

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

DATE: JUNE 20, 2023

TIME: 9:05 A.M.

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

ADMINISTRATOR: MR. M. MERCER

PRESENT:

Ms. D. Baxter
Mayor K. Boshcoff
Councillor S. Ch'ng
Ms. K. Machado
Mr. M. Mercer

GUESTS:

Mr. J. Stephenson, Form Studio Architects

ATTENDING BY ZOOM:

Mr. J. Pepper, Principal - RPL Architects

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
Mr. J. Hannam, Secretary – Thunder Bay Police
Services Board
Ms. L. Douglas, Assistant to the Secretary - Thunder
Bay Police Services Board

ATTENDING BY ZOOM:

Mr. T. Gervais, Ministry of the Solicitor General

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

Chief D. Fleury withdrew his request for the donation of unclaimed bicycles.

Under New Business, the following items were added:

- Request for financial assistance for a softball team going to the 2023 World Police Fire Games in Winnipeg; and
- Thank You letter from OAPSB regarding the \$500 sponsorship for the 2023 Spring Conference & AGM held May 30th to June 1st, 2023.

MOVED BY: Mr. M. Mercer

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

CARRIED by the Administrator

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3. CONFIRMATION OF MINUTES

The Minutes of the Tenth Session (Regular) of the Fifty-Fourth Thunder Bay Police Services Board held on May 23, 2023, distributed separately with the agenda, to be confirmed.

MOVED BY: Mr. M. Mercer

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

CARRIED by the Administrator

4. PRESENTATION

Update - Facility Needs Assessment – Police Headquarters

Mr. J. Stephenson, Principal – Form Studio Architects, and Mr. J. Pepper, Principal - RPL Architects presented a high level overview of the Police Headquarters Facility Needs Assessment Final Report, that had been previously presented to the Board in early 2020.

The Report included an assessment of needs for staff and floor space over a 25-year period, as well as cost estimates involved with the project. Slide 11 of the PowerPoint presentation noted that the cost estimates in the presentation are from 2020.

In response to questions from Board members, it was noted that extensive consultation, interviews and discussions with operational units, the Deputy Chief and the Chief of Police were conducted. Mr. Pepper confirmed that about 1/3 of the staff were interviewed about their working spaces.

Mr. J. Hannam advised that the previous Board confirmed the support of the recommended option - building a new site, and had submitted a budget for the entire build. That submission was later withdrawn, and a \$2.4M budget was submitted for the 2022 City budget. He noted that the \$2.4M submission has not been expended to date.

At 10:03 a.m., it was the consensus of the Board to resolve into Closed Session relative to Section 35 4(b) of the *Police Services Act*, RSO 1990 (relative to intimate financial or personal matters or other matters may be disclosed).

At 10:27 a.m., the Board reverted back into Open Session.

MOVED BY: Mr. M. Mercer

With respect to the proposed building project for a new Police Headquarters, and an overview of the building needs assessment and building options having been received, we

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recommend that the Thunder Bay Police Services Board reaffirm the prior decision of the Board, of April 20, 2021, that a new centralized police headquarters be constructed;

AND THAT this decision be conveyed to the City of Thunder Bay.

CARRIED by the Administrator

5. DEPUTATION

Thunder Bay Police Youth Corps

At the January 18, 2022 Regular Session of the Board, the Board approved an increase from \$2,500 to \$3,500 of annual funding for the Thunder Bay Police Youth Corps, on the condition that an expenditure report be provided annually on their disbursement of funds.

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

Inspector Ryan Gibson – Chair, Thunder Bay Police Youth Corps Board of Directors, provided an overview of the above noted report, and thanked the Board for their generous support of this program.

A cheque in the amount of \$3,500 will be presented to Inspector Gibson after the meeting.

6. APPOINTMENT OF CHAIR AND VICE-CHAIR

Mr. J. Hannam, Secretary to the Board, called for the appointments of a Chair and Vice-Chair, effective July 1, 2023, for the remainder of 2023, or until a replacement has been appointed.

It was noted that the appointment of Administrator Malcolm Mercer has been adjusted, and his sole vote on Board matters will end on June 30, 2023. An overview of the appointment process was provided.

MOVED BY: Mr. M. Mercer

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

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

CARRIED by the Administrator

7. REPORTS OF COMMITTEES

a) Governance Committee - Update

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

Mr. J. Hannam reported that work by the Governance Committee is well underway, as well as the work of the subcommittees. The Committee is hoping to make their Implementation Plan public at the September, 2023 Board meeting.

b) Governance Committee – Training Proposal

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 12, 2023, relative to a proposal for the renewal and delivery of the governance training program, was provided for the Board's information.

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, provided an overview relative to governance training. Renewal of training will be delivered to the Board in 3 full day sessions, tentatively later this year, in September or October.

Mr. Hannam provided an overview of Mr. Fred Kaustinen's background and qualifications. Mr. Kaustinen is the Principal of *Governedge Inc.*

MOVED BY: Mr. M. Mercer

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

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

CARRIED by the Administrator

8. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Unclaimed Funds

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

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

MOVED BY: Mr. M. Mercer

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

CARRIED by the Administrator

9. GENERAL MATTERS

a) Honorarium for Board Members

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 8, 2023, relative to Board Member Honorariums, was provided for the Board's information.

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, provided an overview relative to the above noted. He noted that there has been no change in honoraria since 2000.

Administrator M. Mercer noted that the Expert Panel recommended that it's important that the Board has the time and capacity to do their work, and also should be recognized for their work; however, the recommended amounts of honoraria are less than what the Expert Panel recommended. Administrator Mercer shared his view that this is a significant underpayment of the important work being done for the community.

MOVED BY: Mr. M. Mercer

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

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

CARRIED by the Administrator

b) Adoption of Ethical Framework

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 12, 2023, relative to the adoption of the Ethical Framework, was provided for the Board's information. The Ethical Framework being presented is a result of Board training that took place following the April 18, 2023 Board meetings.

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

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Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, provided an overview relative to the above noted. The Framework will be uploaded to Police Board's website; once posted to the website (currently undergoing updates), the community will have the ability to complaint to the Integrity Commissioner.

Board members asked for more time to review the Framework. A few revisions were requested. Mr. Hannam asked that members send any further concerns or amendments to Administrator Mercer after the meeting.

MOVED BY: Mr. M. Mercer

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

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

DEFERRED

c) Financial Reporting & Expenditure Approvals

Administrative Report No. 01/23 – Financial Reporting & Expenditure Approvals, relative to reporting the payment of invoices and the status of the Police Services Board's budget, was provided for the Board's information.

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, provided an overview relative to the above noted and responded to questions. Mr. Hannam noted that he is still working on a format and will circulate it to members in the next week or two, with a finalized version to be presented at the September Board meeting.

An overview of budget to date was provided. Administrator Mercer asked Mr. Hannam to circulate the Q2 Report as soon as possible; the formal report will be presented at the September Board meeting.

Discussion followed on concerns from Councillor S. Ch'ng about monthly costs. Mr. Hannam, Chair K. Machado, and Councillor Ch'ng will meet after the meeting to sort out the costs.

MOVED BY: Mr. M. Mercer

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

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

CARRIED by the Administrator

d) Annual Renewal of Lease – Police Services Board Office

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

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

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

MOVED BY: Mr. M. Mercer

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

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

CARRIED by the Administrator

e) Accounts Update – Payment of Invoices

Memorandum from John S. Hannam, Secretary to Members of the Thunder Bay Police Services Board, dated June 12, 2023, relative to the Monthly Summary of Invoices processed for payment since the May 23, 2023 Regular Session of the Board, was provided for the Board's information.

10. PETITIONS AND COMMUNICATIONS

a) Request for Support – SK8 Summer Program

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

provided for the Board's information.

Inspector D. West provided an overview of Our Kids Count and costs of the SK8 Program.

Mr. J. Hannam noted that he had spoken with Callie Hemsworth, Coordinator - Planning, Projects and Development for the City of Thunder Bay, who recommended this specific activity. The City had hoped to fund it but was unable to fully support it.

Discussion followed about circumstances when the City rejects a request for funding. The Board should not necessarily be the next stop for funding requests rejected by the City.

MOVED BY: Mr. M. Mercer

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

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

CARRIED by the Administrator

b) Evergreen a United Neighbourhood – Funding Request

Memorandum to the Thunder Bay Police Services Board from John S. Hannam, Secretary, dated June 13, 2023, relative to a funding request from Evergreen a United Neighbourhood, was provided for the Board.

Correspondence from Linda Bruins, Executive Director – Evergreen a United Neighbourhood, dated May 31, 2023, relative to a request for financial assistance, was provided for the Board.

At 11:22 a.m., it was the consensus of the Board to resolve into Closed Session relative to Section 35 4(b) of the *Police Services Act*, RSO 1990 (relative to intimate financial or personal matters or other matters may be disclosed).

At 11:38 a.m., the Board reverted back into Open Session.

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

MOVED BY: Mr. M. Mercer

With respect to the funding request from Evergreen a United Neighbourhood, we recommend that the Thunder Bay Police Services Board approve funding, in the amount of \$10,000;

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

CARRIED by the Administrator

c) Tracking Board Reports

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

i. Governance Committee – Policy Development

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

ii. Governance Committee – Policy Development

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

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

iii. OIPRD Report Recommendations

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

iv. OCPC Chart – Summary of Recommendations

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

11. NEW BUSINESS

a) Request for Financial Assistance

Correspondence to the Thunder Bay Police Services Board was received from Brandon Tyrvalinen, a member of the Thunder Bay Police Service, dated June 13, 2023, relative to a request for financial assistance for a softball team going to the 2023 World Police Fire Games in Winnipeg.

Mr. J. Hannam provided an overview of the request.

MOVED BY: Mr. M. Mercer

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With respect to the request from Brandon Tyrvainen for financial assistance to send a softball team to the 2023 World Police Fire Games in Winnipeg, Manitoba, as presented at the June 20, 2023 Regular Session of the Board, we recommend that the Thunder Bay Police Services Board approve financial assistance, in the amount of \$2,000.00;

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

CARRIED by the Administrator

b) Thank You Letter from OAPSB

Correspondence was received from the Ontario Association of Police Services Boards (OAPSB) dated June 16, 2023, relative to thanking the Board for sponsoring the 2023 Spring Conference & AGM held May 30th to June 1st, 2023, in the amount of \$500.00.

12. CONFIRMING BY-LAW

MOVED BY: Mr. M. Mercer

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

1. A By-law to confirm the proceedings of a Regular Session of The Thunder Bay Police Services Board, this 20th day of June, 2023.

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

BY-LAW NUMBER: PC14– 2023

CARRIED by the Administrator

13. ADJOURNMENT

The meeting adjourned at 11:42 a.m.