

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

Date: TUESDAY, MAY 21, 2024

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

Time: 10:30 A.M.



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

TUESDAY, MAY 21, 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 Thirteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on May 21, 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 Eleventh Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on April 23, 2024, to be confirmed. **(Pages 7 - 14)**

RES 2

THAT the Minutes of the Eleventh Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on April 23, 2024 be confirmed.

4. PRESENTATIONS

a) Peer Support Team

(10 minutes)

PowerPoint Presentation by Constable Jeff Elvish relative to an overview on the Peer Support Team for the Thunder Bay Police Service.

b) Pilot Project – Prisoner Bracelets

(10 minutes)

Inspector J. Dampier to provide an overview relative to the launching of a pilot project by the Thunder Bay Police Service on the implementation of heart monitor bracelets to keep people safe while in custody.

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 2 of 5

- c) Communication Strategy (10 minutes)

Memorandum from John S. Hannam, Secretary, relative to the renewal of a communication strategy for the Thunder Bay Police Service Board. **(Distributed Separately)**

5. REPORTS OF COMMITTEES

- a) Governance Committee (5 minutes)

Memorandum to the Thunder Bay Police Service Board from Ms. D. Baxter, Chair – Governance Committee, dated May 14, 2024, for the Board’s information. **(Page 15)**

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

- 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. GENERAL MATTERS

- a) Annual Report – Crime Stoppers

At the January 19, 2021 Regular Session of the Board, the following motion was carried:

With respect to financial support of Thunder Bay District Crime Stoppers, we recommend that assistance in the amount of \$2,500.00 be granted annually from the Thunder Bay Police Services Board’s special account, provided sufficient funds are available;

AND THAT the Thunder Bay District Crime Stoppers report to the Thunder Bay Police Services Board on an annual basis relative to the disbursement of the funds provided.

Accordingly, the Statement of Operations for the Thunder Bay District Crime Stoppers Inc., for the year ended July 31, 2023, for the Board’s information. **(Pages 16)**

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

A cheque, in the amount of \$2,500, will be issued to the Thunder Bay District Crime Stoppers from the Board’s Special Account in due course.

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 3 of 5

b) 2024 CAPG Annual Conference (10 minutes)

Notice of the Canadian Association of Police Governance (CAPG) 2024 Annual Conference, for the Board’s information. **(Pages 17 - 18)**

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

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

RES 3 With respect to the Canadian Association of Police Governance Annual Conference being held in Halifax, Nova Scotia from August 8th to August 11th, 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.

c) 2024 CAPG Annual Conference (5 minutes)

Correspondence from the Canadian Association of Police Governance (CAPG), relative to a request for support for their 2024 Annual Conference in Halifax, Nova Scotia, for the Board’s information. **(Pages 19 - 20)**

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

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

RES 4 With respect to correspondence from the Canadian Association of Police Governance (CAPG), relative to a request for support for their 2024 Annual Conference in Halifax, Nova Scotia, we authorize sponsorship in the amount of \$500.00;

AND THAT the sponsorship be paid from the Board’s Special Account;

d) Special Account (5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated May 14, 2024, relative to the disbursement of funds over the last six (6) months from the Board’s

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 4 of 5

Special Account, as per the Special Account Policy adopted November 21, 2023. **(Page 21)**

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

- e) Amendments to Procedural By-Law (10 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated May 14, 2024, relative to proposed amendments to the Board's Procedural By-law, for the Board's information. **(Pages 22 - 23)**

Tracked changes to By-law PC6-2024 as well as a draft of By-law PC13-2024, which incorporated the proposed changes to By-law PC6-2024, 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 the Procedural By-law of the Thunder Bay Police Service Board, we recommend that the Board approve the repeal of By-law PC6-2024 and the replacement of By-law PC6-2024 with By-Law PC13-2024, as presented on May 21, 2024.

AND THAT the new by-law be effective as of May 21, 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.

Explanation: The Thunder Bay Police Service 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. On March 19, 2024, PC5-2020 was repealed and replaced by By-law PC6-2024 in order to comply with the *Community Safety and Policing Act, 2019*, effective as of April 1, 2024. It is necessary and expedient to repeal and replace By-law PC6-2024 with By-law PC13-2024 by resolution adopted by the Thunder Bay Police Service Board, dated May 21, 2024.

BY-LAW NUMBER: PC13-2024

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 5 of 5

- f) Website Update (5 minutes)

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

- g) CSPA Transition (5 minutes)

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

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated May 14, 2024, relative to a progress update on the impacts of the *Community Safety and Policing Act, 2019*, for the Board's information. **(Pages 24 - 25)**

7. PETITIONS AND COMMUNICATIONS (2 minutes)

- a) Request to Obtain Training Material

Correspondence to CAPG Members from Stephen Reid – Executive Director, Canadian Association of Police Governance (CAPG), dated May 3, 2024, relative to a request to obtain existing board/commission training materials, for the Board's information. **(Page 26)**

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

8. NEW BUSINESS

9. CONFIRMING BY-LAW

RES 7

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: PC12-2024

10. ADJOURNMENT

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

DATE: APRIL 23, 2024

TIME: 10:38 A.M.

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

CHAIR: MS. K. MACHADO

PRESENT:

Ms. D. Baxter
Mayor K. Boshcoff
Councillor K. Etreni
Ms. K. Machado

ATTENDING BY ZOOM:

Mr. T. Gervais, Ministry of the Solicitor General

REGRETS:

Mr. W. Bahlieda

GUESTS:

Constable C. Woods, Thunder Bay Police
Association
Ms. T. Smith, Director – Corporate
Communications, Thunder Bay Police Service

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

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

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

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.

CARRIED

3. CONFIRMATION OF MINUTES

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

April 23, 2024

Page 2 of 8

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

With regard to the March 19, 2024 minutes, Councillor K. Etreni advised that she would not be attending the 2024 OAPSB Conference & AGM. It was also noted that Ms. K. Machado and Mr. W. Bahlheda would not be attending.

MOVED BY: Ms. D. Baxter

SECONDED BY: Councillor K. Etreni

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

CARRIED

4. PRESENTATIONS

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

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

With the use of a PowerPoint presentation, Constable Woods provided an overview on the transition to the *Community Safety and Policing Act, 2019* as well as compliance, and responded to questions. He noted that the biggest changes would be with equipment and uniforms.

He reported on the new oversight bodies, including the Inspectorate of Policing and the Inspector General of Policing, and the move to make training standards consistent across the province.

Suspension with Pay has a high threshold and is at the discretion of the Chief. Suspension without Pay has been expanded under the new Act.

Implementation will take more time and money, with possibly up to a one-year timeframe.

Concerns about the expense of equipment needed were raised. Constable Woods noted that the provincial government will not be providing funding for implementation of some of the aspects of the new Act; however, in some areas the Service already has the now required equipment in place so that the impact of equipment costs are mitigated.

It was noted that several policies will either have to be developed and/or updated to reflect the new Act.

b) Thunder Bay Police Service Communication Strategy

Ms. T. Smith, Director of Corporate Communications for the Thunder Bay Police Service, provided a brief overview of the Police Service's Communications Strategy and responded to questions.

Mr. J. Hannam, Secretary, noted that the Board will be discussing their own communication strategy next month.

5. REPORTS OF COMMITTEES

a) Governance Committee

Committee Chair, Ms. Denise Baxter, provided an overview relative to the activities of the Governance Committee and reported that policies are in the process of being developed. The Committee is moving ahead with the DEI framework that will require extensive consultation with the public. The Board has secured the services of Dr. David Akca to develop policies.

i. Use of Artificial Intelligence Technologies

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.

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 provided an overview of the policy and noted that the draft policy was circulated to members of the Governance Committee for their input. Reference to the *Police Services Act* will be updated with references to the *Community Safety and Policing Act, 2019*. This policy is being presented to the Board for their consideration.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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.

CARRIED

b) Labour Relations Committee

Ms. K. Machado provided an overview relative to the activities of the Labour Relations Committee. She reported that the Bargaining Committee has begun collective bargaining with the Police Association; there are no further updates at this time.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Quarterly Complaints

Report No. 13/24 (Police) relative to the summary of complaints for Q1 of 2024 (January, February, March 2024), was presented for the Board's information.

Staff Sergeant J. Rybak, Thunder Bay Police Service, provided an overview relative to the above noted and responded to questions. He noted that these types of complaints are with the OIPRD, and are related to complaints regarding the conduct of officers. These types of complaints come through the Chief of Police or when the Chief of Police is required to provide notice of misconduct to the Complaints Director of the Law Enforcement Complaints Agency (LECA). Staff Sgt. Rybak also noted that there are currently no complaints that have engaged LECA legislation.

b) First Quarter Variance Report – Thunder Bay Police Service

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, 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.

There are no significant variances at end of Q1, but expenses are currently trending as unfavourable.

A brief discussion was held relative to the Service's contract with the Thunder Bay Regional Health Sciences Centre.

The Service continues to look for partnership opportunities.

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

April 23, 2024

Page 5 of 8

7. GENERAL MATTERS

a) First Quarter Variance Report – Thunder Bay Police Service Board

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, was provided for the Board's information.

Mr. J. Hannam, Secretary to the Board, provided an overview relative to the above noted, and report that there is no unfavourable variance at this point.

b) Thunder Bay Police Service Board – Staffing Recommendation

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.

Memorandum to the Thunder Bay Police Service Board from Karen Machado, Denise Baxter and Donna Smith, dated April 22, 2024, relative to a Board Staffing Recommendation, was distributed separately to Board members by email on April 22, 2024.

Ms. D. Baxter provided an overview of the April 22, 2024 Memorandum, and noted that there is a budget of \$250,000 to service the Board with support staff for this fiscal year. Option 1 and 2, presented at the March 19, 2023 Regular Session of the Board, were reviewed.

Discussion was held on the hiring process. The positions will be filled through an RFP process. It was the consensus of Board members to limit the lengths of the contracts to two (2) years.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

With respect to the Memorandum regarding the Thunder Bay Police Service Board Recommendation dated April 22, 2024, as presented at the April 23, 2024 Regular Session of the Board, we recommend that the Board approve Option 2 to hire additional contractors;

AND we further recommend that the Board develop an agreement for each of the contractors outlining the terms, including roles and responsibilities, rates, expected hours with flexibility for additional hours as needed, perhaps with an upset limit.

CARRIED

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

April 23, 2024

Page 6 of 8

Chair K. Machado thanked Ms. Donna Bain Smith and Ms. Denise Baxter for their extensive work on this matter.

c) Board Committee Structure

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, was provided for the Board's information.

Ms. K. Machado, Board Chair, provided an overview relative to the above noted. It was noted that the proposed Finance Committee would be responsible for the budget and the finances.

Terms of Reference will be required for both of the proposed committees, and the Chair will be ex-officio on both committees.

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

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. Denise Baxter
 2. Karen Machado

Communications Committee comprised of 2 members of the Board.

Board members: 1. Councillor Kasey Etreni
 2. Mayor Ken Boshcoff

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

CARRIED

Member W. Bahlieda (absent from this meeting) will be contacted about possible interest in sitting on either of these committees.

d) Website Update

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

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

April 23, 2024

Page 7 of 8

The website and Board templates have been updated to reflect the new name (Thunder Bay Police Service Board) under the new Act.

There will be media releases to the public, inviting them to visit the website to review and comment on the draft policies as they are posted (deadlines to comment will be included). Recommendations tables will be updated on a monthly basis.

e) CSPA Transition

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

Mr. J. Hannam, Secretary, provided an overview and noted that the transition is well in hand.

Templates and website have been updated to reflect the new name of the Board.

Items in the new Act for consideration by the Board include (but are not limited to) Board composition, board training (initial mandatory training has been completed by all Board members), and a diversity plan (hiring diverse candidates for the Police Service).

The Board's Procedural By-law, updated at the March meeting, will undergo some further revisions.

f) OCPC Chart – Summary of Recommendations

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

Mr. J. Hannam, Secretary, suggested that the tracking of these recommendations from the Sinclair Report can now be dropped as the Governance Committee is dealing with them.

Chair of the Governance Committee, Ms. D. Baxter, committed to providing a written report on the progress as these recommendations are addressed.

8. PETITIONS AND COMMUNICATIONS

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, was provided for the Board's information.

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, was provided for information

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

April 23, 2024

Page 8 of 8

purposes only.

Mayor K. Boshcoff wanted the public to know about the range of communications that come across the Mayor's desk. Mayor Boshcoff noted that he is pleased with how the Chief's office is handling these types of comments and complaints.

9. NEW BUSINESS

There was no New Business presented

10. CONFIRMING BY-LAW

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

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

CARRIED

11. ADJOURNMENT

The meeting was adjourned at 12:20 p.m.

TO:	Thunder Bay Police Service Board
FROM:	Denise Baxter – Chair, Governance Committee
DATE:	May 14, 2024
SUBJECT:	Governance Committee Update

Over the past month, the Governance Committee has largely been focused on working towards the strategic objective of hiring a new Deputy Chief of Police – Administration, working with the professional search firm Odgers Berndtson.

At the same time, the committee has reviewed and advanced the Artificial Intelligence Use policy to the Board (adopted by the Board at its April meeting), and will be recommending a policy on appointments to Board committees at the June meeting of the Board; bringing us to a total of 8 foundational governing policies adopted by the Board in the last 6 months. There is of course still much work left to come.

The three working groups of the committee have met and continue to work on their assignment recommendations, focusing on the priorities set by the Board. Focused community engagement in support of a Diversity, Equity and Inclusion Framework – which will provide the Board with a lens to be applied to policy review and development, and the general work of the Board – has recently begun and should be concluded in the next few weeks.

The public is invited to review the progress on report recommendations on the Board’s website which will be updated on a monthly basis.

**THUNDER BAY DISTRICT CRIME STOPPERS INC.
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED JULY 31, 2023
(UNAUDITED – SEE COMPILATION ENGAGEMENT REPORT)
(with comparative figures for the year ended July 31, 2022)**

	<u>2023</u>	<u>2022</u>
Revenue		
Fund Raising	\$ 26,548	\$ 17,976
Less: fundraising costs	<u>8,759</u>	<u>5,138</u>
Net fundraising amount	17,789	12,838
Donations	2,159	3,284
Interest and other income	<u>29</u>	<u>4</u>
Total revenues	<u>19,977</u>	<u>16,126</u>
Expenses		
Bank charges and interest	176	602
Insurance	3,023	3,244
Legal and accounting	629	1,099
Office	1,613	3,121
Program costs	6,489	6,310
Public Awareness	549	394
Rent	2,495	2,495
Rewards	200	150
Travel	<u>200</u>	<u>0</u>
Total expenses	<u>15,374</u>	<u>17,415</u>
Excess (Shortfall) of revenue over expenditures for the year	\$ <u>4,603</u>	\$ <u>(1,289)</u>

(The accompanying notes form an integral part of this financial information.)

35TH ANNUAL CAPG CONFERENCE

Halifax
2024

August 8 - 11, 2024
THE WESTIN NOVA SCOTIAN



HALIFAX



CAPG 35TH ANNUAL CONFERENCE

SAVE THE DATE

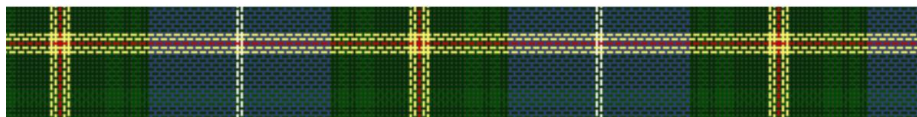


CAPG 35TH ANNUAL CONFERENCE

Where **Governance**
Meets **Public Safety**

TRANSFORMING POLICING IN CANADA

AUG 8-11 • HALIFAX, NS



CAPG's 2024 Annual Conference - CAPG Members Only Early Bird Pricing (Until May 31st)

\$875.00

- **DESCRIPTION**

CAPG's 2024 Annual Conference - CAPG Members Only Early Bird Pricing (Until May 31st)

REFUND POLICY:

Refunds of 50% will be issued if cancellation is made before June 30, 2024.

Refunds of 25% will be issued if cancellation is made before July 31, 2024. No refunds after August 1, 2024, but substitution of delegate is allowed.

Accommodations:

Westin Nova Scotian

1181 Hollis St, Halifax, NS B3H 2P6

CAPG Conference Rate: \$289 CAD per night plus taxes

Call: 902.421.1000

Room Block: Held to Monday, July 8, 2024 (last day to book under the CAPG block)

REFUND POLICY:

Refunds of 50% will be issued if cancellation is made before June 30, 2024.

Refunds of 25% will be issued if cancellation is made before July 31, 2024. No refunds after August 1, 2024, but substitution of delegate is allowed.



CAPG 35TH ANNUAL CONFERENCE

Where Governance Meets Public Safety

TRANSFORMING POLICING IN CANADA

AUGUST 8 - 11, 2024

April 26, 2024

Malcolm Mercer
Thunder Bay Police Services Board

Dear Malcolm:

RE: 2024 CAPG CONFERENCE – “Where Governance Meets Public Safety: Transforming Policing in Canada”

We are excited to update you about the 2024 Annual Conference of the Canadian Association of Police Governance (CAPG). The conference begins on Thursday, August 8, with a one-day First Nations Police Governance Council (FNPGC) and a number of keynote speakers. The FNPGC program will include thought-provoking sessions looking at Indigenous policing through a variety of informative lenses. It will also feature hands-on sessions where delegates can develop useful tools for their own First Nations governance authorities.

From Friday, August 9, through Sunday, August 11, the CAPG Conference will explore the theme ‘*Where Governance Meets Public Safety: Transforming Policing in Canada*’. The opening keynote address will be presented by the Hon. Dr. Wanda Thomas Bernard, Senator. (Senate of Canada)

The CAPG Conference will explore the various topics/challenges facing policing in Canada today, including:

- Recruitment and retention strategies for police services
- Working with different levels of government to address the unhoused
- The role of a changing police culture in Canada
- Emergency preparedness and evacuation
- Police board/commission communication strategies for building public trust
- Assessing the right programs and products for front-line mental health
- How evidence-based policing can help boards/commissions with strategic planning
- What police services boards/commissions need to know about discipline

The conference committee has strived to create balance in each program, providing delegates with useful tools, the opportunity for rich dialogue, and knowledge that can be applied in their own police governance roles. The also emphasize cultural and social opportunities to network and explore what Halifax has to offer.

Events such as this one are obviously expensive to run, which is why we are writing to you today as a



CAPG 35TH ANNUAL CONFERENCE

Where **Governance** Meets **Public Safety**

TRANSFORMING POLICING IN CANADA

AUGUST 8 - 11, 2024

member of your police service board/commission to ask for your support of this premier conference. Your contribution helps keep the registration fees for our delegates at a sustainable level that even the smallest of police boards and commissions are able to afford.

There are a variety of sponsorship opportunities available that can be tailored specifically to you, maximizing your visibility and recognition as a supporter of this important event. Sponsorship of the CAPG Conference isn't simply about funding. It is about emphasizing to your peers that you are a champion of excellence in municipal police governance in Canada, and that you believe in the values of integrity, transparency, and accountability. It is a valuable opportunity to raise your organization's profile through branding and recognition of your commitment to civilian governance and social responsibility.

We are sincerely grateful for your contribution, participation, and commitment to making the conference experience unique and rewarding for everyone who attends. Please visit the CAPG Conference website at <http://capgconference.ca/> to download the sponsorship application and find out more about the opportunities available.

We look forward to hearing back from you. In the meantime, if you have any questions, please do not hesitate to contact us.

Please feel free to contact me, at 416.435.4455 or via email at sreid@capg.ca to discuss how you can take advantage of this unique and very limited opportunity.

Yours truly,

Stephen Reid
Executive Director

TO:	Thunder Bay Police Service Board
FROM:	John S. Hannam, Secretary
DATE:	May 14, 2024
SUBJECT:	Special Account Summary

The Board’s Special Account Policy, adopted at the Board’s meeting of November 21, 2023, requires that “approximately every six months” the Secretary reports on the activities in the Account and decisions of the Special Account Policy Committee.

As of the end of October 2023, the balance of the account was \$64,139.31. Since that date the account has been credited in the amount of \$ 2,484.61, from the auction of found properties, with disbursements of \$20,500 broken down as follows:

Pink Mafia Productions	\$500*
TBPA Parade of Lights	\$1,000 (annual commitment)
Coldest Night of the Year	\$1,500*
L.U. Powwow	\$1,500*
TB Police Youth Corps	\$3,500 (annual commitment)
TBPA Polar Bear Plunge	\$1,000*
TBAVS (Victim Services)	\$10,000
1 st Responder Hockey Tournament	\$1,500*

All requests were circulated to Board members for comment to assist the Committee in reaching its decisions; those marked above with an asterisk invited sponsorship at varying levels, with the Committee settling on the amounts listed, based in part on past sponsorships of the same activity or those of a similar nature.

As of April 4, 2024 the balance of the account rests at \$46,601.94, after the forgoing activity and bank fees.

TO:	Thunder Bay Police Service Board
FROM:	John S. Hannam, Secretary
DATE:	May 14, 2024
SUBJECT	Procedural By-law Amendments

As Board members will recall, the Board's Procedural Rules By-law was repealed and replaced in March 2024, primarily to incorporate and comply with changes in Board operations provided for in the *Community Safety and Policing Act, 2019* (the Act).

Following the March meeting, Tom Gervais, Police Services Advisor, provided a review of the by-law noting a number of considerations for further amendments. Mainly these included conflicting references (between Articles), some grammar and typographical errors, and language that required more clarity and/or conflicted with the Act. Presented for the Board's consideration is a copy of the by-law with responding changes tracked, as well as a 'clean' copy of the by-law with the changes incorporated. In addition to those amendments made in response to Mr. Gervais' review are some additional changes that Administration made in the process of re-reading the by-law. While the number of changes presented here are not overly numerous it is Administrations recommendation that the by-law be again repealed and replaced to ease reference to it; rather than having both an amending by-law and the main by-law to refer to, given the length of the document.

One matter raised by Mr. Gervais was the use and reference in the by-law to a 'term of the Board'. Mr. Gervais quite rightly points out that the Act does not speak to or establish a term for the Board; indeed it is silent on it. As members will know those appointed to the Board by the Province hold office for 1-3 years, depending on their individual appointment. And of course those appointed by the municipality hold office for the term of the municipal council. However, while a formal term of the Board may not be set in the Act, there is procedural and operational advantages to adopting a term with respect to the proceedings of the Board and its Committees. Since 3/5^{ths} of the Board follow the municipal council term, and that membership potentially changes on that cycle, using the 4 year term has some logic on that basis alone.

Further, adopting the structure of a term readily supports proceedings such a cyclical review of committees, policies, and procedurally the handling of reconsideration of prior decisions and the limits thereof. One critical area that the use of a term for the Board also supports is the confidentiality of documents; best practice instructs that members should only have access to confidential documents that arise during their appointments, and for past documents that no access is granted from prior terms of the Board, and member appointments, unless a current matter demands it. The structure of a term of the Board simply helps reinforce all of these

THUNDER BAY POLICE SERVICE BOARD

applications, and so Administration recommends – as provided for in the by-law – that the Board continue to do so.

With respect to the by-law and its further amendments, the following motion is presented for the Board’s consideration;

“With respect to the Procedural By-law of the Thunder Bay Police Service Board, we recommend that the Board approve the repeal and replacement of the Procedural By-law. PC6-2024, as presented on May 21, 2024.”

TO: Thunder Bay Police Service Board

FROM: John S. Hannam, Secretary

DATE: May 14, 2024

SUBJECT: **CSPA Impacts – Progress Update**

At its March 2024 meeting, the Board received a report highlighting the significant changes impacting the Board's operations, responsibilities and duties with the enactment of the *Community Safety and Policing Act, 2019* (the Act). The report was presented as a high level plan in response to those impacts. This memo provides a brief outline of the status of the various items in that report.

1. Name change – changes have been completed on all Board documents, templates, and communication channels such as the Board's website and social media accounts.
2. Size of the Board – review of the option to increase the size of the Board is not expected to be brought forward until later this year.
3. Board Training – the first module of required training under the Act has been completed by all members of the Board. Next modules are not expected to be available until the fall.
4. Diversity Hiring Plan – Members of the Labour Relations Committee and Working Group 'B' of the Governance Committee are engaged on the development of the required plan. Timing for a draft plan is undetermined at this point.
5. Chief of Police Evaluation - assigned to the Labour Relations Committee, targeting draft proposal to the Board in June.
6. Secondary Activities and Discipline (reporting and policy). The reporting timing has been addressed in the addendum to the Information Sharing Policy, with policy development outstanding.
7. Strategic Planning – Scope of work for external consultant has been completed with call for proposals underway. Fall completion remains as targeted timing.
8. Annual Report – At the May meeting of the Board, a revised Communications Strategy is scheduled to be presented, which includes addressing the general content and development of the Annual Report. It is anticipated that an initial report will be ready by October, with the first full annual report to be delivered in the spring of 2025, in advance of the June 30th deadline.
9. Committees, Delegation of Authority, Closed Meeting Rules – at the March meeting the Board adopted a new procedural by-law that addressed the various changes affecting the Board's meeting and committee. Further amendments to the by-law will be considered at the May meeting.
10. Disclosure of Misconduct – required procedures expected by the end of June 2024.

THUNDER BAY POLICE SERVICE BOARD

11. Policies, various – specific policy requirements have been added to the work of the Governance Committee and integrated into their list of report recommendations. Timing of completing specific policies will vary over the coming months.

Additional work on impacts of the Act has included engagement with the City of Thunder Bay regarding a diversity plan for Board member appointments, along with the requirements for Police Records Checks, analysis of the regulation regarding remuneration of provincial appointees is underway, and LECA has been contacted in an effort to clarify the process for Board members' duties under Section 155 of the Act (forwarding complaints).

Date: Friday, May 3, 2024
From: Stephen Reid <sreid@capg.ca>
Cc: Tarah Hodgkinson <thodgkinson@wlu.ca>

Dear CAPG Member,

Subject: Developing national training workshops on police governance - request to obtain existing board/commission training materials

Over the last few years, we have been examining the alignment gap in Canadian policing and the governance gap in Canadian police oversight. We have presented these findings at the last two CAPG conferences in Saskatoon and St. John's and in CAPG webinars. We have overwhelmingly found that police service boards and commissions are seeking more guidance and training to carry out their roles and responsibilities.

In response to these requests, we are organizing a series of training workshops across Canada for CAPG members funded by CAPG and the federal government. More information on these workshops will be available very soon.

In preparation for these workshops, we are requesting that police service boards and commissions share their current training documents with the organizing team. These materials will help set the foundation for the workshops by identifying commonalities, differences, and opportunities for expansion. These materials may include PowerPoint decks, websites, memos, booklets, and more. These materials will only be used to support these workshops and will not be replicated or shared elsewhere.

If interested, please send any and all materials to Dr. Tarah Hodgkinson at thodgkinson@wlu.ca (cc'd here).

Please don't hesitate to reach out if you have any questions or want any additional information.

Sincerely,

Tarah

Stephen Reid
Executive Director
Canadian Association of Police Governance
78 George Street, Suite 204
Ottawa, Ontario
K1N 5W1

(416) 435 4455 (c)