

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

Date: TUESDAY, APRIL 23, 2024

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

Time: 10:30 A.M.



**THE ELEVENTH SESSION OF THE
FIFTY-FIFTH THUNDER BAY POLICE SERVICE BOARD**

TUESDAY, APRIL 23, 2024

**VALHALLA HOTEL & CONFERENCE CENTRE – FIRESIDE 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 Eleventh Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on April 23, 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 Seventh Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on March 19, 2024, to be confirmed. **(Pages 7 - 18)**

RES 2

THAT the Minutes of the Seventh Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on March 19, 2024 be confirmed.

4. PRESENTATIONS

a) Impact of *Community Safety and Policing Act, 2019*

(10 minutes)

Constable C. Woods, Thunder Bay Police Service, to provide an overview relative to the impact of the new *Community Safety and Policing Act, 2019* on the Thunder Bay Police Service.

b) Thunder Bay Police Service Communication Strategy

(15 minutes)

Ms. T. Smith, Director of Corporate Communications for the Thunder Bay Police Service, to present the Police Service's Communications Strategy. **(Pages 19 – 21)**

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5. REPORTS OF COMMITTEES

- a) Governance Committee (5 minutes)

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

- i. Use of Artificial Intelligence Technologies (10 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated April 15, 2024, relative to an Artificial Intelligence Policy, as well as the draft policy on Use of Artificial Intelligence Technologies, for the Board's information. **(Pages 22 - 28)**

A Review of Policy Frameworks on the Use of Artificial Intelligence in Policing and the Public Sector was distributed separately to Board Members, and can be found on the Police Service Board website.

Mr. J. Hannam 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 draft policy titled 'Use of Artificial Intelligence Technologies' we recommend that the Thunder Bay Police Service Board adopt the policy as a policy of the Board;

AND THAT the policy be conveyed to the Chief of Police for compliance;

AND THAT the policy be shared with the Information & Privacy Commission of Ontario, with any recommendations from the Commission being reported back to the Board.

- b) Labour Relations Committee (5 minutes)

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

6. REPORTS OF THE THUNDER BAY POLICE SERVICE (10 minutes)

- a) Quarterly Complaints

Report No. 13/24 (Police) relative to the summary of complaints for Q1 of 2024 (January, February, March 2024), for the Board's information. **(Pages 29 - 31)**

Staff Sergeant J. Rybak, Thunder Bay Police Service, to provide an overview relative to the

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above noted.

- a) First Quarter Variance Report – Thunder Bay Police Service (5 minutes)

Report No. 15/24 (Police) relative to an update on the status of the Operational Budget of the Thunder Bay Police Service for the period ending March 31, 2024, for the Board’s information. **(Pages 32 - 33)**

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

7. GENERAL MATTERS

- a) First Quarter Variance Report – Thunder Bay Police Service Board (5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated April 16, 2024, relative to the Board’s 2024 Operating Budget and the Q1 Variance Report and Summary, for the Board’s information. **(Pages 34 - 35)**

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

- b) Thunder Bay Police Service Board – Staffing Recommendation (20 minutes)

At the March 19, 2023 Regular Session of the Board, a draft Memorandum to the Thunder Bay Police Services Board from Karen Machado, Denise Baxter, and Donna Smith, dated March 19, 2024, relative to a staffing proposal for the Board, was presented to Board members for the Board’s information and discussion. She noted that no decision was required at that meeting.

Options 1 and 2 were presented and discussed. Board members were encouraged to email further input prior to the next meeting of the Working Group.

Ms. D. Baxter to provide an overview relative to the above noted.

- c) Board Committee Structure (10 minutes)

Memorandum to the Thunder Bay Police Service Board from Karen Machado, Board Chair, dated April 10, 2024, relative to a proposal to establish a Finance/Budget Committee and a Communications Committee, for the Board’s information. **(Pages 36 - 37)**

Ms. K. Machado, Board Chair, to provide an overview relative to the above noted.

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

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RES 4

With respect to the committee structure of the Thunder Bay Police Service Board, we recommend that the Board establish the following committees, with the mandates as presented on April 23, 2024, and to be comprised as noted:

Finance Committee comprised of 2 members of the Board.

- Board members:
- 1. _____
 - 2. _____

Communications Committee comprised of 2 members of the Board.

- Board members:
- 1. _____
 - 2. _____

AND THAT both committees develop terms of reference for the approval of the Board, in accordance with the Board’s procedural by-law.

- d) Website Update (5 minutes)

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

- e) CSPA Transition (5 minutes)

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

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

- f) OCPC Chart – Summary of Recommendations (5 minutes)

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

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

8. PETITIONS AND COMMUNICATIONS (2 minutes)

- a) Thank You from the TB Police Youth Corps

Correspondence from the Thunder Bay Police Youth Corps, dated March 27, 2024, thanking the Board for their annual sponsorship of \$3,500.00. (Page 38)

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b) Correspondence from Concerned Citizen

Emailed correspondence (personal information redacted) to Mayor Ken Boshcoff, dated April 9, 2024, relative to concerns about the Thunder Bay Police Service, for information purposes only. **(Page 39)**

9. NEW BUSINESS

10. CONFIRMING BY-LAW

RES 5

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 confirm the proceedings of a Regular Session of The Thunder Bay Police Service Board, this 23rd day of April, 2024.

Explanation: Confirmation of the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Service 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: PC10-2024

11. ADJOURNMENT

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

DATE: MARCH 19, 2024

TIME: 10:37 A.M.

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

CHAIR: MS. K. MACHADO

PRESENT:

Mr. W. Bahlleda
Mayor K. Boshcoff
Councillor K. Etrene
Ms. K. Machado
Mr. M. Mercer, Administrator

ATTENDING BY ZOOM:

Ms. D. Baxter
Mr. T. Gervais, Ministry of the Solicitor
General

OFFICIALS:

Mr. D. Fleury, Chief of Police
Mr. R. Hughes, Deputy Chief of Police
Ms. D. Paris, Director – Financial Services &
Facilities, Thunder Bay Police Service
Detective Inspector J. Pearson, Thunder Bay Police
Service
Inspector G. Snyder, 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

The meeting was called to order at 10:37 a.m. Chair K. Machado took the opportunity to acknowledge that this would be the last formal monthly board meeting for Administrator Malcolm Mercer. She thanked him for his work with the Board over the past two years, and commented that she, as Chair of the Board, was grateful for his guidance. He has been a valuable asset to this Board, the Police Service and indeed our community.

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

Added under New Business,

- Police Service Report No. 11/24 – Firearm Data Submission.
- Draft Report on Staffing Recommendations.

MOVED BY: Mr. W. Bahlleda

SECONDED BY: Councillor K. Etrene

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.

CARRIED

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3. CONFIRMATION OF 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.

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

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

CARRIED

4. PRESENTATION

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, was provided for the Board's information.

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

The conditions of the Board's annual funding were met; a cheque in the amount of \$3,500 will be provided to the Thunder Bay Police Youth Corps.

5. REPORTS OF COMMITTEES

a) Governance Committee

Committee Chair Ms. Denise Baxter reported that the Governance Committee worked with the recruiters on the candidate brief for the 2nd Deputy Chief of Police position. The candidate brief has been posted, and can be found at the following link:

<https://careers.odgersberndtson.com/en-ca/job/29267/>

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, was provided for the Board's information.

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Mr. J. Hannam, Secretary, provided an overview relative to the requirement to add a 4th Board member to the committee.

MOVED BY: Mr. W. Bahlieda
SECONDED BY: Mayor K. Boshcoff

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.

CARRIED

ii. Information Sharing Policy

Memorandum to the Board from Malcolm Mercer, dated March 13, 2024, relative to the Board's Information Sharing Policy, was provided for the Board's information.

Administrator M. Mercer provided an overview of the above noted memorandum, and discussed the timing of reports to be presented to the Board. A discussion followed about the timing of presentations and when related data can be practically included in some of the reports.

At 11:03 a.m., Denise Baxter assumed the role of Chair.

MOVED BY: Ms. K. Machado
SECONDED BY: Councillor K. Etreni

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.

Ms. K. Machado offered her amendments to the timing and frequency of the reports, as set out in Administrator Mercer's memorandum.

Discussion followed on timing and frequency, and the Board asked that Chief Fleury coordinate his reports and data with Secretary Hannam.

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Amending Motion

MOVED BY: Ms. K. Machado
SECONDED BY: Councillor K. Etrene

With respect to the Board's Information Sharing Policy, we recommend that amendments to the frequency and timing, as proposed at the March 19, 2024 Regular Session of the Board, be incorporated into the Information Sharing Policy;

AND THAT the delivery of the Annual Report be determined upon further review.

CARRIED

Amended Motion

MOVED BY: Ms. K. Machado
SECONDED BY: Councillor K. Etrene

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 said memorandum, as well as the amendments to the frequency and timing, as proposed at the March 19, 2024 Regular Session of the Board, be incorporated into the Information Sharing Policy, be approved;

AND THAT the delivery of the Annual Report be determined upon further review.

CARRIED

At 11:11 a.m., Ms. K. Machado assumed the role of Chair.

b) Labour Relations Committee

Committee Chair Mr. W. Bahlieda reported that the Committee will be meeting with the Police Association representatives, representing the Civilian and Uniform Collective Agreements, in late March, 2024 to exchange briefs. Further discussions about changes to the collective agreements will continue into April, 2024.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) OIPRD Report Recommendations

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

He noted that this report is coming to a conclusion in April 2024; it shows the efforts and work of the Police Service to achieve the conclusion of these recommendations. However, as a nature of the work involved, several recommendations will continue to be ongoing.

Conversations with the Director are very positive.

Discussion followed on the recommendations in the report that are directed toward the Coroner's office – that are out of the hands of the Police Service. With that in mind, Councillor K. Etreni noted that 80% of the recommendations directed at the Police Service have been completed.

The Police Service was thanked for their work completed on this report and the progress that has been made.

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, was provided for the Board's information.

Ms. D. Paris, Director – Financial Services & Facilities, Thunder Bay Police Service, provided an overview relative to the above noted and responded to questions. She noted an unfavourable variance of \$2.8M at year-end. The reasons for the unfavourable variance are set out in the report.

Ms. Paris noted that 94% of the budget is for human services and wages. She has also noted some flattening out of legal services in 2024.

Discussion was held relative to a relatively small community like Thunder Bay having its own police service.

Regarding the management of WSIB cases, Chief Fleury noted that administration is paying attention to that piece and working with the Police Association on how to assist their members and get staff back to work.

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*, was provided for the Board's information.

Chief D. Fleury provided an overview relative to the above noted and responded to questions. He noted that there was also one amber alert issued in 2023.

Member W. Bahlieda left the meeting at 11:34 p.m. Quorum remained present.

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, was provided for the Board's information.

Chief of Police D. Fleury provided an overview relative to the above noted and responded to questions.

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 provided a general update on the use of BriefCam AI software by the Thunder Bay Police Service. He noted that reports will be made public twice a year.

The software has been used in three (3) major crime investigations, and has allowed staff to quickly move through the video footage needed in those investigations. Four (4) members of the Service have been trained to use this software.

The Service is looking at a slight revision to the policy. Detailed audit reports will follow later this year.

Mr. J. Hannam, Board Secretary, noted that research work on the Board's policy has been completed and he anticipates a draft policy will be presented to the Board at their April 2024 meeting.

7. GENERAL MATTERS

a) Emmanuel Oruitemeka Inquest

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, provided background information on the death of Mr. Oruitemeka and a verbal update on the recommendations received as a result of the inquest. The Police Service has responded to the Solicitor General on the changes that have occurred within the Service, and have advised that the Service is in compliance with the

recommendations. All recommendations have been fulfilled and the vast majority of recommendations have been complied with.

b) Amendments to Procedural By-Law

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, was provided for the Board's information.

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, was distributed separately for the Board's information prior to the meeting.

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

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.

Mr. J. Hannam, Secretary, provided an overview of the changes required as a result of the new *Community Safety and Police Act*. The bulk of the changes are around reasons for closed meetings. Discussion was held relative to providing the new requirement of seven (7) days' notice and the reasons for a closed session meeting. Mr. T. Gervais, Police Services Advisor – Ministry of the Solicitor General, was asked for guidance on the logistics of providing seven (7) days' notice for closed meetings. Mr. Gervais will hold further discussions with the Inspectorate of Policing and then will communicate back to the Board as soon as he can.

Amending Motion

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

THAT the following phrase be added: AND THAT a subcommittee of the Chair and Vice Chair be created, with the authority to establish meetings on behalf of the Board.

CARRIED

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Amended Motion

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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 a subcommittee of the Chair and Vice Chair be created, with the authority to establish meetings on behalf of the Board.

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.

CARRIED

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 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.

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

CARRIED

c) 2024 OAPSB Spring Conference & AGM

Notice of the Ontario Association of Police Services Boards (OAPSB) 2024 Spring Conference and AGM, was provided for the Board's information.

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

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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. Mayor Ken Boshcoff
2. Councillor Kasey Etreni
3. Karen Machado
4. Denise Baxter
5. Wayne Bahlleda

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

CARRIED

d) Website Update

Mr. J. Hannam, Secretary, reported that he continues to work on uploading more policies, key documents, work plans and lists of recommendations to the website. The website will also be updated to include Councillor K. Etreni on the Governance Committee.

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.

The chart of 2023 Year End Actuals was distributed separately by email on March 16, 2024.

Mr. J. Hannam, Secretary, provided an overview and noted an unfavourable variance of \$242,000 at year end. The 2024 budget has increases in consulting and administrative fees. He is optimistic that the legal fees budget will be close to what was budgeted for 2024. He responded to questions about the Police Service's awards dinner.

Discussion was held and will continue at the April 2024 Board meeting about what additional committees are needed.

e) CSPA Transition

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 Etrene, dated March 13, 2024, relative to the impacts of changes from the *Community Safety and Policing Act, 2019*.

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

Mr. T. Gervais, Mr. Hannam, Chair Machado and Councillor Etrene have met to review the impacts of the new Act. The memorandum outlines what the major changes in the Act are and the actions required by Board and committees to begin work on some of these items.

The Board will be kept updated on the progress of the transition.

8. PETITIONS AND COMMUNICATIONS

a) Funding Initiative Proposal

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

- 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;
- Funding Initiative Proposal to the Thunder Bay Police Services Board; and
- 2023 Financial Statements at March 31, 2023 for the Thunder Bay and Area Victim Services.

Mr. J. Hannam, Secretary, provided an overview relative to the above noted and responded to questions.

Discussion was held relative to the request and about volunteer organizations that make multiple requests for funding. It was noted that the funds in the Board's Special Account are from proceeds of crime and are not from the taxpayer.

It was noted that this request is tightly connected to policing in Thunder Bay, and that the request is appropriate for being funding by the Board's Special Account.

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

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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.

CARRIED

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.

9. NEW BUSINESS

a) Report of the Thunder Bay Police Service - Firearm Data Submission Report

Chief of Police D. Fleury provided a brief overview of Report No. 11/24 (Police) relative to reporting a listing of firearms that came into the possession of the Thunder Bay Police Service in 2023.

b) Thunder Bay Police Services Board – Staffing Recommendation

Draft Memorandum to the Thunder Bay Police Services Board from Karen Machado, Denise Baxter, and Donna Smith, dated March 19, 2024, relative to a staffing proposal for the Board, was emailed to Board members prior to the meeting.

Ms. D. Baxter provided an overview of the draft memorandum for the Board's information and discussion. She noted that no decision is required at this meeting.

She noted specifics of the workload that needs to be accomplished by the Board. There are not sufficient resources for the current workload. Options 1 and 2 were presented to the Board for their input. The proposal is presented to ensure the Board has the correct staffing complement to get the work done that needs to be accomplished.

Options 1 and 2 were presented and discussed. Board members were encouraged to email further input prior to Friday's meeting of the Working Group. A final draft of the memorandum is anticipated for the April 2024 Board meeting.

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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 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

CARRIED

11. ADJOURNMENT

The meeting adjourned at 1:06 p.m.



Communications Strategy
 T. Smith
 April 23 2024

Corporate Communications Vision:
 Deliberate and impactful communications that demonstrate value and improve engagement.

Themes

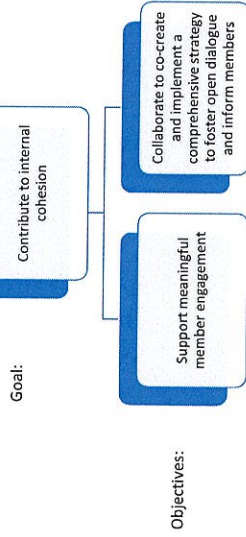
Opportunities:

- Positive stories
- Methodical information distribution
- Enhanced engagement
- Consistency
- Collaboration
- Corrections

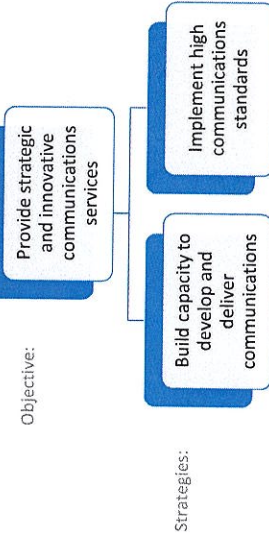
Communications Goals

- Strengthen trust;
- Contribute to internal cohesion;
- Improve TBPS's reputation as an ethical and valuable police service;
- Provide strategic and innovative communications services.

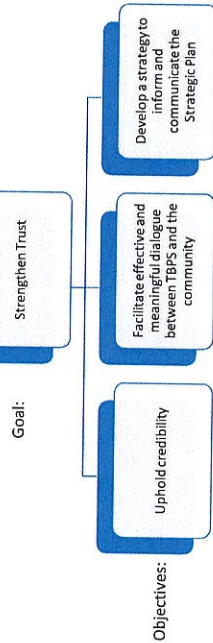
Goals and Objectives



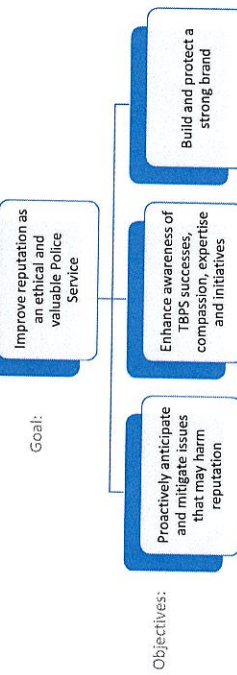
Goals and Objectives



Goals and Objectives



Goals and Objectives






Informing Community

- Proactive & meaningful
- Increased frequency
- Values in action
- Community safety
- Progress updates
- Enhanced distribution
- Strategic-Plan support
- Reporting requirements

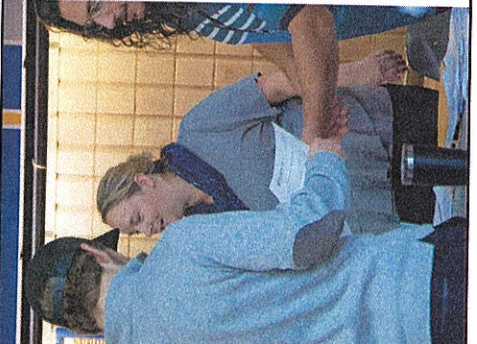
Tracking Progress: KPIs

- Survey responses – internal and external
- Community and member participation and input levels
- Quality of engagement initiatives
- Shares of positive social media posts
- Productivity of relationships
- # collaborative messaging outputs
- New/revised communications processes
- # members and students advancing communications objectives
- % objectives met by timeline



Internal Communications

- Advisory Committee
- Members contributing
- Appreciation
- Timely information
- Opportunities for input
- Measured impact



Community Conversations

- Proactive, collaborative
- Engagement objectives
- Best Practice
- Impact measured and reported

TO	Thunder Bay Police Service Board
FROM	John S. Hannam, Secretary
DATE	April 15, 2024
SUBJECT	Artificial Intelligence Policy

As Board members will know the Thunder Bay Police Service had sought out the support of the Board in form of a policy on the use of Artificial Intelligence (AI) software tools to help guide its use of the product BriefCam.

Through the Board's Governance Committee, Dr. Davut Acka, Lakehead University (Orillia) was asked to research the use of AI, particularly in policing, and prepare a draft policy for the Board. That draft policy is attached here and recommended to the Board for adoption.

Dr. Acka first provided a research report (available on the Board's website) and then a draft policy. The policy has been reviewed by the members of the Governance Committee and key Service personnel. It is important to note that the policy is not exclusive to the BriefCam product, rather it written to serve the Board well as new innovations become available. The policy sets out key principles to be followed in the use of AI tools as well as critical steps to be taken by the Service prior to their deployment.

Those steps include requirements for training, written procedures, and undertaking and reporting to the Board on risk analysis, amongst others that members will see in the draft policy.

While the Service was given permission to utilize BriefCam in a limited fashion it did so already following many of the steps now detailed in the draft policy, with a first report on its use to the Board anticipated by June.

In addition to recommending the Board adopt the draft policy, Administration recommends that the policy be shared with the Provincial Information & Privacy Commission (IPC), whose office has been following closely the development and deployment of AI products by public agencies in Ontario. The IPC encourages agencies – including Police Service Boards and Police Services – to share their policies, to both contribute to building the understanding of the use of such products and to help support best practice approaches in the development of policies and procedures.

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

“With respect to the draft policy titled ‘Use of Artificial Intelligence Technologies’ we recommend that the Thunder Bay Police Service Board adopt the policy as a policy of the Board;

AND THAT the policy be conveyed to the Chief of Police for compliance;
AND THAT the policy be shared with the Information & Privacy Commission of Ontario, with any recommendations from the Commission being reported back to the Board.”

Attachments: Draft Policy: Use of Artificial Intelligence Technologies
AI Use and Policy Report for TBPSB

GUIDING PRINCIPLES

The following 5 key principles guide this policy and the use of AI technologies by the TBPS:

- **Lawfulness:** The TBPS must commit to the lawful use of AI, ensuring all AI engagements, from design and development to deployment, strictly adhere to existing legal and regulatory standards including the *Police Services Act*, Ontario's *Human Rights Code*, the *Canadian Charter of Rights and Freedoms*, the *Police Services Act*, the *Privacy Act*, the *Personal Information Protection and Electronic Documents Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*. This principle ensures AI technologies are employed responsibly in crime prevention, detection, and investigation within the bounds of the law. In line with this principle, the TBPS must follow and adhere to new legislation on the use of AI technologies that will be enacted by the federal, provincial, and municipal governments.
- **Minimization of Harm:** TBPS must prioritize the safety and well-being of the community by adopting AI technologies that minimize potential harm. This involves:
 - Ensuring the robustness and safety of AI systems.
 - Maintaining high accuracy in AI applications.
 - Enhancing human and environmental well-being through AI use.
 - Focusing on the efficient employment of AI to maximize public safety benefits while reducing risks.
- **Human Autonomy:** TBPS must respect the principle of human autonomy in the use of AI, emphasizing that:
 - Decision-making, especially in critical law enforcement activities, remains under human control and oversight.
 - AI systems are designed and utilized in a manner that enhances human agency, protects privacy, and is transparent and explainable to all stakeholders.
- **Fairness:** TBPS must foster fairness in the application of AI technologies by:
 - Ensuring equality and non-discrimination in AI operations.
 - Protecting vulnerable groups from potential biases or adverse impacts.
 - Promoting diversity and accessibility in AI development and use.
 - Enabling the review and correction of AI-supported decisions.
- **Good Governance:** To ensure responsible AI innovation, TBPS must establish a governance model that:
 - Incorporates traceability and auditability of AI technologies.
 - Holds TBPS accountable for the ethical use of AI.
 - Emphasizes the importance of human rights, resource management, and meeting community needs through transparent, accountable AI use.

POLICY

It is the policy of the Thunder Bay Police Board that:

Deployment and Use of New AI Technologies by the TBPS

1. The Chief of Police will consult with the stakeholders and communities to develop strategies to ethically and effectively deploy new AI technologies and incorporate their input into decision-making processes.
2. The Chief of Police will ensure that new AI technologies will not be launched by the TBPS prior to the approval of the Board and proper training of the staff members who will use the technology.
 - The training of staff members must address both the effective, legal, and ethical use of the technology and be delivered by competent trainers.
 - Follow-up training must be delivered to update the knowledge and skills of the staff members as the technologies develop and updated.
3. The Chief of Police will establish procedures and mechanisms to conduct a risk assessment of the new AI technologies before their procurement and utilization.
 - The technologies that pose a serious risk in terms of harm or bias against any particular community, group, or individual or the privacy of citizens must not be procured or used by the TBPS.
 - Examples of technologies that pose serious risks include:
 - Applications and technologies that result in discriminative police practices (including arrest, search, seizure, use of force, and surveillance) against certain communities, groups, and individuals.
 - Applications that link biometrics to personal information (e.g. facial recognition systems).
 - Predictive policing tools that predict crime locations and times, as well as potential offenders based on previous data that reflect historical prejudices against certain communities, groups, and individuals.
 - Social media monitoring tools that have the potential to infringe on privacy and freedom of expression and unfairly target certain communities based on the content they share.
 - Risk assessment tools used in bail decision-making that have the potential to incorporate biased data, potentially leading to harsher sentencing for marginalized communities.
4. The Chief of Police will report the findings of the risk analysis to the Board prior to seeking approval for the procurement and deployment of the new AI technology.
 - The report must explain how the new technology does not pose a serious risk to the communities in line with this policy and how potential risks will be mitigated.

Review of Existing AI Technologies Used by the TBPS

5. The Chief of Police will establish the mechanisms to review the AI technologies currently used by the TBPS to ensure that the use of these technologies is compatible with the laws and the principles outlined in this policy.
6. The Chief of Police will consult with the stakeholders and communities to identify and address any concerns arising from the use of existing AI technologies.
7. The Chief of Police will take necessary measures to mitigate the risks and harms of the use of existing AI technologies.
8. The Chief of Police will ensure all AI applications used by the TBPS comply with existing laws, regulations, and guiding principles of this policy.
9. The Chief of Police will terminate the use of any existing AI technology that poses a serious risk or is harmful to the community.

Data Privacy and Security

10. For the use of AI technologies and systems, the Chief of Police will establish strict protocols for data collection, storage, access, and sharing, adhering to privacy laws and regulations.
11. The Chief of Police will implement advanced security measures to safeguard sensitive and personal information against unauthorized access and data breaches that will be caused by the improper use of AI technologies or any external cyber threats.

Transparency and Accountability

12. The Chief of Police will maintain and regularly update a public registry of AI systems used by the TBPS. The registry must outline the capabilities, limitations, data handling practices, and purposes of the used technologies.
13. The Chief of Police will document the decision-making processes regarding the AI technologies including their selection, deployment, and use.
14. The Chief of Police will provide the public with transparent reports on the AI usage of the TBPS as well as the achievements and challenges in the use of AI to foster trust and accountability.

Fair and Effective Use of AI

15. The Chief of Police will actively address and mitigate biases caused by the use of AI technologies to prevent discrimination against marginalized communities and ensure equitable outcomes.



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: April 11, 2024

Date of Meeting: April 23, 2024

Report No: 13/24

Chair and Members

Thunder Bay Police Services Board

SUBJECT

The Independent Police Review Act, 2007, established the Office of the Independent Police Review Director (OIPRD) and delegates' responsibility for the oversight and governance of public complaints concerning Ontario's Police Services to the OIPRD.

The Police Services Act establishes a partnership between the Thunder Bay Police Service, the Police Services Board, members of the public, and the OIPRD to investigate and resolve public complaints.

The Professional Standards Branch of the Thunder Bay Police Service investigates public complaints assigned by the OIPRD, under Part V of the Police Services Act, with respect to:

- Officer conduct complaints
- Complaints about the service and policies of the Thunder Bay Police Service

At the conclusion of the investigation, the office of the Chief of Police will adjudicate the complaint. A substantiated officer conduct complaint may be dealt with by informal resolution or a Police Services Act Hearing. A substantiated service or policy complaint requires the Chief of Police report to the complainant, the Police Services Board and the OIPRD, on the resolution of the complaint. An unsubstantiated Officer conduct or policy/service complaint requires that no further action be commenced.

All steps in the public complaint process are subject to review by the OIPRD.

REPORT SUMMARY

Summary of First Quarter Complaints 2024	
Local Response (LR)	0
Customer Service Resolution (CSR)	0
Withdrawn by Complainant Prior to Screening by OIPRD	0
Not Accepted	9
Accepted – Transitioned from CSR/ER	0
Accepted – OIPRD investigate	0
Accepted – TBPS Investigate	4
Accepted – OPP Investigate	1
Total Fourth Quarter Service Complaints	1
Total Fourth Quarter Conduct Complaints	13
Total Fourth Quarter Complaints	14

2024 Complaints Disposed of in the First Quarter of 2024	
Withdrawn	1
Unsubstantiated	0
CSR/ER	0
Section 72 (Terminated Investigations)	0
Substantiated	0
Informal Resolution	0
PSA Hearing	0
Total	1

2023 Complaints Disposed of in the First Quarter of 2024	
Withdrawn	1
Unsubstantiated	5
CSR/ER	0
Section 72 (Terminated Investigations)	1
Substantiated	0
Informal Resolution	0
PSA Hearing	0
Total	7

2024 Outstanding Complaints	
Service Complaints	0
Conduct Complaints	3
Section 72 (Suspended Investigations)	0
Total	3

2023 Outstanding Complaints	
Service Complaints	0
Conduct Complaints	0
Section 72 (Suspended Investigations)	2
Total	2

2022 Outstanding Complaints	
Service Complaints	0
Conduct Complaints	0
Section 72 (Suspended Investigations)	1
Total	1

2016-2017 Complaints Disposed of in the First Quarter of 2024	
Substantiated –Appealed and Denied - Concluded	1
TOTAL	1

COMMENTS

N/A

RECOMMENDATIONS

For Information Only

Respectfully submitted,



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

Prepared by: Inspector Gordon Snyder – Corporate Services



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: April 15, 2024
Date of Meeting: April 23, 2024
Report No: 15/24

Chair and Members
Thunder Bay Police Services Board

SUBJECT

2024 Operational Budget: First Quarter Variance Report

REPORT SUMMARY

To update the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service as of March 31, 2024.

BACKGROUND

On a quarterly basis, Administration reviews the year-to-date revenues and expenditures and completes a forecast of the Thunder Bay Police Service's operating financial position to year-end (December 31, 2024). The forecast is compared to the 2024 approved operating budget and presented to the Thunder Bay Police Services Board.

The 2024 Net Operating Budget for the Thunder Bay Police Service was approved at \$54.6 million.

As of March 31, 2024, Administration is projecting no significant variance. An overview of the key operating results are discussed below.

COMMENTS

Personnel Services overall are estimated to be \$1.3 million unfavourable resulting from:

- Unfavourable variances of \$1.0 million in overtime costs and \$300,000 in WSIB expenditures relating to health care, physician and administration fees based on trends to date. Administration is also projecting a \$400,000 unfavorable variance in paid duty wages related to the continuation of paid duty services in the Emergency Department at the Thunder Bay Regional Health Sciences Centre to the end of this year. This variance however is recovered through User Fees which results in a net revenue to the Service. These unfavourable variances are offset by an estimated favourable variance in wages and benefits of \$400,000.

Provincial Grant revenues are projected to be \$600,000 favourable as a result of unbudgeted Proceeds of Crime Grants for Project Housecleaning, targeted at disrupting violence and drug activities in social housing complexes, and a Bail Compliance and Warrant Apprehension Grant which is intended to provide funding to police services to reduce the number of accused persons who are out on bail from committing further criminal acts. Both of these projects were application based and the Service received provincial approvals outside the budget cycle. Another contributing factor is the actual Court Security and Prisoner Transportation grant is higher than budgeted.

User Fees are estimated to be \$700,000 favourable primarily due to higher than estimated paid duty revenues, the recovery of wages through the agreement entered into with Matawa First Nations Management, as well as unbudgeted secondment wage recoveries for two sworn members participating in the Provincial Repeat Offender Parole Enforcement Unit with the Ontario Provincial Police.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



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

Prepared by: Dawn Paris, Director - Finance & Facilities

TO	Thunder Bay Police Service Board
FROM	John S. Hannam, Secretary
DATE	April 16, 2024
SUBJECT	2024 Operating Budget, 1 st Quarter Variance and Summary

As a part of the annual budget process quarterly reports are made to the Board and City of Thunder Bay Finance to track the progress of spending throughout the year, to identify estimated variances from the planned budget and prompt mitigating measures when required.

For 2024 Quarterly reports will be submitted by the following dates: April 26, July 26, October 25, and a final year end report on a date yet to be set. These reports will be conveyed to the Board at the Board meeting date nearest.

In addition to variance reporting, Administration will continue to provide the Board with monthly summary reports on the status of its operating budgets.

For the 1st quarter of 2024, there is no significant variance estimated, to year end, at this time.

A table presenting the summary of spending is attached here for the Board's information and review.

Attachments: April Operating Budget Summary

2023 Year End Actual

Account Description	Actual + Committed	Budget	Available	Comments
Honorariums and Fringe Benefits	9,644.90	31,000.00	23,518.84	
Equip Maintenance and Computer Software	0	2,700.00	2,700	
Business Travel	2,564.93	10,000.00	7,435.07	
Office Supp & Stn	383.19	2,500.00	2,116.81	
General Expense	1,646.53	10,000.00	8,353.47	
Memberships/Subscriptions	8,869.09	10,000.00	1,130.91	
Consultant Fees	610.56	125,000.00	124,389.44	
Professional Fees	33,938.45	250,000.00	216,061.55	
Legal Fees	53,200.73	250,000.00	196,799.27	
Legal Fees-Indemnity	7,316.54	50,000.00	42,683.46	
Purchased Service	33,313.32	200,000.00	166,686.68	
Rent Expense	14,531.33	38,700	24,168.67	
Revenue Rental-Office Space	-5,876.00	-15,000.00	-9,124.00	Revenue for sub-lets of office space
Totals	160,009.71	964,900	806,920.17	

TO	Thunder Bay Police Service Board
FROM	Karen Machado, Chair
DATE	April 10, 2024
SUBJECT	Board Committee Structure

In accordance with the section 42.1 a) of the Community Safety and Policing Act 2019 a board can establish committees by by-law. Thunder Bay Police Service Board has established the following committees, and with the exception of the Bargaining and New Hire committees, all have been established in the past 2 years:

Governance Committee - 4 board members and 3 citizen appointees
Labour Relations Committee - 3 board members and 2 citizen appointees
Bargaining Committee - 2 board members from the Labour Relations Committee
New Hire Committee - Chair and Vice Chair of the board
Special Account Committee - Chair and Vice Chair of the board
Scheduling Committee – Chair and Vice Chair of the board

Earlier this year I made note that there would be value in reviewing our current committee structures and possibly add additional ones such as a Finance/Budget Committee and requested that all board members put their minds to what committees, if any, they felt we would need to conduct our duties under the Act. I am of the view that the current committees are serving the Board well and I am not suggesting that any need to be dissolved.

Proposed Committees

At this time I would propose to the Board the establishment of the following Committees:

A) Finance/Budget Committee be established with responsibility for oversight of Board spending, financial reporting, and proposing annual budgets. I would recommend that 2 members of the Board be appointed to this committee, who would work in collaboration with Board administration on those key areas. In accordance with the Board’s procedural by-law the committee, once established, must develop detailed terms of reference for Board approval; those would include specific objectives and key deliverables.

B) Communications Committee – Comprised of 2 board members to work with board administration on the Board’s communication strategy, including key elements such as the website, and community/annual reports., to help ensure our communications tools and actions are as effective as possible.

In support of these recommendations, I invite the Board to consider the following motion:

“With respect to the committee structure of the Thunder Bay Police Service Board, we recommend that the Board establish the following committees, with the mandates as presented on April 23, 2024, and to be comprised as noted:

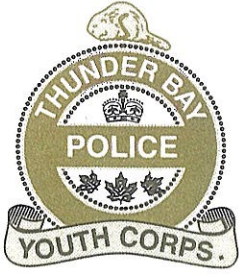
Finance Committee comprised of 2 members of the Board

Board members: _____/_____

Communications Committee comprised of 2 members of the Board.

Board members: _____/_____

AND THAT both committees develop terms of reference for the approval of the Board, in accordance with the Board’s procedural by-law.”



Thunder Bay Police Youth Corps

434 Fort William Road, Thunder Bay, ON P7B 2Z6

Tel: (807) 344-3969

Thunder Bay Police Services Board
317 E. Victoria Avenue - Unit #10
Thunder Bay, Ontario
P7C 1A4

March 27, 2024

Dear Ms. Douglas,

The Board of Directors of the Thunder Bay Police Youth Corps wish to express their most sincere appreciation to the Thunder Bay Police Services Board's annual sponsorship towards the Thunder Bay Police Youth Corp.

For the past 31 years our main goal has been preparing youth for community involvement as well as promoting good citizenship, this will continue. Sponsorship such as yours is truly valued benefiting a group of young people who are becoming role models in our community thank you.

Sincerely,

On behalf of the Board of Directors,

A handwritten signature in cursive script that reads "Margaret Rusnak".

Margaret Rusnak
Board Secretary/Treasurer
Thunder Bay Police Youth Corp
Email: rusnakdm@tbaytel.net

From: [REDACTED]
Sent: [Tuesday, April 9, 2024](#) 5:48 PM
To: Ken Boshcoff <Ken.Boshcoff@thunderbay.ca>
Subject: So ????

So as a taxpayer I am disgusted with the news [today](#) that the in house lawyer for the former chief of police has been charged. How deep does this rot go. Have the opp looked at the former police service board members that included councillors ??? Where are answers for the public and how can this rot go so deep. No wonder we can't get a turf facility built with all this corruption from those in power. I would like a response to this email please and thank you

[REDACTED]
[REDACTED]