-4977		
Board Chair	Jane Ann McGill jamcgill2002@yahoo.ca		
Charitable Number	893657007RR0001		
Incorporated	March 18, 2003 #1558543		

Description of Initiative	
<ul style="list-style-type: none"> ❖ The Ontario Network of Victim Services Providers (ONVSP) is in the midst of updating the Learn2Help Online Training resource which trains providers of victim response in trauma informed responses and the role of Victim Services. TBAVS wishes to provide training to all police service employees/recruits that gives them a tool that TBAVS created called the C.A.R.T.. This resource is a crime awareness reference training resource that provides local resources for crimes/tragic circumstances that TBAVS is designed for. It also points out how the victim may present and what their needs are. This resource was designed by the Pro-Bono Law students of Lakehead University Boar Laskin program, the Lakehead University School of Social Work students, TBAVS trained Victim Specialists and the Con College Social Services Program. ❖ TBAVS is more than willing to provide trainees/early recruits with an opportunity to take the online training of 30 hours and to volunteer on the crisis line to learn/experience first-hand the paths that victims/survivors wish for. ❖ TBAVS has taken approximately 1300 calls over the past year that are crime related to lessen the impact on the police services and we are an alternative to reporting to police for human trafficking and intimate partner violence. ❖ It is proving statistically that our calls are becoming lengthier due to the supports required by those affected by crime. ❖ TBAVS has added employees this past year and will attempt to sustain them another year by added assistance to our telecommunications. ❖ This initiative would respond to the safety and wellbeing needs of diverse people and communities strategic plan of the Thunder Bay Police Services Board. ❖ TBAVS is asking for funding support of telecommunications once again as this kept us above the waters last year. ❖ Through changing times and economical change, TBAVS struggles to meet the financial demands of more efficient resources to perform crisis response tasks. ❖ Our crisis line is our life-line for many victims and much needed support for emergency services in Thunder Bay and Area. 	

- ❖ For many people who are affected by crimes such as homicide, intimate partner violence, human trafficking, elder abuse, sexual assault, serious assault, robbery/break and enter, sudden death, arson, etc. it is imperative that TBAVS is able to provide a consistent crisis line that is designed to meet the needs of crisis calling for our community.
- ❖ By receiving this funding, TBAVS may be able to discover more efficient and consistent crisis line response that would benefit TBAVS and victims into the future. As well, a more informed police services of alternatives to their interactions with victims affected by crime.
- ❖ By receiving this funding, Volunteers would be more apt to stay as Volunteers if they had the means to support TBAVS without utilizing their own personal means of telecommunicating.
- ❖ The bulk of the money, if received, would cover our telecommunication costs and needs.
- ❖ Resources would be made available for police services to assist in trauma-informed responses.
- ❖ Any money that is left would be allocated to general operations that would assist TBAVS in successfully operate financially.

We approach the Thunder Bay Police Board, as most of our referrals come from the Thunder Bay Detachment and we hold great respect and positive relationships with the Detectives and the Officers. We see ourselves as positive supporters of the Police Services/Officers and their contributions to our community. TBAVS would like to ensure that together, we are strong and accurate to the needs in the moments of crisis to assist the Officers/Detectives.

History/Description of Thunder Bay and Area Victim Services

- In 2003, Thunder Bay and Area Victim Services (TBAVS) was developed and were located in the Thunder Bay Police Station. A Memorandum of Understanding was completed with Police Services covering the catchment area. TBAVS covers a catchment area of Thunder Bay and Area, Nipigon, Red Rock, and Lake Helen.
- We are governed by a Volunteer Board of Directors and in Agreement with Emergency Services. Service Delivery is through the Executive Director, Crisis Response Workers, and our amazing Crisis Response Volunteers who are professionally trained.
- Thunder Bay & Area Victim Services is a non-profit, charitable organization.
- We provide emotional support, referral services, while providing advocacy and practical assistance to victims of crime and tragic circumstances.
- We are in partnerships with Memorandums of Understanding with Emergency Services in Thunder Bay, including the Thunder Bay Police.
- We are dispatched to crime scenes and/or to respond to victims via Police Dispatch, Local Service Referrals and/or Self-Referrals.
- To lessen the trauma of being victimized.
- To help the individual who has been victimized cope with the impact.
- To encourage the individual who has been victimized connect with appropriate community resources.
- To assist police, emergency and community services in meeting the needs of individuals who have been victimized.

Vision Statement: Committed to compassionate reliable victim-centred services.

Mission Statement: In pursuit of this vision, Thunder Bay and Area Victim Services provides immediate victim-centred support in partnership with emergency services.

Values: Empowerment, accessibility, advocacy, respect, dignity, collaboration, awareness, non-judgmental, and accountable.

Desired Outcomes	
<ul style="list-style-type: none"> ✔ To have efficient and reliable crisis response telecommunications. ✔ TBAVS is able to provide a 24/7 365 crisis line. ✔ That all employees and volunteers have the technical equipment that they require to respond to victims timely. ✔ That all emergency services do not experience delay and/or complications in response time. ✔ To financially stay above water to deliver services as they are intended to be delivered. ✔ To have a well-informed police service that identify the need for victim services involvement and the role that victim services can make with victims. ✔ As new recruits come aboard, TBAVS feels it is imperative that they have the knowledge of how victim services can lessen the impact they feel when attempting to assist victims during a crime. 	

Evaluation Strategy	
<ul style="list-style-type: none"> ✔ To review with telecommunication providers response times ✔ To provide a survey to those who provide crisis response on the consistency and accuracy of call response times and technical performance (Volunteers, Employees, Partners) ✔ To provide a report to the Thunder Bay Police Services Board as to the success and accomplishments of their contribution to TBAVS 	

Budget	
Requested Amount	\$15,000.00
Telecommunications for Crisis Line Response for Volunteers and Employees-cellular cost, phone/online billing, answering app, lines required, fax, etc	7,000.00
General Operations-of course the bulk of the \$10,000 would be spent on the Crisis Lines. We may see a higher amount this year and we are also experiencing increase in areas of communications, so this 3,000 would go towards general operations that will also cover ZOOM meetings for crisis response.	3,000.00
Resource Sharing & Training for Trauma Informed Practice. TBAVS would provide awareness of Victim Services potential with officers if linked to for victims affected by crime. TBAVS would provide a resource booklet and training to police units that would provide trauma informed responses for victims. As well, new recruits would be offered the Learn2Help for victims affected by crimes as to how victims wish to receive assistance during crimes they are affected by.	5,000.00

Timeline

For one year. We would be ecstatic for longer support but for the purpose of this initiative, we certainly understand a time limit.

Audited Financial Statement 2022-23

Attached to Email Application - we improved and revised some of our telecommunications which may result in a different amount as shown on financial statement.

With great respect,

Penny Radford, *Executive Director*

Cc: Thunder Bay and Area Victim Services Volunteer Board