



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

Date: TUESDAY, SEPTEMBER 17, 2024

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

Time: 10:30 A.M.



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

TUESDAY, SEPTEMBER 17, 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 Twenty-First Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on September 17, 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 Nineteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on August 13, 2024, to be confirmed. **(Pages 7 - 13)**

RES 2

THAT the Minutes of the Nineteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on August 13, 2024, be confirmed.

4. REAPPOINTMENT TO POLICE BOARD

(2 minutes)

Correspondence from the Executive Council of Ontario, dated August 29, 2024, relative to the Order in Council 1163/2024, reappointing Mr. Wayne Bahlieda as a member of the Thunder Bay Police Services Board for a one (1) year term, effective September 7, 2024, for the Board's information. **(Page 14)**

5. PRESENTATION

(15 minutes)

Thunder Bay Police Service Citizen Satisfaction and Trust Survey Results to be presented.

Ms. Tracie Smith, Director – Communications and Technology, Thunder Bay Police Service, to present the above noted survey results.

6. REPORTS OF COMMITTEES

a) Governance Committee (10 minutes)

Memorandum to the Thunder Bay Police Service Board from Member Denise Baxter, Chair – Governance Committee, for the Board’s information. **(Distributed Separately)**

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

i. Approval of Policy Template and Numbering

Proposed policy template, as well as proposed Appendix A – format for categorizing and numbering policies for the Thunder Bay Police Service Board, for the Board’s information. **(Pages 15 - 16)**

Ms. D. Baxter to present the above noted documents.

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

RES 3

With respect to the proposed Policy Template for the Board, as presented at the September 17, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves the adoption of the Policy Template and categorizing/numbering system, as presented.

ii. Approval of Format for Policy/Procedure

Proposed Policy ADMIN-001 – Format for Policy/Procedure, for the Board’s information. **(Pages 17 - 18)**

Ms. D. Baxter to present the above noted proposed policy.

RES 4

With respect to the proposed Policy ADMIN-001 – Format for Policy/Procedure, as presented at the September 17, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves the adoption of the Policy ADMIN-001.

b) Labour Relations Committee (5 minutes)

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

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

a) Request to Claim Found Property

Correspondence from Mr. Marko Simic, dated July 4, 2024, relative to a claim for funds found and turned over to the Thunder Bay Police Service on June 22, 2024. **(Page 19)**

Report No. 22/24 (Police) relative to a request to claim found property, for the Board's information. **(Page 20)**

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

RES 5

THAT the Thunder Bay Police Service Board approves the request to release funds found by Mr. Marko Simic, as presented at the September 17, 2024 Regular Session of the Board, if the owner has not claimed the found property on or before September 20, 2024.

b) Summary of Complaints for Q2 2024

Report No. 21/24 (Police) relative to a summary of complaints for the second quarter of 2024, for the Board's information. **(Pages 21 - 23)**

Staff Sergeant J. Rybak, Thunder Bay Police Service, to provide an overview relative to the above noted.

8. GENERAL MATTERS

a) Ryan Inquest Recommendations

(2 minutes)

Memorandum to the Thunder Bay Police Service Board from Inspector Gordon Snyder, date September 5, 2024, relative to recommendations directed towards Police Services in the Province of Ontario, for the Board's information. **(Pages 24 - 25)**

b) Strategic Planning

(5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated September 10, 2024, relative to a Community Survey for Strategic Planning, for the Board's information. **(Pages 26 - 27)**

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 6

With respect to conducting a community survey in support of Strategic Planning, we recommend that the Thunder Bay Police Service Board approve of the expenditure of \$10,000, in partnership with the Thunder Bay Police Service.

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- c) Evergreen a United Neighbourhood – Funding Request (10 minutes)

Correspondence from Linda Bruins, Executive Director – Evergreen a United Neighbourhood, dated July 22, 2024, relative to a request for financial assistance. **(Page 28)**

Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, to provide an overview relative to the above noted.

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

RES 7

With respect to the funding request from Evergreen a United Neighbourhood, we recommend that the Thunder Bay Police Service Board approves funding, in the amount of \$ _____;

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

- d) Board Communications (10 minutes)

Memorandum to the Thunder Bay Police Service Board from Councillor Kasey Etreni, dated August 26, 2024, relative to communication concerns and other related items, for the Board’s information. **(Page 29)**

Councillor K. Etreni to provide an overview relative to the above noted.

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated September 10, 2024, relative to a response to Councillor Etreni’s memorandum, for the Board’s information. **(Pages 30 - 31)**

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

- e) Monthly Budget Update (5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated September 10, 2024, relative to an update on the 2024 Police Service Board Budget, for the Board’s information. **(Pages 32 - 33)**

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

9. NEW BUSINESS

10. CONFIRMING BY-LAW

RES 8

THAT the following By-law be introduced, read, dealt with individually,

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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 17th day of September, 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: PC20-2024

11. ADJOURNMENT

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

DATE: AUGUST 13, 2024

TIME: 10:40 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
Councillor K. Etreni
Ms. K. Machado

OFFICIALS:

Acting Deputy Chief of Police J. Pearson
Mr. J. Hannam, Secretary – Thunder Bay
Police Services Board
Ms. L. Douglas, Assistant to the Secretary -
Thunder Bay Police Services Board
Inspector T. Gervais, Inspectorate of Policing

PRESENT via ZOOM:

Mr. D. Fleury, Chief of Police

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Mr. W. Bahlieda
SECONDED BY: Mayor K. Boshcoff

With respect to the Nineteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on August 13, 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 Sixteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on June 18, 2024, to be confirmed.

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

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THAT the Minutes of the Sixteenth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on June 18, 2024, be confirmed.

CARRIED

4. REPORTS OF COMMITTEES

a) Governance Committee

Committee Chair, Ms. Denise Baxter, advised that the next meeting of the Governance Committee is scheduled for September 4, 2024 and that there are no updates since the last Regular Session of the Board.

b) Labour Relations Committee

Committee Chair, Mr. W. Bahlieda provided an overview of the two (2) days of meetings with the Uniform and Civilian members of the Thunder Bay Police Association relative to collective agreement negotiations.

The Board will be kept apprised of future negotiations.

5. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Use of Artificial Intelligence Report

Report No. 20/24 (Police), dated August 8, 2024, relative to an update on BriefCam, was provided for the Board's information.

Detective Inspector J. Pearson, Thunder Bay Police Service, provided an update relative to the Police Service's use of video analytics, as well as the results of an audit that was conducted on the use of the software.

In response to questions about the report, Detective Inspector Pearson advised that the 36 logins were associated with three (3) stand-alone investigations for: a Missing Person/Sudden Death, a Fatal Motor Vehicle Collision, and a Homicide.

It was also noted that the audit was conducted by an in-house Subject Matter Expert who is not attached to the software.

b) 2024 Operational Budget

Report No. 18/24 (Police) relative to the Q2 Variance Report, was provided for the Board's information.

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Ms. D. Paris, Director – Financial Services & Facilities, Thunder Bay Police Service, provided an overview and responded to questions.

It was noted that a lot of overtime costs are due to shortages in staff, investigations and attending at court when members are required to testify, even if it falls on their days off and/or their vacations.

Overtime costs for NCOs was requested. Ms. Paris committed to sending out this information after the meeting.

6. GENERAL MATTERS

a) Collaboration with Lakehead University

Memorandum to the Thunder Bay Police Service Board from Chief of Police D. Fleury, dated July 24, 2024, relative to a collaboration with the Lakehead University Faculty of Business Administration, was provided for the Board's information.

Ms. T. Smith, Director – Corporate Communication, Thunder Bay Police Service, provided an overview and responded to questions.

It was noted that this project will take about ten (10) months; the Police Service is looking forward to the results. The Service will receive some very comprehensive reports associated with this collaboration, receipt of which is anticipated next spring.

b) Monthly Budget Update

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated August 6, 2024, relative to an update on the 2024 Police Service Board Budget, was provided for the Board's information.

Mr. J. Hannam, Secretary to the Board, provided an update relative to the above noted. He responded to questions about the various categories in the budget, including consultants, purchased services and professional fees.

Currently the budget is in a favourable position.

c) Information Sharing Policy

At the December 19, 2023 Regular Session of the Board, the Information Sharing Policy was adopted. At the March 19, 2024 Regular Session of the Board, the frequency of presenting reports was amended.

**THUNDER BAY POLICE SERVICE PROCEDURE
TBPS ADMINISTRATIVE REPORTING**

SECONDARY ACTIVITY REPORT

- 4.1 Pursuant to Section 89(6) of the CSPA, the Chief of Police shall provide an ~~annual~~ a **semi-annual** report to the Board outlining applications, disclosures and decisions made on secondary employment or activity for the preceding year.
- 4.2 The report shall contain, at a minimum, the following information for both civilian and sworn members:
- a) the total number of applications to engage in secondary activities;
 - b) the total number of disclosures of secondary activities made;
 - c) the total number of secondary activities approved and denied by the Chief;
 - d) the reasons for each of the denials; and
- any pending applications or disclosures.
- 4.3 **Frequency**
The Secondary Activity Report shall be provided once ~~annually~~ **semi-annually** at the ~~February~~ **and September** Board meetings.

The frequency of reporting Secondary Activity of the Thunder Bay Police Service to the Board was discussed.

Inspector T. Gervais, Inspectorate of Policing, reported that the new CSPA places significantly more responsibility on the Board. The Board has a new duty to monitor the Chief's decisions to approve secondary activities. The Board needs to be mindful of its duty to monitor these decisions, and has to decide if more reporting is required in this area. The Chief has a new duty to report on this area; there is a statutory requirement to report on the decisions that are made regarding permitting or denying request with reasons for the decisions. He noted that the Board should have a policy on this. Previously it was only denials that were reported. He noted that all secondary activities are not permitted until they are approved by the Chief. The Board will need to work with the Chief, as the Board is responsible for monitoring the decisions.

Chair K, Machado noted that this work will flow back to the Governance Committee. Paid duty will need more research, and the Board may be reaching out to Inspector Gervais for more information.

Inspector Detective J. Pearson noted that the Service's policy on this is currently being reviewed for updates under the new Act. It is likely that secondary activities will have to be reported on a monthly basis - based on the sheer volume of requests.

d) Inspector General of Policing Memorandum

Memorandum from Ryan Teschner, Inspector General of Policing of Ontario to All Chiefs of

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Police and Chairs – Police Services Boards, dated August 1, 2024, relative to Authorities, Policing Agreements, Requests, Notifications and Disclosures, was provided for the Board’s information. All attachments to Memorandum No. 1 were electronically distributed separately with the Regular Session Agenda, for the Board’s information.

Mr. J. Hannam, Secretary to the Thunder Bay Police Service Board, provided an overview relative to the above noted and asked that Board members review this information. Inspector Gervais is also a resource in this area.

e) Hate Crime Training for Police Service

All Chiefs Memorandum Index No. 24-0027 with attachment, relative to Hate Crime Overview and Upcoming Training for the Ontario Association of Chiefs of Police (OACP) and All Police Services in Ontario, as well as All Chiefs Memorandum Index No. 24-0047 relative to New Educational Hate Crime Training for Police Services across Ontario, were provided for the Board’s information.

Acting Inspector J. Anderson, Community Outreach – Thunder Bay Police Service, provided an overview and responded to questions.

Training on what constitutes a hate crime will be made up of modules that the officers will review. An overview of the process when an incident should be considered a hate crime was provided.

Acting Inspector Anderson noted that training has not started, but will begin very shortly. Chief of Police D. Fleury clarified that this initiative was recently received by the Service (at the end of June), and the training will be rolling out as soon as it’s put in place.

f) Office Renovations

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated August 10, 2024, relative to an update on renovations and furnishing for the relocation of the Board office, was distributed separately by email to Board Members on August 10, 2024.

Mr. J. Hannam provided an overview relative to the above noted and responded to questions.

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

With respect to the renovation and furnishing of the leased office space at 1111 Victoria Avenue, East, we recommend that the Thunder Bay Police Service Board approve of the costs for renovations and furnishings for board tables, chairs and gallery seating, as presented at its meeting of August 13, 2024;

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AND THAT Administration further explore options for the proposed lounge seating area, with an upset limit not to exceed \$6,000;

AND THAT the Chair and Secretary be authorized to execute any necessary agreements for the work and purchases identified.

Display boards referenced in the memo were presented at the meeting. Mr. Hannam provided a brief overview of additional sound mitigation that will be put on hold until the furniture, etc. is in place.

Amending Motion on Office Renovations

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

AND THAT the Secretary work to identify opportunities for partnerships for art work to be installed on a loan basis in the office.

CARRIED

Amended Motion for Office Renovations

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

With respect to the renovation and furnishing of the leased office space at 1111 Victoria Avenue, East, we recommend that the Thunder Bay Police Service Board approve of the costs for renovations and furnishings for board tables, chairs and gallery seating, as presented at its meeting of August 13, 2024;

AND THAT Administration further explore options for the proposed lounge seating area, with an upset limit not to exceed \$6,000;

AND THAT the Chair and Secretary be authorized to execute any necessary agreements for the work and purchases identified.

AND THAT the Secretary work to identify opportunities for partnerships for art work to be installed on a loan basis in the office.

CARRIED

Mr. Hannam also noted that the cost for audio/visual equipment will be approximately \$1,500.00.

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7. NEW BUSINESS

There was no New Business presented.

8. 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 13th day of August, 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: PC18-2024

CARRIED

9. ADJOURNMENT

The meeting adjourned at 11:36 a.m.



Ontario

**Executive Council of Ontario
Order in Council**

**Conseil exécutif de l'Ontario
Décret**

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

Sur la recommandation de la personne soussignée, le lieutenant-gouverneur de l'Ontario, sur l'avis et avec le consentement du Conseil exécutif de l'Ontario, décrète ce qui suit :

WHEREAS the City of Thunder Bay Police Services Board was continued as a police service board under the *Community Safety and Policing Act, 2019* on April 1, 2024,

THEREFORE, pursuant to section 31 of the *Community Safety and Policing Act, 2019*,

Wayne Bahlleda of Thunder Bay

be reappointed as a member of the City of Thunder Bay Police Service Board to serve at the pleasure of the Lieutenant Governor in Council for a period not to exceed one year, effective from the later of September 7, 2024 and the date this Order in Council is made.

ATTENDU QUE la Commission des services policiers de la cité de Thunder Bay a été prorogée comme une commission de service de police en vertu de la *Loi de 2019 sur la sécurité communautaire et les services policiers* le 1^{er} avril 2024,

EN CONSÉQUENCE, en vertu de l'article 31 de la *Loi de 2019 sur la sécurité communautaire et les services policiers*,

Wayne Bahlleda, de Thunder Bay,

est reconduit dans ses fonctions de membre de la Commission de service de police de la cité de Thunder Bay, pour exercer son mandat à titre amovible pour une période maximale d'un an, à compter du dernier en date du 7 septembre 2024 et du jour de la prise du présent décret.

**Recommended: Solicitor General
Recommandé par : Le solliciteur général**

**Concurred: Chair of Cabinet
Appuyé par : La présidence du Conseil des ministres**

**Approved and Ordered:
Approuvé et décrété le :** AUG 29 2024

**Lieutenant Governor
La lieutenant-gouverneure**

O.C. | Décret: 1163 / 2024

POLICY TITLE: Category: Title	POLICY NUMBER: XXXX- ###
DATE APPROVED: DD/MM/YYYY	
DATE(s) REVIEWED: YYYY	DATE TO BE REVIEWED: YYYY
DATE(s) AMENDED: DD/MM/YYYY	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT:

PURPOSE:

POLICY/PROCEDURE:

DRAFT

APPENDIX A

Administration 001: Format for Policy/Procedure

Categories:

PHG	Philosophy & Goals
GOV	Governance
ADMIN	Administration
HR	Human Resources
BPCR	Board/Police Community Relations
FIN	Finance
LGL	Legal
	*Add as needed

Sub-categories:

Specific Policies will be letter code of the category followed by a hyphen and a numbering system of three numbers beginning with XXXXX- ###

Eg.

ADMIN-001 Format for Policy/Procedure

POLICY TITLE: Administration: Format for Policy/Procedure	POLICY NUMBER: ADMIN- 001
DATE APPROVED: DD/MM/YYYY	
DATE(s) REVIEWED: YYYY	DATE TO BE REVIEWED: YYYY
DATE(s) AMENDED: DD/MM/YYYY	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

Policies and procedures are important to the function of the Thunder Bay Police Services Board (Board). Policies utilize legislation and best practices to support the Board in its functions.

PURPOSE

To ensure policies and procedures of the Thunder Bay Police Service Board follow the same formatting.

POLICY/PROCEDURE

All policies will incorporate a Policy Statement that outlines the purpose and scope of the policy.

If the policy uses specific terms or concepts, provide clear definitions. This ensures that readers understand the terminology used throughout the document. When using an acronym or short form, you must use the word in full first and place the acronym or short form in brackets right after. Once this is done, you may use the acronym or short form throughout the rest of the document.

FORMAT

- a) Arial 12 font for entire document;
- b) Headings in bold, block, Arial 11 font;
- c) Titles chosen will be clear and concise;
- d) Subheadings requiring numbering will use: “a)”;
- e) Same format to be used for Thunder Bay Police Service Board procedures – change title to be “PROCEDURE TITLE”.

NUMBERING

Board policies and procedures will use a two-level numbering system. The prefix will symbolize the policy type (e.g., HR policies, ADMIN policies, GOV policies). The suffix will represent the policy number within that type (e.g., HR-001, ADMIN-001, GOV-001).

APPROVAL/REVIEW/UPDATES/LEGISLATION:

All dates will be in the chart at the top of the policy or procedure.

As policies evolve over time, unless legislation directs, all Board policies and procedures will be reviewed on a bi-annual basis. "Date(s) Reviewed" and "Dates Amended" will be located in the table at the top of the policy/procedure and reflect all dates of review and amendments.

Any policy/procedures that have legislation that drives the policy/procedure, will have the legislation listed in the table of the policy/procedure.

The format for the dates can be found beside the nomenclature.

Attention: Chair
Thunder Bay Police Services Board
317 Victoria Avenue East, Unit 10
Thunder Bay, ON
P7C1A4

July 4, 2024

Chairperson Karen Machado,

Pursuant to information received from Thunder Bay Police, I am submitting this letter of claim for funds turned over to the Thunder Bay Police on Saturday June 22, 2024.

During the morning of June 22, 2024, I found \$1100.00 in cash on the ground, when I exited a local grocery store. I contacted a supervisor on duty at the store to inquire as to whether anyone had reported having lost a sum of money at their store. The supervisor advised me that they had not received such a report.

So at approximately 12:30 pm on June 22, 2024, I went to the Balmoral Street Police station and turned the money in, thinking the rightful owner might present themselves to police, or might be identified following an investigation.

The female officers present were unable to inform me of the specific process undertaken when cash is turned in, citing that it was a rare occurrence. They did advise that the money would be logged and submitted to the stores department. I was not asked to sign anything, nor was I provided any documentation or record of this transaction. Unfortunately I did not take note of the officer's names who were present on this date.

At the onset of the following week my wife and I attempted to ascertain more specific information, via a phone message left with reception requesting a callback, to which no response was received after 2 days.

Subsequently during a personal visit back to the station my wife, on my behalf, requested more details regarding the policy and procedure with respect to cash turned in to the police. Again the initial responses were somewhat vague, citing it was a rare occurrence for cash, not associated with a crime, to be turned in.

I do appreciate that Constable J. Hill took the time to further seek out the information requested and provided a printed copy of same, as well as verify the funds were submitted to the stores department.

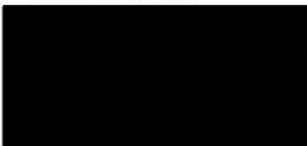
Hence, in accordance with the information provided (copy attached), should the rightful owner not be identified following the required timeline, I would like to request the Police Services Board to consider approval for the funds to returned to me as the finder. The incident number provided by Constable Hill is [REDACTED]

Should you have any further questions please do not hesitate to contact me.

Regards



Marko Simic



RECEIVED
July 19/24



Thunder Bay Police Service

DARCY FLEURY, CHIEF OF POLICE

1200 Balmoral Street, Thunder Bay, ON P7B 5Z5

Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: September 11, 2024

Date of Meeting: September 17, 2024

Report No: 22/24

Chair and Members

Thunder Bay Police Service Board

SUBJECT

Request to Claim Found Property.

REPORT SUMMARY

On June 22, 2024, a resident found \$1100.00 on the ground when exiting a local grocery store. The resident contacted a supervisor on duty at the store to inquire as to if anyone had reported having lost money at their store. The resident advised that the supervisor did not receive a report. On June 22, 2024, the resident reported the situation to the Thunder Bay Police Service and turned over the money.

BACKGROUND

Thunder Bay Police Service policy regarding found money stipulates that the finder, may, after 90 days apply to the Police Service Board to have the money surrendered to the finder.

COMMENTS

The 90-day period will end on September 20, 2024. As such, the finder is entitled to the money that was found and turned into our Police Service after September 20, 2024.

RECOMMENDATIONS

That the Police Service Board approve the finder's request if the owner has not claimed the found property on or before September 20, 2024.

Respectfully submitted,

Ryan Hughes

Deputy Chief of Police



Thunder Bay Police Service

DARCY FLEURY, CHIEF OF POLICE

1200 Balmoral Street, Thunder Bay, ON P7B 5Z5

Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: September 5, 2024

Date of Meeting: September 17, 2024

Report No: 21/24

Chair and Members

Thunder Bay Police Service Board

SUBJECT

The *Community Safety and Policing Act, 2019*, was proclaimed on April 1, 2024, and upon proclamation, the Office of the Independent Police Review Director (OIPRD) was renamed the Law Enforcement Complaints Agency (LECA). The LECA is operating with similar principles as the OIPRD did, continuing to receive, screen, and investigate public complaints concerning police officer conduct. LECA no longer has jurisdiction over policing policy and service. The Inspectorate of Policing will review matters involving the adequacy and effectiveness of police services.

The *Community Safety and Policing Act* establishes a partnership between the Thunder Bay Police Service, the Thunder Bay Police Service Board, the Inspectorate of Policing, and the Complaints Director to investigate and resolve public complaints.

Thunder Bay Police Service Professional Standards investigates public complaints assigned by LECA, under Part V of the *Community Safety and Policing Act*, with respect to police officer conduct. All steps in the public complaints process are subject to review by the LECA.

At the conclusion of a public complaint investigation regarding police officer conduct, the Chief of Police will adjudicate the complaint. A substantiated police officer conduct complaint may be dealt with by informal resolution or a *Community Safety and Policing Act* Hearing. An unsubstantiated police officer conduct complaint requires that no further action be commenced.

Complaints regarding service or police officer conduct that occurred before April 1, 2024, will follow the provisions of the previously enforced *Police Services Act* and its Regulations.

REPORT SUMMARY

Summary of Second Quarter Complaints 2024	
Local Response	2
Withdrawn by Complainant Prior to Screening by LECA	0
Not Accepted – LECA	7
Accepted – LECA investigate	0
Accepted – TBPS Investigate	4
Accepted – OPP Investigate	0
Total Conduct Complaints	12
Total Service Complaints	1
Total Second Quarter Complaints	13

2024 Complaints Disposed of in the Second Quarter of 2024	
Withdrawn	1
Unsubstantiated	3
CSR/ER	0
Section 72 (Terminated Investigations)	2
Substantiated	0
Informal Resolution	1
PSA Hearing	0
Total	7

2023 Complaints Disposed of in the Second Quarter of 2024	
Withdrawn	0
Unsubstantiated	0
CSR/ER	0
Section 72 (Terminated Investigations)	0
Substantiated	0
Informal Resolution	0
PSA Hearing	0
Total	0

2024 Outstanding Complaints	
Conduct Complaints	0
Service Complaints	0
Section 72 (Suspended Investigations)	0
Total	0

2023 Outstanding Complaints	
Conduct Complaints	1
Section 72 (Suspended Investigations)	1
Total	2

2022 Outstanding Complaints	
Section 72 (Suspended Investigations)	1
Total	1

COMMENTS

N/A

RECOMMENDATIONS

For Information Only

Respectfully submitted,



Ryan Hughes
Acting Chief of Police

Prepared by: Staff Sergeant J. Rybak



MEMORANDUM

Darcy Fleury, Chief of Police

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: September 5, 2024
TO: Thunder Bay Police Service Board
FROM: Inspector Gordon Snyder
SUBJECT: Ryan Inquest Recommendations for Ontario Police Services
For information.

In October 2023, the Thunder Bay Police Service received correspondence from the Ministry of the Solicitor General regarding recommendations resulting from an inquest into the death of Gladys and William Ryan, which occurred in 2017 in Cobourg.

There were two recommendations that were directed toward Police Services in the Province of Ontario, being recommendations #10, and #21 as follows:

10. To review current police training at the Ontario Police College (basic constable training) and ongoing professional development training to ensure the inclusion of elder abuse and IPV risk assessment training, and how they intersect.

21. To collaborate on the development and implementation of violent/live fire protocols to clearly identify the roles and responsibilities for ensuring staff and patient safety and to ensure critical information is shared to responding officers immediately.

Annual mandatory interactive training to be provided to staff. Joint experiential exercises to be conducted regularly with representatives from all applicable departments, with an invitation to police and paramedics services.

A response to the Ministry of the Solicitor General regarding these recommendations was requested by August 12, 2024.



MEMORANDUM

Darcy Fleury, Chief of Police

Tel: (807) 684-1304

Fax: (807) 623-9242

The Thunder Bay Police Service responded to the Ministry of the Solicitor General, in compliance with the above recommendations, as follows:

10. As part of its work in response, TBPS has consulted with OPC regarding BCT and Professional development training as they relate to these recommendations.

TBPS is in the process of addressing the ongoing professional development portion of this recommendation. One such strategy employed includes the use of the TBPS Daily Training Bulletin program to communicate specific training needs to staff on an ongoing basis. This includes individualized topics that are directed toward or related to IPV and elder abuse.

Further, each time a TBPS procedure is updated, TBPS provides affected members with training on the updates to help facilitate a more fulsome understanding of the procedure and its intent. This process applies to procedures related to intimate partner violence and elder abuse.

TBPS continues to explore the development of an e-learning module to address these and other topics.

21. TBPS has been in contact with the Thunder Bay Regional Health Sciences Centre (TBRHSC) regarding protocols that address intersectional responsibilities. TBPS has worked directly with the TBRHSC by providing input to help inform the drafting of their *standard operating practices* pertaining to both Active Attacker and Hostage Situations.

TBPS continues to update its own procedures with respect to Active Attacker Incidents, Major Incidents, Preliminary Perimeter Control and Containment, Intimate Partner Violence and Elder and Vulnerable Adult Abuse. Updating procedures, as heard in the inquest, helps ensure the provision of adequate guidance with respect to roles and responsibilities of TBPS members in these areas. These procedures also help clarify how our responsibilities may intersect with other community stakeholders such as the TBRHSC.

TBPS supports participation in joint experiential exercises and has communicated the same to the TBRHSC if and when planning may occur.

TO Thunder Bay Police Service Board

FROM John S. Hannam, Secretary

DATE September 10, 2024

SUBJECT **Community Survey – Strategic Planning**

A critical part of Strategic Planning for the Board is community consultation and feedback. The *Community Safety and Policing Act, 2019* sets out a number of requirements for the Board in terms of who, and what groups and organizations, need to be consulted – or interaction with that must be considered in developing the Strategic Plan (the Plan).

While much of that consultation may be conducted through in-person meetings and focus groups, Board members will know that broad based community surveys are a tool frequently employed in strategic planning exercises. Indeed, in preparing the scope of work for respondents to assist the Board in selecting a vendor to support the planning work it was specifically noted that a community survey in support of the Plan was intended.

The Thunder Bay Police Service is planning to replace its bi-annual citizen satisfaction survey with a randomized, statistically valid survey' employing the firm Zencity to undertake that survey work. Zencity specializes in local and regional government survey work, utilizing social media platforms to attract participants from identified community groups and populations to achieve survey results data that would otherwise require significant investment in staffing resources/contractors. Their approach has proven to be both unique and effective. The City of Thunder Bay is one of the clients of Zencity.

Selection of Zencity as a vendor is being managed by the Service in accordance with the Board's Supply Management by-law.

With the Service planning to engage Zencity, the Board has the opportunity to join with the Service, achieving significant cost savings than if it went forward on its own. In short, the Board is asked to approve \$10,000 for an overall survey cost of \$30,000.

In preparing the 2024 budget, consideration was given to both engaging a vendor for strategic planning, as well as the cost of a community survey, so that budget funds are available to support this.

The critical part of any survey are the questions to be asked, and it is planned that the vendor selected to undertake the planning work will participate with Administration, Zencity and the Service in preparing the survey in detail.

THUNDER BAY POLICE SERVICE BOARD

The following motion is presented in support of this request:

‘With respect to conducting a community survey in support of Strategic Planning, we recommend that the Thunder Bay Police Service Board approve of the expenditure of \$10,000, in partnership with the Thunder Bay Police Service.’



July 22, 2024

Thunder Bay Police Services Board

Dear Mr. John Hannam:

This letter is a request from Evergreen, a United Neighbourhood, for financial assistance to our organization for operating funds of \$10000 from the Police Services Board.

Our Mission Statement: Evergreen a United Neighbourhood is a not-for-profit organization established for the residents of the Simpson-Ogden community to empower our youth and their families to provide supports, and access resources to improve their quality of life and relief from poverty.

We are the first geographic based charity in Ontario, we are here to help the residents of the Simpson Ogden neighbourhood. Our youth program is drop in year-round it offers hygiene items, art supplies, snacks, and groceries to take home, and a daily hot meal. Access to board games, field trips Evergreen is a home away from home for many vulnerable children and youth who live in the neighbourhood.

We are asking for funding for our child and youth gang prevention funding, it will be used to take youth on land based activities, snacks and meals, art supplies and school supplies. Small groups like ours offer community safety to the most vulnerable children, youth and seniors, food security, a home away from home and community connectiveness.

Linda Bruins

Executive Director

Office 807 626 0090 Cell 807 631 6830

TO: Thunder Bay Police Service Board

FROM: Kasey Etreni, Councillor

DATE: August 26, 2024

SUBJECT: **Communications and Related Items**

As highlighted in a recent email to Board members I would ask that the following items be included in the Board's September agenda for discussion, and such direction as the Board sees fit. In general I am concerned that we are not making the most of the communication tools that we have and that is impacting the work of the Board and its committees, as well as the public's access to timely information on the work of the Board.

1. KAPOW contract - what are they responsible for? What are we responsible for?
2. Website (internal and external) - who owns our website? does it serve our needs? who has access to upload documents? The member's only site is still needing key content added, how can we move this forward? What role can the communication committee take on to support this? We need action here. It's been too long.
3. Board Meeting Highlights - risks and transparency. Who completes "highlights" and posts on our website? What process supports their creation?
4. Board Minutes – Can we post the minutes separate from the "package" so public can easily see it? What are the pros and cons of posting draft minutes as soon as they are prepared, rather than waiting for the monthly Board meeting agenda?
5. Committee's Minutes – Need to be readily accessible to both committee members and the public. Where are they best posted? And I think it would be helpful to included action items as an element in the committee minutes so that those items can be more easily tracked.
6. Board agenda, timing – Need to avoid late distribution when awaiting items that are not ready on time.

TO Thunder Bay Police Service Board

FROM John S. Hannam, Secretary

DATE September 10, 2024

SUBJECT **Communications Items**

In reply to the questions and items raised by Member Etreni, her memo dated August 26th, please find the following information to assist the Board in its discussions.

1. **KAPOW Services:** KAPOW (formerly KPW) was engaged by the Board in the spring of 2021 to support the Board in its communications needs in general. Those include issues management, social media content and monitoring, media releases, and most recently added quarterly and annual reports. KAPOW is engaged on a fee for service basis, at a blended fee that has been unchanged since 2021. More recently a monthly flat fee of \$1,200 for website maintenance, content, and hosting fees, along with social media monitoring was added. The Board is responsible for providing content to KAPOW for posting, review and approval of releases and posts, and generally directing the activity of communications. KAPOW often works directly with the Chair or other Board members in drafting media releases and prepared comments.

2. **Website thunderbaypsb.ca:** The Board owns the website, which was originally designed in 2019 and then underwent significant change in 2022 and 2023. The site is hosted by a third party, GoDaddy.com, but content is managed on our behalf by KAPOW. KAPOW handles design change work as well as day to day posting of materials as they are provided by the Board. KAPOW has committed to having materials posted to the site within 24 of them being provided, if not same day.

3. **Board Meeting Highlights:** The 'Highlights' media release is prepared in consultation with the Board Chair, and Secretary, by KAPOW. Late in the week prior to a regularly scheduled Board meeting the agenda is reviewed and those items that might benefit from added focus and comment are identified. The Highlights only cover the public meeting matters and are drafted by KAPOW staff and are reviewed by Board Administration prior to release. This monthly release helps to convey to the public the work of the Board, and that too of the Service.

4. **Board Minutes:** The Board minutes can certainly be posted separately from the agendas for ease of viewing. Administration will work with KAPOW to have the public side of the website modified with space for the minutes. As member Etreni has noted with the Board only meeting monthly there can be some delay in getting minutes available. Posting draft minutes does pose a risk in that information in draft form may give the public an incorrect understanding of decisions of the Board or otherwise inaccurately reflect meeting proceedings. That risk is likely

minimal as the draft minutes are reviewed by both the Board Chair and Administration before being included in an agenda for approval. Should the Board wish to post draft minutes it can be expected that they would be available with 1-2 weeks of a meeting.

5. Committee Minutes: Administration has met with KAPOW and addressed a delay in having committee minutes on the private side of the website. Past minutes are now in place and, as noted above, a commitment has been made regarding timelines for posting going forward. As to designing the minutes to include action items, Administration will undertake to do so and review them with the Committee chairs and then sharing with full committees. Administration agrees that a separate entry on meeting agendas for Action Items can be helpful, similar to the Outstanding/Tracking Lists used for Board agendas.

Administration has met with KAPOW to review website management, posting of materials and timelines. Separately from this memo, the Governance Committee is advancing a policy template to the Board for its approval; this will allow all policies to be formatted in a consistent manner and support their ongoing review, and once approved, all policies will be added to the public side of the website (they are currently on the private side but will be updated in the new format).

The Board established a Communication Committee and there is much for that Committee to do in supporting not only the items discussed here, but also in guiding the quarterly and annual reports – the latter being a new requirement on the Board under the CSPA. Administration will work with the Committee to establish a schedule of meetings and support it in getting underway.

TO Thunder Bay Police Service Board

FROM John S. Hannam, Secretary

DATE September 10, 2024

SUBJECT Budget Update

Attached is a table outlining the status of the Board's operating budget as of September 5, 2024.

The Budget position is little changed over that reported in August, still trending positively overall. Legal Fees, with known workloads for the autumn, are anticipated to end the year over budget, but the full year end position of the Budget is expected to end in a favourable position.

Work on the Strategic Plan is expected to get underway in October, and added staff resource for the Board is anticipated to be in place in November.

2024 September 5

Account Description	Actual + Committed	Budget	13763.72	Comments
Honorariums and Fringe Benefits	19,620.9	31,000.00	11,379.1	
Equip Maintenance and Computer Software	0	2,700.00	2,700	
Business Travel	3982.5	10,000.00	6,017.5	
Office Supp & Stn	463.14	2,500.00	2,036.86	
General Expense	5,412.07	10,000.00	4,587.93	
Memberships/Subscriptions	8,869.09	10,000.00	1,130.91	
Consultant Fees	42,034	125,000.00	82,966	
Professional Fees	113,303.33	250,000.00	136,696.67	
Legal Fees	168,408.31	250,000.00	81,591.69	
Legal Fees-Indemnity	18,848.5	50,000.00	31,151.5	
Purchased Service	55,665.38	200,000.00	144,334.62	
Rent Expense	14,531.33	38,700	24,168.67	
Revenue Rental-Office Space	-15232.4	-15,000.00	232.4	
Totals	435,906.15	964,900	542,757.57	