

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

DATE: SEPTEMBER 17, 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
Councillor K. Etreni
Ms. K. Machado

PRESENT via ZOOM:

Ms. D. Baxter

REGRETS:

Mayor K. Boshcoff

OFFICIALS:

Mr. D. Fleury, Chief of Police
Mr. R. Hughes, Deputy Chief of Police
Ms. T. Smith, Director – Corporate
Communications, Thunder Bay Police
Service
Staff Sergeant J. Rybak, Thunder Bay Police
Service
Mr. J. Hannam, Secretary – Thunder Bay Police
Service Board
Ms. L. Douglas, Assistant to the Secretary -
Thunder Bay Police Service Board

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

Under New Business, the following items were added:

- Memorandum on Office Renovations – Additional Work;
- Funding Request – United Way Plane Pull; and
- A resolution to change the Board’s October meeting date.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

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.

CARRIED

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3. CONFIRMATION OF 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.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlheda

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

CARRIED

4. REAPPOINTMENT TO POLICE BOARD

Correspondence from the Executive Council of Ontario, dated August 29, 2024, relative to the Order in Council 1163/2024, reappointing Mr. Wayne Bahlheda 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.

5. PRESENTATION

The Thunder Bay Police Service Citizens' Satisfaction and Trust Survey Results Final Report and PowerPoint presentation were sent to members of the Board via email on September 16, 2024 with the Additional Information package.

Ms. Tracie Smith, Director – Corporate Communications, Thunder Bay Police Service, presented the Thunder Bay Police Service Citizens' Satisfaction and Trust Survey Results and responded to questions.

- Participation was voluntary;
- There were 1,191 respondents;
- 73% of respondents did have some form of contact with the Police Service.

Overall, while there was a good level of satisfaction, areas for improvement were identified and will be reviewed for opportunities for positive change.

6. REPORTS OF COMMITTEES

a) Governance Committee

Memorandum to the Thunder Bay Police Service Board from Member Denise Baxter, Chair – Governance Committee, dated September 12, 2024, was distributed separately on September 16, 2024 with the Additional Information package, for the Board's information.

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Committee Chair, Ms. Denise Baxter, provided an overview of the activities of the Governance Committee since the last Board meeting as well as an overview of the Committee's meeting on September 4, 2024. It was noted that Committee member, Ms. Cora McGuire-Cyrette's term will expire next month; however, Ms. McGuire-Cyrette has agreed to sit on the Committee until Christmas. Accordingly, the Committee will begin a search for a community member to join the Governance Committee.

A job description for an additional staff member to support the Governance Committee will be ready for advertising shortly.

i. Approval of Policy – 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, were provided for the Board's information.

Ms. D. Baxter presented the above noted documents, and noted that the Governance Committee wants a standardized template for policies. All past approved policies will be reformatted on this template and will be posted on the Board's website for public viewing.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

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.

CARRIED

ii. Approval of Policy - Format for Policy/Procedure

Proposed Policy ADMIN-001 – Format for Policy/Procedure, was provided for the Board's information.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

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.

CARRIED

b) Labour Relations Committee

Committee Chair, Mr. W. Bahlieda, provided an update of the activities of the Labour Relations Committee.

The Committee will be dealing with updates to its Terms of Reference in order to comply with new legislation under the *Community Safety and Policing Act, 2019*.

A committee meeting will be scheduled for some time in October.

Further negotiations with the Police Association for collective bargaining is scheduled for October 22, 2024.

7. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Request to Claim Found Property

Provided for the Board's information:

- 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.
- Report No. 22/24 (Police) relative to a request to claim found property.

Chief of Police D. Fleury provided an overview and responded to questions on the process when found property is turned in to the Police Service.

The Board noted the honesty and integrity of Mr. Simic for turning in the found funds.

Discussion about process and recommendations for more internal training was held.

Deputy Chief of Police R. Hughes reported that the Police Service is doing a full and complete review of the Front Desk in order to improve services with the public.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

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.

CARRIED

b) Summary of Complaints for Q2 2024

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

Staff Sergeant J. Rybak, Thunder Bay Police Service, provided an overview relative to the above noted report. He clarified that the use of “termination” was associated with the termination of the investigation, not the employee, as per current legislation.

Staff Sgt. Rybak confirmed that there will be a summary of 2024 in Q1 of 2025.

8. GENERAL MATTERS

a) Ryan Inquest Recommendations

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, was provided for the Board’s information.

Staff Sergeant J. Rybak, Thunder Bay Police Service provided an overview of the memorandum and responded to questions.

b) Strategic Planning

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, was provided for the Board’s information.

Mr. J. Hannam, Secretary, provided an overview relative to the above noted, and responded to questions. He noted that there is no request for the participant/respondent to set up an account in order to complete the survey.

MOVED BY: Councillor K. Etrene

SECONDED BY: Ms. D. Baxter

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.

CARRIED

c) Evergreen a United Neighbourhood – Funding Request

Correspondence from Linda Bruins, Executive Director – Evergreen a United Neighbourhood, dated July 22, 2024, relative to a request for financial assistance, was provided for the Board’s information.

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Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board, provided an overview and responded to questions.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlheda

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 \$10,000.00;

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

CARRIED

d) Board Communications

Memorandum to the Thunder Bay Police Service Board from Councillor Kasey Etreni, dated August 26, 2024, relative to communication concerns and other related items, as well as a 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, were provided for the Board's information.

Councillor K. Etreni provided an overview of her memorandum and noted that the Board has an opportunity to make some improvements with communications internally and with the public. It was also noted that some of the memo would be discussed in Closed Session.

Chair Machado requested that Working Group A of the Governance Committee make some recommendations on how to address the areas of concern raised by Councillor Etreni.

e) Monthly Budget Update

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, was provided for the Board's information.

Mr. J. Hannam, Secretary to the Board, provided an update and noted that one area of concern is the legal fees budget, as there is a lot of activity anticipated with upcoming events in Fall 2024.

9. NEW BUSINESS

a) Update – Office Renovations

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated September 13, 2024, relative to an update of office renovations, was provided for the Board's

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information with the Additional Information package distributed on September 16, 2024. The additional renovations are related to ensuring compliance with accessibility as per City of Thunder Bay requirements.

Mr. J. Hannam, Secretary, provided an update on the office renovations, and noted that renovations to the washroom will add about a week to the renovations timeline.

MOVED BY: Councillor K. Etreni

SECONDED BY: Ms. D. Baxter

With respect to ongoing renovations to its leased office space at 1111 Victoria Avenue, East, we recommend that the Thunder Bay Police Service Board authorize the expenditure of an additional \$5,700 as quoted to undertake renovations to improve accessibility of the washroom facilities.

CARRIED

b) Funding Request – United Way Plane Pull

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated September 13, 2024, relative to a funding request, was provided for the Board's information in the Additional Information package distributed September 16, 2024.

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

MOVED BY: Ms. D. Baxter

SECONDED BY: Mr. W. Bahlieda

With respect to the funding request for the United Way Plane Pull, we recommend that the Thunder Bay Police Service Board approve sponsorship in the amount of \$500.00.

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

WITHDRAWN

It was noted that there is a Special Account Committee, and that this request should be forwarded to that committee for consideration.

It was the consensus of the Board to withdraw the motion.

c) Change in Date for October Board Meeting

Due to scheduling conflicts, discussion was held on a new date for the October 2024 Board

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meeting.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

THAT the Board meeting date of Tuesday, October 15, 2024 be rescheduled to Thursday, October 24, 2024, with the location of the meeting to be determined.

CARRIED

There was no other New Business presented.

10. CONFIRMING BY-LAW

MOVED BY: Councillor K. Etreni

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 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

CARRIED

11. ADJOURNMENT

The meeting adjourned at 11:53 a.m.