

**THE THUNDER BAY POLICE SERVICES BOARD  
LABOUR RELATIONS COMMITTEE**

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**DATE:** JULY 4, 2023

**TIME:** 4:39 P.M.

**PLACE:** POLICE HEADQUARTERS – SENIOR OFFICERS BOARDROOM  
1200 BALMORAL STREET, THUNDER BAY, ON

**CHAIR:** COUNCILLOR S. CH’NG

**PRESENT:**

Councillor S. Ch’ng  
Mr. J. Gilbert  
Ms. K. Machado  
Ms. D. Marsh

**OFFICIALS:**

Mr. D. Fleury, Chief of Police - Thunder Bay Police Service  
Ms. S. Vita, Human Resources Manager – Thunder Bay  
Police Service  
Ms. L. Douglas, Assistant to the Secretary

**PRESENT via ZOOM**

Mr. J. S. Hannam, Secretary - Thunder Bay Police Services  
Board

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1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

Under New Business, the draft Bargaining Protocol was added.

With respect to the meeting of the Labour Relations Committee being held on July 4, 2023, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

3. ELECTION OF CHAIR AND VICE-CHAIR

Mr. J. Hannam, Secretary to the Board, called for nominations of a Chair and Vice-Chair, for a one-year term, effective immediately, or until a replacement has been appointed.

Ms. K. Machado nominated Councillor S. Ch’ng as Chair. Ms. D. Marsh seconded the nomination. Councillor Ch’ng agreed to let her name stand, and was acclaimed Chair of the Labour Relations Committee.

Councillor S. Ch’ng nominated Mr. J. Gilbert as Vice-Chair. Ms. K. Machado seconded the nomination. Mr. Gilbert agreed to let his name stand, and was acclaimed Vice-Chair.

MOVED BY: Ms. K. Machado

SECONDED BY: Ms. D. Marsh

THAT Councillor Shelby Ch'ng be appointed Chair of the Labour Relations Committee, a subcommittee of the Thunder Bay Police Services Board, effective July 4, 2023, for a one-year term or until a replacement has been appointed.

CARRIED

MOVED BY: Councillor S. Ch'ng

SECONDED BY: Ms. K. Machado

THAT Mr. Jim Gilbert be appointed Vice-Chair of the Labour Relations Committee, effective July 4, 2023, for a one-year term or until a replacement has been appointed.

At 4:43 p.m., Councillor S. Ch'ng assumed the position of Chair.

4. TERMS OF REFERENCE

Appendix "A" of the Board's Procedural By-law PC5-2020, appendix to the Committee's Terms of Reference, was presented by Mr. J. Hannam.

Mr. Hannam responded to questions. It was noted that quorum was three (3) committee members in attendance. It was also noted that Robert's Rules of Order can also be used to conduct meetings when circumstances arise that our Procedural By-law does not address.

The final version of the Committee's Terms of Reference will be reviewed by Committee members prior to being presented to the Board for final approval at their next Regular Session.

5. CURRENT OUTSTANDING GRIEVANCES

Memorandum to the Labour Relations Committee from John S. Hannam, Secretary, dated July 3, 2023, relative to Outstanding/Ongoing Grievances at Step 3 and beyond, was provided for the Committee's information.

Mr. Hannam provided some clarification on his memo. "No further action" from the Association means that the matter is now completed and the Association is not proceeding with any further action.

Mr. Hannam advised that he will be introducing the Board's legal counsel, Mr. Don Jarvis from Filion Wakely Thorup Angeletti LLP to the Committee.

Mr. J. Gilbert inquired about the Conciliation Schedule...do we mean arbitration or mediation or hearing?...as "conciliation" does have a specific meaning. Mr. J. Hannam advised that

“conciliation” was the word used by the Ontario Police Arbitration Commission regarding a Rights Dispute Conciliator. Mr. Hannam will have Don Jarvis provide clarification on the terminology being used in the collective agreements and the police arbitration process.

Chief D. Fleury provided an overview of two grievances he has denied, based on being outside of the prescribed timelines in the collective agreement. He noted that there might be further action; at least one of the grievances may be presented to the Board for further deliberation.

6. STEPS 2 and 3 OF THE GRIEVANCE PROCEDURE

The Committee discussed their roles for Step 2 and Step 3 of the grievance procedure.

Clarification on steps in the collective agreements was provided as follows:

- Step 1 – presented to the Supervisor
- Step 2 – presented to the Association
- Step 3 – presented to the Board
- Step 3+ - goes to arbitration

Discussion and clarification were held relative to the role of the Chief during the Step process.

Mr. Hannam will ask Mr. Jarvis to offer some comment to ensure that Board is hearing grievances in a fair and partial way, so that there is appropriate deliberation on each matter.

Mr. Gilbert noted that this Committee is acting on behalf of the Employer in these matters.

7. COLLECTIVE AGREEMENT ISSUES

Copies of Collective Agreement Issues for 2023 negotiations, and suggestions for review and improvement were provided for the Committee’s information. Also, copies of each collective agreement (Uniformed, Civilian, and Senior Officers) were provided for Committee members for retention and reference at future meetings.

Chief D. Fleury provided an overview of the above noted issues, and suggested that each agreement be reviewed at a special meeting of this Committee.

Copies of Negotiation Timeframes for other Police Services were provided for the Committee’s information.

Ms. S. Vita, Human Resources Manager for the Thunder Bay Police Service, provided an overview of the above noted timeframes and responded to questions. Chief Fleury noted that the Association has advised that negotiations can start around December 1, 2023.

Mr. Hannam noted that the parental leave issue is being raised with other services as they begin their next round of negotiations.

8. NEW BUSINESS

TBPSB Bargaining Protocol

The Committee reviewed and updated the draft Bargaining Protocol. The updated version will be presented at the next Committee meeting for approval prior to presenting it to the Board for final approval.

9. NEXT MEETING

The next meeting of the Committee will deal solely with the language in the collective agreements. The next meeting was scheduled for Tuesday, July 25, 2023 at 12:00 noon at Police Headquarters.

10. ADJOURNMENT

The meeting adjourned at 6:21 p.m.