

**THE THUNDER BAY POLICE SERVICES BOARD  
GOVERNANCE COMMITTEE**

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**DATE:** SEPTEMBER 15, 2023

**TIME:** 11:42 A.M.

**PLACE:** VIRTUAL VIA ZOOM

**CHAIR:** MS. D. BAXTER

**PRESENT:**

Ms. D. Baxter  
Mayor K. Boshcoff  
Ms. D. Bain Smith  
Ms. K. Machado

**OFFICIALS:**

Mr. M. Mercer, Administrator  
Mr. J. S. Hannam, Secretary - Thunder Bay Police Services  
Board  
Ms. L. Douglas, Assistant to the Secretary

**REGRETS:**

Mr. D.P. Achneepineskum  
Ms. C. McGuire-Cyrette

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1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Ms. K. Machado  
SECONDED BY: Ms. D. Bain Smith

With respect to the meeting of the Governance Committee being held on September 15, 2023, 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 meeting of the Governance Committee held on June 27, 2023, to be confirmed.

MOVED BY: Ms. K. Machado  
SECONDED BY: Ms. D. Bain Smith

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THAT the Minutes of the meeting of the Governance Committee, held on June 27, 2023, be confirmed.

CARRIED

#### 4. 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.

MOVED BY: Mayor K. Boshcoff  
SECONDED BY: Ms. K. Machado

THAT Ms. Denise Baxter be appointed Chair of the Governance Committee, a subcommittee of the Thunder Bay Police Services Board, effective September 15, 2023, for a one-year term or until a replacement has been appointed;

AND THAT Ms. Donna Bain Smith be appointed Vice-Chair of the Governance Committee, effective September 15, 2023, for a one-year term or until a replacement has been appointed.

CARRIED

Ms. D. Baxter assumed the position of Chair.

#### 5. TERMS OF REFERENCE

Further to suggestions made at the June 27, 2023 Committee, draft Terms of Reference to be re-presented by Mr. J. Hannam.

DEFERRED

#### 6. Special Account Policy

Memorandum to the Governance Committee from Malcolm Mercer, dated August 25, 2023, relative to a proposed Special Account Policy, was distributed separately with the Committee's agenda.

Supporting documentation for Appendix C of the proposed Special Account Policy – policies of other police services boards, was also distributed separately for the Committee's information.

Mr. M. Mercer, Board Administrator, provided an overview and noted the need to establish guidelines for the use of the Board's Special Account - outside of a duly constituted board meeting – so that the Board can focus on the work they need to do.

It was noted that these funds should be used not only for donations, but for special policy work. Mr. Mercer reviewed what should not be funded through this account.

- It was suggested that a one-page application form be created.
- There should be guidelines around limits.
- Use of the account should be reported to the Board on a semi-annual basis.
- There should be a follow-up report from the recipients of larger amounts on how the donations were used/how they fit into the recipients' budgets.
- The use of "shall" and "must" were discussed.
- A "not to exceed" clause may need to be considered with an amount.
- The activities in the Special Account should be open and transparent to the public.

Mr. Mercer will make further revisions to the policy based on the Committee's above noted discussion; once revised, the Special Account Policy will be circulated to Committee members for further comments and then will be presented to the Board for approval.

7. Request for Committee and Board Support

Mr. J. Hannam advised that Working Group A has requested a community engagement facilitator and a policy researcher (all 3 Working Groups have requested a policy research).

There has been some response to the inquiries sent out to three universities: two responses from Queen's University and one from Lakehead University.

Matter is ongoing.

8. All Chiefs Memo

Index No. 23-0061 - Memorandum to All Chiefs of Police and Chairs of Police Services Boards, dated August 4, 2023, relative to the *Community Safety and Policing Act, 2019*, was provided for the Committee's information.

Mr. J. Hannam noted that the opportunity to comment on this item has already closed; however, it stands as an opportunity to offer comment on policy work and the Board's relationship with the Chief.

The Board does receive All Chiefs Memos on a regular basis. We will be watching for future opportunities.

All future All Chiefs Memos will be distributed to Board members through Linda Douglas, Assistant to the Secretary. Chair D. Baxter can alert members if there is something relevant to the work of this committee.

9. UPDATES FROM WORKING GROUPS

Working Group A: Denise Baxter and Donna Bain Smith

Ms. D. Baxter provided an overview of the work she and Ms. Bain Smith have doing. There is a focus on what the EDI strategy should look like, and how the Board should engage with actual consultation with our community. Ms. D. Bain Smith reported that the principles of engagement are being developed; they would like to have a discussion around engagement & overall commitment. Working Group A would like to have informal approval from the rest of the committee to ensure they're moving forward.

Working Group B: Karen Machado and David Paul Achneepineskum

Ms. K. Machado reported that they have reviewed the recommendations and have created an order of priorities. They have received a draft information sharing policy (information being shared between the Chief of Police and the Board). This Policy will be reviewed with the Chief and Administrator Mercer. It will be brought forward to this Committee and then to the full Board. Mr. J. Hannam noted that it can go straight to the Board, unless they want feedback from the rest of Committee. Ms. Machado noted that it could be sent out to the Committee, with a timeline for responses.

Working Group B is waiting for some policies from the Service. Mr. Hannam will follow up with Inspector G. Snyder.

Working Group C: Mayor K. Boshcoff and Cora McGuire-Cyrette

No updates

10. NEW BUSINESS - None

11. NEXT MEETING

It was the consensus of the Committee to meet every 2<sup>nd</sup> month in order for the Working Groups to meet monthly.

12. ADJOURNMENT

The meeting adjourned at 1:01 p.m.