



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

Date: TUESDAY, JUNE 18, 2024

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

Time: 10:30 A.M.



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

TUESDAY, JUNE 18, 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 Sixteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on June 18, 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 Thirteenth Session (Regular) and of the Fourteenth Session (Special Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on May 21, 2024 and May 29, 2024 respectively, to be confirmed. **(Pages 6 - 15)**

RES 2

THAT the Minutes of the Thirteenth Session (Regular) and of the Fourteenth Session (Special Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on May 21, 2024 and May 29, 2024 respectively, be confirmed.

4. REPORTS OF COMMITTEES

a) Governance Committee (5 minutes)

Memorandum to the Thunder Bay Police Service Board from Member Denise Baxter, Chair – Governance Committee, dated June 10, 2024, for the Board’s information. **(Page 16)**

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

i. Approval of Policy – Appointees to Committees (5 minutes)

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

June 18, 2024

Page 2 of 4

Draft Policy for Appointees to Committees for the Thunder Bay Police Service Board, for the Board's information. **(Pages 17 - 19)**

Councillor K. Etreni 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 "Appointees to Committees for the Thunder Bay Police Service Board", as presented at the June 18, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board adopt the policy as a policy of the Board.

b) Labour Relations Committee (5 minutes)

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

5. REPORTS OF THE THUNDER BAY POLICE SERVICE (15 minutes)

a) Semi-Annual Report – TBPS Joint Health & Safety Committee

Report No. 17/24 (Police) relative to the Thunder Bay Police Service Joint Health & Safety Committee Semi-Annual Report, for the Board's information. **(Pages 20 - 22)**

Inspector G. Snyder, Thunder Bay Police Service Joint Health & Safety Committee, to provide an overview relative to the above noted.

b) Use of Artificial Intelligence Report

Memorandum to the Thunder Bay Police Service Board from Detective Inspector J. Pearson, dated June 10, 2024, relative to an update on BriefCam, for the Board's information. **(Page 23)**

Detective Inspector J. Pearson, Thunder Bay Police Service, to provide an overview relative to the above noted.

c) Update on the Police Service in the Community

Chief of Police D. Fleury to provide an update on Police Service participation during Pride Month and on National Indigenous Peoples Day.

6. GENERAL MATTERS

a) Police Board Evaluation (10 minutes)

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

June 18, 2024

Page 3 of 4

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated June 10, 2024, relative to a Board Evaluation Proposal, as well as correspondence to John Hannam, Secretary, from Gord Wickham - tgW Consulting, dated June 3, 2024, relative to a draft work plan and budget for a police board assessment and evaluation, for the Board's information. **(Pages 24 - 29)**

Mr. J. Hannam, Secretary, to provide an overview relative to the above noted and will be seeking approval to proceed with the annual evaluation of the Board's performance.

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

RES 4

With respect to establishing an annual Board assessment and evaluation process, we recommend that the Thunder Bay Police Service Board approve the engagement of tgW Consulting as a single source vendor to coordinate and support the process in 2024, as outlined to the Board at its June 18, 2024 meeting;

AND THAT the Board Chair and Secretary be authorized to execute any necessary documentation in support of this purchase;

AND THAT the Board Secretary work with tgW Consulting to assist in putting the evaluation process in place.

b) Monthly Budget Update

(5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated June 12, 2024, relative to an update on the 2024 Police Service Board Budget, for the Board's information. **(Pages 30 - 31)**

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

c) CSPA Transition

(5 minutes)

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

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

7. NEW BUSINESS

8. 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:

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

June 18, 2024

Page 4 of 4

1. A By-law to confirm the proceedings of a Regular Session of The Thunder Bay Police Service Board, this 18th day of June, 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: PC15-2024

9. ADJOURNMENT

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

DATE: MAY 21, 2024

TIME: 10:35 A.M.

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

CHAIR: MS. K. MACHADO

PRESENT:

Mr. W. Bahlieda
Ms. D. Baxter
Mayor K. Boshcoff
Ms. K. Machado

REGRETS:

Councillor K. Etreni

GUESTS:

Constable Jeff Elvish, Thunder Bay Police
Association
Inspector J. Dampier, Thunder Bay Police
Service

OFFICIALS:

Mr. D. Fleury, Chief of Police
Mr. R. Hughes, Deputy Chief of Police
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

Under New Business, Councillor Kasey Etreni requested the Board consider what they would like the City's Intergovernmental Affairs Committee to advocate for on their behalf at the AMO meeting in August, 2024.

Mr. J. Hannam, Secretary, noted that presentation of the Procedural By-law has been withdrawn.

MOVED BY: Ms. D. Baxter

SECONDED BY: Mr. W. Bahlieda

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.

CARRIED

3. CONFIRMATION OF 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.

MOVED BY: Mayor K. Boshcoff

SECONDED BY: Ms. D. Baxter

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

CARRIED

4. PRESENTATIONS

a) Peer Support Team

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

Constable Jeff Elvish provided an overview of program and what they hoped to accomplish. The Peer Support Team is comprised of 17 volunteers and 2 psychologists. More counselors are needed. Service members and their families are encouraged to seek counselling when needed.

He noted that the number of work-related contacts for support has decreased dramatically since Chief Fleury has taken office.

An overview of the partnerships with Wounded Warriors of Canada and Lakehead University, as well as the Three Pillars of Support was provided – all adding to the depth and impact of the Peer Support program. Constable Elvish responded to questions about the Three Pillars: Peer Support, Critical Incident Response, and Reintegration (returning to the workplace).

Constable Elvish noted the connection between an increase in crime and mental health issues amongst Service members over the years.

Phone numbers and contact information from the entire Peer Support Team are available to members 24 hours a day so that there is always someone available to speak with.

All parties involved with a critical incident are invited to debriefings, including EMS and Fire. All first responders are in this together.

b) Pilot Project – Health Monitor Bracelets

Inspector J. Dampier provided an overview and responded to questions 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.

He noted that there is already a next generation of bracelets that will be introduced into the program. A demonstration of how it is locked and unlocked was provided.

The data being collected goes to an app in the Watch Commander's office for monitoring – heart rate, movement level, oxygen level. An alert will be sent if there is a deviation in the data.

The Police Service is in the process of updating the next generation of bracelets; policies and procedures may need to be updated with this new heart monitoring tool. Inspector Dampier noted that the program is voluntary and will not be enforced if it is refused. If anyone is appearing to have issues, they will be sent to the hospital.

c) Communication Strategy

PowerPoint Presentation from John S. Hannam, Secretary, relative to the renewal of a communication strategy for the Thunder Bay Police Service Board, was distributed separately to Board members with the Additional Information package on May 17, 2024.

Using the PowerPoint slideshow, Mr. John Hannam, Board Secretary, and Ms. Sarbjit Kaur, KAPOW Communications, provided an overview of the updated Communication Strategy and responded to questions.

It was noted that the last Communication Strategy was developed about 3 years ago. With various requirements under the new Act, and to meet the Board's obligations, particularly for an annual report, it is time to look again at updating the Board's Communication Strategy and plan for future communication initiatives.

It was noted that the Board's website has been made more robust and traffic has increased accordingly.

Mr. Hannam provided an overview on the Annual Report and how it will be reported against the Board's Strategic Plan. Under the new Act, the first Annual Report must be filed prior to June 30, 2025. The Board also have an obligation to share their information with City Council.

An overview of the schedule to roll out quarterly reports, leading to next year's annual report, was presented by Mr. Hannam and Ms. Kaur. The Board now has a Communication Committee that he and KAPOW Communications will be working with.

5. REPORTS OF COMMITTEES

a) Governance Committee

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 4 of 7

Memorandum to the Thunder Bay Police Service Board from Ms. D. Baxter, Chair – Governance Committee, dated May 14, 2024, was provided for the Board’s information.

Committee Chair, Ms. Denise Baxter, provided an overview relative to the activities of the Governance Committee. The Committee is in the process of recruiting a 2nd Deputy Chief of Police, and advancing the policy for Use of Artificial Intelligence. A policy for appointing members to committees will be presented at next month’s meeting.

The public is invited to review recommendations (directed at the Board) on the Board’s website; the status of the recommendations is updated on a monthly basis.

b) Labour Relations Committee (LRC)

Committee Chair, Mr. W. Bahlhieda, reported that the process for renewing the collective agreements with the Police Association has commenced. Both parties have met on five (5) dates. Additional meetings are being scheduled. The Bargaining Committee (a subcommittee of the LRC) is currently negotiating the Uniform Collective Agreement; work on the Civilian and Senior Officers Collective Agreements will follow.

Chair K. Machado and Vice Chair D. Baxter recognized with appreciation the work Mr. W. Bahlhieda is doing as Chair 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, was provided for the Board’s information.

Mr. J. Hannam, Secretary to the TBPSB, provided 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.

A brief discussion was held regarding the many local organizations that approach the City for

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 5 of 7

funding. Chair Machado noted that the Board's donation to Crime Stoppers will be issued from the Board's Special Account, which is not tax funded.

b) 2024 CAPG Annual Conference

Notice of the Canadian Association of Police Governance (CAPG) 2024 Annual Conference, was provided for the Board's information.

Mr. J. Hannam provided a brief overview relative to the above noted. Board members were canvassed for interest in attending the Conference. Councillor K. Etreni, absent from this meeting, will be canvassed in due course. In the meantime, she will be authorized to attend the Conference, and can confirm her attendance at a later date.

MOVED BY: Ms. D. Baxter

SECONDED BY: Mr. W. Bahlieda

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. Mayor K Boshcoff
2. Councillor K Etreni

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

CARRIED

c) 2024 CAPG Annual Conference

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.

Mr. J. Hannam, Secretary, provided a brief overview relative to the above noted.

MOVED BY: Ms. D. Baxter

SECONDED BY: Mayor K. Boshcoff

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.

CARRIED

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 6 of 7

d) Special Account

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 Special Account, as per the Special Account Policy adopted November 21, 2023.

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

e) Amendments to Procedural By-Law

Agenda item withdrawn. To be presented at a later date.

f) Website Update

Mr. J. Hannam, Secretary, provided a verbal update relative to the internal dashboard for Board members. Documents continue to be uploaded on the Member Access side of the website. He encouraged Board and Committee members to visit the site.

g) CSPA Transition

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*, was provided for the Board's information.

Mr. J. Hannam provided an overview of memorandum. The transition is progressing well.

7. PETITIONS AND COMMUNICATIONS

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, was provided for the Board's information.

Mr. J. Hannam, Secretary, provided an overview relative to the above noted, and reported that, at this time, our Board has nothing to contribute to the CAPG.

8. NEW BUSINESS

Advocacy on behalf of the TBPSB

Councillor Kasey Etreni requested the Board consider what they would like the City's

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR SESSION

May 21, 2024

Page 7 of 7

Intergovernmental Affairs Committee to advocate for on their behalf at the Association of Municipalities of Ontario (AMO) meeting in August (what topics the Board and Service would like the IAC to bring forward).

Mr. J. Hannam noted that Administration will diarize opportunities for consideration on an annual basis.

MOVED BY: Ms. D. Baxter

SECONDED BY: Mayor K. Boshcoff

With respect to the Annual Conference of the Association of Municipalities of Ontario (AMO) being held in Ottawa, Ontario from August 18 – 21, 2024;

THAT the City of Thunder Bay's Intergovernmental Affairs Committee, on behalf of the Thunder Bay Police Service Board, advocate for the establishment of a Forensic Pathology Unit in Thunder Bay.

CARRIED

9. CONFIRMING BY-LAW

MOVED BY: Ms. D. Baxter

SECONDED BY: Mr. W. Bahlieda

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police 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 21st day of May, 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

CARRIED

10. ADJOURNMENT

The meeting adjourned at 11:58 a.m.

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

DATE: MAY 29, 2024

TIME: 2:37 P.M.

PLACE: VIA ZOOM

CHAIR: MS. K. MACHADO

PRESENT:

Mr. W. Bahlhieda

Ms. D. Baxter

Ms. K. Machado

OFFICIALS:

Mr. J. Hannam, Secretary – Thunder Bay
Police Services Board

Ms. L. Douglas, Assistant to the Secretary -
Thunder Bay Police Services Board

REGRETS:

Councillor K. Etreni

Mayor K. Boshcoff

GUEST:

Mr. J. Veltri

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: Mr. W. Bahlhieda

With respect to the Fourteenth Session (Special Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on May 29, 2024, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3. GENERAL MATTERS

Board Support for ONWA Initiative

The following information was provided for the Board:

- Correspondence to Karen Machado, Chair - Thunder Bay Police Service Board from Cora McGuire-Cyrette, CEO – Ontario Native Women’s Association, dated May 4, 2024, relative to a request for support and partnership in the development of an Urban Indigenous Community Safety Plan for Indigenous women in Thunder Bay.

THUNDER BAY POLICE SERVICE BOARD

SPECIAL REGULAR SESSION

May 29, 2024

Page 2 of 3

- Draft Letter of Support for the development of an Urban Indigenous Community Safety Plan for the City of Thunder Bay.
- Draft Joint Press Release: Development of Urban Indigenous Community Safety Plan in Thunder Bay.

Mr. Jason Veltri provided an overview relative to the above noted information.

An overview of his meeting with ONWA was provided. He noted that ONWA has begun work in establishing a working group on community safety with the Thunder Bay Police Service. ONWA is also working on obtaining federal funding through an Urban Indigenous funding stream. An Urban Indigenous Community Safety Plan would be the first of its kind in Canada to offer off-reserve safety for Indigenous women and girls.

Discussion was held relative to the Board participating as a signatory to this initiative. It was noted that it fits with the Board's strategic initiatives to ensure community safety. This is a start of something very unique, and a good news story that has come from tragedy.

Chair Machado noted that the City of Thunder Bay has already signed on to this initiative.

Discussion was held about the availability of funding for an officer to be assigned to this program. ONWA and its partners will apply for funding. There is an indication that administrative expertise and services, etc. could be covered, including lawyers' fees. If it's included in the proposal/application, the secondment of an officer may be covered as well.

The purpose of ONWA's proposal/application will be to hire a facilitator for this initiative, to draft a community safety plan and work with its partners. The next step would be implementation.

MOVED BY: Ms. D. Baxter
SECONDED BY: Mr. W. Bahlheda

With respect to the correspondence to Karen Machado, Chair - Thunder Bay Police Service Board from Cora McGuire-Cyrette, CEO – Ontario Native Women's Association, dated May 4, 2024, as presented at the May 29, 2024 Special Regular Session of the Board;

We support and endorse the development of an Urban Indigenous Community Safety Plan for the City of Thunder Bay as part of Public Safety Canada's Aboriginal Community Safety Planning Initiative (ACSPI);

AND we authorize the Chair to speak on behalf of the Board in the Press Release.

CARRIED

THUNDER BAY POLICE SERVICE BOARD

SPECIAL REGULAR SESSION

May 29, 2024

Page 3 of 3

Mr. J. Veltri will advise ONWA that the Board is in support of this initiative.

4. NEW BUSINESS

There was no New Business presented.

5. CONFIRMING BY-LAW

MOVED BY: Ms. D. Baxter

SECONDED BY: Mr. W. Bahlieda

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

1. A By-law to confirm the proceedings of a Special Regular Session of The Thunder Bay Police Service Board, this 29th day of May, 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: PC13-2024

CARRIED

6. ADJOURNMENT

The meeting adjourned at 2:55 p.m.

TO: Thunder Bay Police Service Board

FROM: Member Denise Baxter, Chair - Governance Committee

DATE: June 10, 2024

SUBJECT: **Governance Committee Update**

Over the past month the Governance Committee has been working and responding to draft policies and reports via email; the Appointment to Committees policy being presented at the June Board meeting being one. Also being presented to the Board at its June meeting is a proposal for an annual evaluation process of the Board itself, following review by the Governance Committee. The former arises out of both recommendations for a board committee structure found in the Sinclair Report, and the recognition by Board members that a formalization of an appointment process will be of benefit both to the Board and appointees. The latter arises from a recommendation from the Expert Panel, to both provide valuable feedback to the Board on its work as well as inform the public of work of the Board.

At this writing, a meeting of the Committee is being scheduled for late June to review a number of items.

In late May, the Committee met to undertake interviews in the recruitment of the Deputy Chief of Police – Administration; that process continues at this time.

I would like to thank the members of the Committee, both those that are Board members and those from the community, whose willingness to share their expertise, knowledge and time has been invaluable.

Appointees to Committees for the Thunder Bay Police Service Board

Policy No: TBPSB-GOV-XX

Date Approved:

Next Review Date:

Dates Amended:

Policy Statement

1. The Thunder Bay Police Service Board (Board) recognizes that the governance of a Police Service is a significant public responsibility, and the Board strives for excellence in police governance. While it is the legislative mandate of the Board to make the final decisions on matters that affect the Thunder Bay Police Service, the Board may appoint citizens-at large to bring their knowledge to a committee to assist with a committee's mandate.
2. Therefore, it is the policy of the Board to establish the expectations and protocols for Board appointees as committee members.
3. Failure to comply with this policy is grounds for termination of appointment.

APPLICATION AND SCOPE

It is the goal of the Board to have committee representation come from within the Board, however, when, for various reasons this is not possible, the Board may seek a citizen-at-large to sit on a committee. This policy applies to any citizen-at-large chosen to sit on any committee for, or, on behalf of the Board.

Citizens who are appointed to internal committees of the Board, will provide advice, recommendations, and information through the Committee to the Board, on those specialized matters which relate to its purpose.

Citizens who are appointed to external committees to the Board, while representing the Board, will bring their knowledge and experience to assist in the specific committee mandate, while ensuring the goals, objectives and direction of the board is front and center.

POLICY GUIDELINES

1. Appointments

The vacancy for a citizen-at-large to sit on a committee (internal or external), as a Board appointee, shall be advertised on the Board's website. Appointments are to be made at the commencement of a Board term, whenever possible. Candidates from diverse backgrounds are encouraged to apply. The Board is committed to building committees with a variety of backgrounds and skills while reflecting our diverse community. The skills sets or diversity requirements being sought for an appointee, if any, will be identified in the advertisement.

Appointees wishing to resign their appointment shall submit their resignation in writing to the Board Chair. When the resignation is received by the Board Chair, the Board Chair shall consider the need to replace the appointee with a Board member, a citizen-at-large, or neither, having regard to the remaining length of time in the term. If the Board Chair deems it advisable to replace the appointee with a citizen-at-large, then the vacancy for the citizen-at-large shall be advertised on the website and citizens shall be invited to apply to fill the vacancy.

2. Term of Appointment

Appointments to committees shall be in accordance with the individual committee's terms of reference.

3. Maximum Length of Service

Terms of reference for the committee, will determine the maximum length of service.

4. Remuneration

Committee appointees shall serve without remuneration.

5. Orientation

As per policy [TBPSB-GOV-01, Board and Committee - Orientation and Training](#) each newly appointed member of a committee is required to complete:

- a) orientation provided by the Board Secretary and other persons that may be appropriate;
- b) approved mandatory training provided by the Ontario Minister of Solicitor General.

An appointed member cannot exercise their powers to perform their duties of their position until the above orientation and training is complete.

6. Attendance at Meetings

It is expected that appointees will attend all committee meetings. However, the Board understands that situations arise where this target cannot be met. The minimum expectation is 75% of regular committee meetings. Should an appointee not meet 75%, they must contact the Board Chair to determine whether the continuation of their appointment is appropriate.

7. Reports

Appointees sitting on committee's external to the Board, shall prepare and send a summary, in written format, within 30 days of their committee meeting, to the Board Secretary and the Board Chair. This appointee report shall accurately represent the views of the external committee. This report will be on the Board's next agenda for information purposes. If the Board Chair determines that a presentation is required from the appointee regarding the report, the Board Chair will invite the appointee to the next available Board meeting.

Appointees sitting on committee's internal to the Board will report to the Chair through their committee reporting structure.

8. Conduct

All appointees shall, when carrying out their committee responsibilities:

- a) abide by the provisions of the Ontario Human Rights Code, Thunder Bay Police Board policies, the Code of Conduct in the Community Safety and Policing Act 2019, and any other applicable related statutes and, in doing so, shall treat every person, including other committee members, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination;
- b) act in the best interest of the Board;
- c) seek to advance the common good of the community which they serve; and
- d) truly, faithfully, and impartially exercise their duties to the best of their knowledge and ability.

All appointees shall:

- a) demonstrate due diligence in preparing for meetings, special occasions, or other committee related events;
- b) demonstrate professionalism, transparency, accountability, and timeliness in completing any tasks or projects undertaken by the committee;
- c) conform to relevant legislation, by-laws, policies, and guidelines; and
- d) contribute in a meaningful manner, offering constructive comments.

All advisory appointees shall also:

- a) as a representative of the board, take their direction from the board in all matters.

In the performance of their duties, all appointees shall not:

- a) place themselves in a position where a member is under obligation to any person who might benefit from special consideration or favor or who might seek preferential treatment in any way;
- b) accord preferential treatment to relatives or to organizations in which the member, his or her child, parent, or spouse, have an interest, financial or otherwise;
- c) place themselves in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions; and
- d) benefit from the use of information acquired during their official duties which is not generally available to the public.

Where an appointee believes they have a conflict of interest in a particular matter, they shall:

- a) remove themselves from the table for the duration of time that the matter is being considered;
- b) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
- c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

[Statutory Authority/References](#)

1. Legislative Authority: Section 35 of the Community Safety and Policing Act, 2019



Thunder Bay Police Service

Date of Report: June 7, 2024
Date of Meeting: June 18, 2024
Report No: 17/24

Chair and Members
Thunder Bay Police Services Board

SUBJECT

TBPS Joint Health & Safety Committee Semi-Annual Report

REPORT SUMMARY

This is a review of the activities of the TBPS Joint Health and Safety Committee since the last Board report in October 2023. The incidents reported are broken down into three portions, the final quarter of 2023, the final report for the 2023 calendar year and year to date in 2024. Going forward in compliance with our internal Administrative Reporting Procedure, Health and Safety Committee reporting will occur twice annually in January and June.

In the final quarter of 2023, 13 WSIB injury on duty reports were submitted by TBPS members. The following is a breakdown of these workplace injuries:

1. Seven were related to strains or impact injuries sustained due to a physical altercation with an individual that was being taken into custody.
2. Three were related to PTSD from work related traumatic event exposures.
3. One was related to exposure to an infectious disease resulting from an arrested individual spitting in the face of an officer.
4. One was related to a slip and fall outdoors. (cuts and scrapes)
5. One was related to a slip indoors. (strain)

There was lost time in three of the incidents, two being for PTSD from work related traumatic event exposures and one due to the indoor slip and fall.

In the 2023 calendar year, 80 WSIB injury on duty reports were submitted by TBPS members.

The following is a breakdown of these workplace injuries:

1. Twenty-six were related to strains or impact injuries sustained due to a physical altercation with an individual that was being taken into custody.
 - 32.5% of total injuries sustained at work.
 - 1 injury resulted in lost time from work.
2. Eighteen were related to PTSD from work related traumatic event exposures.
 - 22.5% of total injuries sustained at work.
 - 15 injuries resulted in lost time from work.

3. Seven were related to exposure to an infectious disease resulting from an arrested individual spitting in the face or biting an officer.
 - 8.75% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
4. Seven were related to a slip and fall outdoors. (cuts and scrapes)
 - 8.75% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
5. Four were related to smoke exposure.
 - 5% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
6. Three were related to a slip indoors. (strain)
 - 3.75% of total injuries sustained at work.
 - 1 injury resulted in lost time from work.
7. Three were related to a dog biting an officer.
 - 3.75% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
8. Three were related to police training.
 - 3.75% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
9. Two were related to motor vehicle collisions.
 - 2.5% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
10. One was related to an exposure of an infectious disease.
 - 1.25% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
11. Six were related to minor workplace injuries, eg cuts, pinches, impacts, strains.
 - 7.5% of total injuries sustained at work.
 - 2 injuries resulted in lost time from work.

Year to date in 2024, to June 7th, 2024, there have been a total of 31 WSIB injury on duty reports submitted by TBPS members. The following is a breakdown of these workplace injuries:

1. Eleven were related to strains or impact injuries sustained due to a physical altercation with an individual that was being taken into custody.
 - 35.5% of total injuries sustained at work.
 - 1 injury resulted in lost time from work.
2. Six were related to PTSD from work related traumatic event exposures.
 - 19% of total injuries sustained at work.
 - 5 injuries resulted in lost time from work.
3. Four were related to motor vehicle collisions
 - 13% of total injuries sustained at work.
 - 1 injury resulted in lost time from work.
4. Three were related to exposure to an infectious disease resulting from an arrested individual spitting in the face or biting an officer.
 - 9.75% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.

5. Two were related to police training.
 - 6.5% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
6. Two were related to minor workplace injuries, eg. cuts, pinches, impacts, strains.
 - 6.5% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
7. Two were related to a slip and fall outdoors. (cuts and scrapes)
 - 6.5% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
8. One was related to a dog biting an officer.
 - 3.25% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.

COMMENTS

For information of the Board.

In 2024, the Health and Safety Committee has met twice in the first half of the year and has completed two inspections noting only minor health and safety infractions which were corrected upon discovery or shortly after.

RECOMMENDATIONS

The only recommendation from the Health and Safety Committee is to continue and enhance the work being done by the Service in relation to mental health supports for officers as this is the leading cause of lost time injuries within the Service.

Respectfully submitted,



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

Prepared by: Inspector G. Snyder, TBPS Joint Health and Safety Committee



MEMORANDUM

Office of the Chief of Police

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: June 10, 2024
TO: Thunder Bay Police Services Board
FROM: Detective Inspector J. Pearson
SUBJECT: BriefCam – Update to the Board

As per the Thunder Bay Police Service policy published December 2023, the service will report to the Board, and make publicly available, twice-yearly reviews of the service's use of video analytics.

The service and the Investigative Services Branch remain committed to this process. To this end, an audit has been requested using the software's auditing capability. This audit will be conducted by an in-house subject matter expert who is not a member of the Investigative Services Branch and is independent of any of the investigations for which BriefCam has been used.

Due to scheduling, the first such report will be completed in early July 2024 with the second in December of 2024.

TO: Thunder Bay Police Service Board

FROM: John S. Hannam, Secretary

DATE: June 10, 2024

SUBJECT: **Board Evaluation Proposal**

The Expert Panel appointed by the Board, in its final report, considered the governance structure and role of the Board. And having regard for those recommendations in this realm made by former Senator M. Sinclair, the Expert Panel recommended further that the Board – “Develop and implement a system for annual evaluation of Board performance and publication of a public report card. This should be conducted by an independent external panel.”

Given that the Board was not fully constituted until September of 2023 it seemed reasonable to allow time for the Board, and its Committees, to become fully oriented and begin to make progress not only on the various oversight recommendations but also the day to day work of the Board, before considering an evaluation process. At this point Administration recommends that the Board work to set such a process in motion so that’s its first evaluation period will be for the year ending 2024.

In support of that, and having regard for the Board’s Supply Management By-law, Administration sought out the advice of some members of the Governance Committee to identify potential expertise in the community to engage in this work. While the larger accounting firms with offices in the city have consultation practices it was felt that a local independent consultant would better meet the needs of the Board in this case. Results of inquiries consistently included tgW Consulting as a recommended source of expertise in this area. Consequently discussions ensued and the resulting proposal appended to this memorandum is presented for the consideration of the Board.

The Board’s Supply Management By-law would normally require 3 quotes at this level of expenditure, but given the nature of this purchase – consultant fees close to the lower end of the \$5,000 - \$60,000 limit set in the by-law, and the relatively straightforward nature of the work, Administration recommends proceeding with a single-source purchase in this case as allowed by the By-law.

It should be emphasized that as this 2024 evaluation will be the first such undertaken by the Board, the Board and its Governance Committee will be asked to review the process after the evaluation report being presented to the Board, making such adjustments as deemed appropriate. Following which a policy on board evaluation will be drafted to better support this as an annual process.

THUNDER BAY POLICE SERVICE BOARD

Memorandum: Board Evaluation Proposal

Page 2 of 2

The following motion is to be presented for the Board’s consideration at its June 18, 2024 meeting:

“With respect to establishing an annual Board assessment and evaluation process, we recommend that the Thunder Bay Police Service Board approve the engagement of tgW Consulting as a single source vendor to coordinate and support the process in 2024, as outlined to the Board at its June 18, 2024 meeting;

AND THAT the Board Chair and Secretary be authorized to execute any necessary documentation in support of this purchase;

AND THAT the Board Secretary work with tgW Consulting to assist in putting the evaluation process in place.”

Attachment – tgW Consulting Proposal

tgW Consulting Tel: 8074725201
1138 King Georges Park Drive
Rosslyn, ON P7K 0G7

E: gordwickham@gmail.com

DATE: June 03, 2024

TO: John Hannam, Secretary

Thunder Bay Police Services Board

Sent via email to psbsecretary@hotmail.com>

RE: Police Board Assessment & Evaluation Draft Workplan and Budget

Dear John,

As per your request, I am pleased to offer a Draft Workplan and Budget to implement a system to assess Board Performance. It is understood that this will be an annual activity undertaken by the Board. It is further understood that the Board desires this undertaking as a response to a recommendation from an Expert Panel assembled by the Thunder Bay Police Service as an advisory agent on a wide range of topics.

Often, Board Assessments are an internal process where the Board, together with Senior Leadership of a given organization, assess themselves against pre-established criteria. This process, although commonly used, does not offer a transparent process favoured by the Public.

To ensure full transparency of the process, I propose a board assessment structure conducted by an external panel of three to be chosen from the community. For further transparency and to mitigate potential local bias, I suggest that two of the proponents are selected from outside the region. Additionally, it would be advantageous to ensure Indigenous representation on the panel. It will be important for this panel to be from a broad background with diverse skills and experience but all of them should have a solid background in Board Governance. In fact, a board governance workshop with the chosen panelists would be beneficial to ensure that the panelists have a complete and common

understanding of both the role and obligations of a Board member. Further, it would be beneficial, but not necessary if the panelist held Senior positions in their chosen field and reported directly to a Board as part of their duties. I would suggest that these panelists be selected and invited by the Board or delegate.

Once the three-person panel is assembled, the next step would be to conduct the board governance workshop discussed above. This would essentially be a ½ day workshop where the proponents are reminded of the duties, obligations, and fiduciary requirements of a board. In addition, they will be reminded of what board members do not do.

Following this panel, a package will be assembled for review and consideration by the panel. This package may include the following:

- Corporate Structure
- All Board By-Laws and Policies
- Current Board Biographies
- Previous Board Assessments
- Board Correspondence, including Resolutions and Minutes
- Oversight Report recommendations (approx. 115)
- New Policing Act
- Community Safety & Policing Act
- Non-Disclosure Agreements
- Terms of Reference for the panel (mandate, responsibilities, timing, etc)
- A series of questions the panel will ask the Board

It may be necessary to conduct a meeting with the panel to review the material and ensure that things are clear. Further, there will be an opportunity at this stage to add or edit questions at the suggestion of the panel or the Board.

Once the questions are established, a group Board session will be held, where the panelists will introduce themselves, discuss the process to be followed and then proceed to ask specific questions to the Board. I would suggest a three-hour session would be adequate

for this step.

As a follow up to the full board session, I suggest that individual sessions be held with each board member. This is good practice as it will ensure that all each individual board member is fully engaged and aware of their responsibilities and performance. These one-on-one sessions will be much shorter – possibly one hour each.

At the end of the sessions, a report will be generated and presented to the Board. This will be in the form of a reporting on the Q&A sessions as well as offer both an assessment of the current board performance as well as recommendations for future opportunities.

Lastly, a concluding report defining the process undertaken, some general commentary on the findings, performance assessment and recommendations will be generated. It is understood that this process will be conducted annually. It is suggested that this document will be used as the foundation to be built on for subsequent years review and to develop the following years workplan and to generate the board governance priorities. A few of the key components of the assessment will be a review against the oversight report recommendations and how the board has integrated the updated Policing Act and the Community Safety and Policing Act.

Schedule:

In terms of schedule, the following key milestones are suggested for discussion:

Approval of Plan June 18, 2024

Select Panelists mid July 2024

Distribute Documentation to Panelists & Board end of July 2024

Meeting to review package with panelists end of August 2024

Board Approval to proceed mid September 2024

Interviews October 2024

Report (draft and final) December 2024

Estimated Budget:

The following presents the external budget items only. No internal costs for the board or

the Police service are included.

Panel Costs – It appears as though a total of three days of total time will be required from each panelist. This includes review of material, attendance at a review meeting, attendance at the interview sessions, and some follow up. We will assume all meetings are to be conducted virtually to reduce travel cost. It is reasonable, and appropriate, to offer honorariums to the panelists for the work involved which would be separate and apart from my proposed administrative costs; with honorariums and administrative support costs \$14,000 is set as a draft budget value.

My role will include the overall administration of this exercise. The following tasks are anticipated:

Coordinate selection of panelists

Board Governance Workshop (lead, facilitate)

Generate Package for Panel

Meetings to review package (internal and with panel)

Finalize Package for Panelists

Attendance at Interviews

Report (draft, meeting and final)

I hope this meets with your expectations. I am happy to meet to discuss further and refine the workplan as required.

Sincerely,

Gord Wickham, P.Eng., PQS

E: gordwickham@gmail.com T: (807) 472-5201

TO: Thunder Bay Police Service Board

FROM: John S. Hannam, Secretary

DATE: June 12, 2024

SUBJECT: **Budget Update**

Attached is a table outlining the status of the Board's operating budget as of June 11, 2024. Overall the budget, 5 months into the year, is on track with no significant variance estimated.

One area of concern is the legal fees budget, which is tracking ahead of the budgeted amount for the year; this is currently under review to ensure charges to the account have been properly applied. However there has been a higher level of activity than anticipated. An update will be provided once the review is complete.

Budget as of June 11, 2024

Account Description	Actual + Committed	Budget	Available	Comments
Honorariums and Fringe Benefits	13,016.38	31,000.00	17,983.62	
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	249.33	2,500.00	2,250.67	
General Expense	3,375.04	10,000.00	6,624.96	
Memberships/Subscriptions	8,869.09	10,000.00	1,130.91	
Consultant Fees	15,449.20	125,000.00	109,550.80	
Professional Fees	79,972.60	250,000.00	170,027.40	
Legal Fees	167,274.11	250,000.00	82,725.89	Under review
Legal Fees-Indemnity	12,295.15	50,000.00	37,704.85	
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	-10,531.60	-15,000.00	-4,468.40	
Totals	340,378.88	964,900	624,521.12	