



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

Date: TUESDAY, DECEMBER 17, 2024

**Location: TBPSB BOARDROOM
1111 VICTORIA AVENUE, EAST
Thunder Bay, ON**

Time: 10:30 A.M.



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

TUESDAY, DECEMBER 17, 2024

**TBPSB BOARDROOM
1111 Victoria Avenue, East, 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-Eighth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on December 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 Twenty-Third Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on October 24, 2024, to be confirmed. **(Pages 8 - 12)**

RES 2

THAT the Minutes of the Twenty-Third Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on October 24, 2024, be confirmed.

4. PRESENTATION

Thunder Bay Police Service – Annual Report

(10 minutes)

Ms. Tracie Smith, Director – Corporate Communications, Thunder Bay Police Service, to present the Annual Report for the Thunder Bay Police Service.

5. UNFINISHED BUSINESS

(2 minutes)

Annual Inquest Report – Seven First Nations Youths

At the October 24, 2024 Regular Session of the Board, the Annual Inquest Report was presented.

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Deputy Chief R. Hughes was asked to follow up on the provision of student lists to the Thunder Bay Police Service.

Deputy Chief R. Hughes to provide an update relative to the above noted.

6. REPORTS OF COMMITTEES

- a) Governance Committee (5 minutes)

Memorandum to the Thunder Bay Police Service Board from Denise Baxter, Chair – Governance Committee, dated November 21, 2024, relative to an update on the activities of the Governance Committee, for the Board’s information. **(Page 13)**

Committee Chair. D. Baxter to provide an overview relative to the above noted.

- i. Policy for Adoption (5 minutes)

Proposed Policy on competencies and attributes recommended for members of the Thunder Bay Police Service Board, for the Board’s information. **(Pages 14 - 16)**

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

RES 3 With respect to the proposed policy on competencies and attributes recommended for members of the Thunder Bay Police Service Board, as presented at the December 17, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves adoption of the above noted policy.

- b) Labour Relations Committee (5 minutes)

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

- c) Communications Committee (10 minutes)

Communications Committee Terms of Reference to be presented for approval by the Board. **(Pages 17 - 19)**

Mr. J. Hannam, Secretary to the Board, to provide an overview relative to the above noted. The following motion will be presented for the Board’s consideration:

RES 4 With respect to the Terms of Reference for the Communications Committee, as presented at the November 26, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves the Terms of Reference.

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- d) CSPA Transition Plan Subcommittee (5 minutes)

Ms. K. Machado to provide a brief update relative to the activities of the Subcommittee.

- e) Finance Committee (15 minutes)

Members of the Finance Committee for present their Terms of Reference and budget templates for the Board's consideration.

7. REPORTS OF THE THUNDER BAY POLICE SERVICE

- a) Report on Meetings with Indigenous Leaders (5 minutes)

Chief of Police D. Fleury to provide a verbal update on meetings with Indigenous leaders, as per the Board's Indigenous Relationship Policy.

- b) Secondary Activities Report (5 minutes)

Report No. 33/24 (Police) relative to the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments, for the Board's information. **(Pages 20 - 23)**

Report No. 36/24 (Police) relative to the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments, for the Board's information. **(Pages 24 - 27)**

Chief of Police D. Fleury to provide an overview relative to the above noted.

- c) Use of Artificial Intelligence Report (5 minutes)

Report No. 40/24 (Police) relative to the twice-yearly review of the Police Service's use of video analytics, for the Board's information. **(Pages 28 - 29)**

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

- d) 2025 Proposed Operating Budget – Thunder Bay Police Service (10 minutes)

Report No. 38/24 (Police) relative to the proposed 2025 Operating Budget for the Thunder Bay Police Service, for the Board's information. **(Pages 30 - 35)**

Ms. D. Paris, Director – Financial Services & Facilities, Thunder Bay Police Service, to provide an overview relative to the above noted.

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

RES 5

It is recommended that the Thunder Bay Police Service Board approves the 2025 Operating Budget for the Thunder Bay Police Service, as presented at the December 17, 2024 Regular Session of the Board.

- e) Unclaimed Funds Report (5 minutes)

Report No. 37/24 (Police) relative to unclaimed funds, for the Board's information. **(Pages 36 - 38)**

Chief of Police D. Fleury to provide an overview relative to the above noted.

- f) SIU Administrative Reports (5 minutes)

Memorandum to the Thunder Bay Police Service Board from Inspector G. Snyder, dated December 6, 2024, relative to an SIU Administrative Report for SIU Case #24-OCI-166, for the Board's information. **(Pages 39 - 41)**

Memorandum to the Thunder Bay Police Service Board from Inspector G. Snyder, dated December 9, 2024, relative to an SIU Administrative Report for SIU Case #23-OSA-514, for the Board's information. **(Pages 42 - 43)**

Inspector G. Snyder to provide an overview relative to the above noted.

8. GENERAL MATTERS

- a) Special Account Summary (5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated November 21, 2024, relative to the semi-annual summary of activities in the Board's Special Account, for the Board's information. **(Page 44)**

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

- b) Use of Consent Agendas (5 minutes)

Memorandum to the Thunder Bay Police Service Board from Denise Baxter, Vice Chair, dated December 10, 2024, relative to the use of consent agendas at meetings, for the Board's information. **(Page 45)**

- c) 2025 Meeting Dates (5 minutes)

Copies of the 2025 calendar are being provided for the Board's information in order to determine their meeting dates in 2025. **(Pages 46 - 47)**

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The following meeting dates, on the 3rd Tuesday of each month, are proposed for 2025:

- Tuesday, January 21, 2025;
- Tuesday, February 18, 2025;
- Tuesday, March 18, 2025;
- Tuesday, April 15, 2025;
- Tuesday, May 20, 2025;
- Tuesday, June 17, 2025;
- Tuesday, July 15, 2025 (tentative);
- Tuesday, August 19, 2025 (tentative);
- Tuesday, September 16, 2025;
- Tuesday, October 21, 2025;
- Tuesday, November 18, 2025; and
- Tuesday, December 16, 2025.

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

RES 6 With respect to the 2025 meeting dates presented at the December 17, 2024 Regular Session of the Thunder Bay Police Service Board, we recommend proceeding with the proposed dates.

- d) Strategic Planning (5 minutes)

Mr. J. Hannam, Secretary, to provide a verbal update 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 November 19, 2024, relative to an update on the 2024 Police Service Board Budget, for the Board’s information. **(Pages 48 - 49)**

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

9. NEW BUSINESS

10. CLOSED SESSION AGENDA ITEMS

In accordance with and subject to Section 44 of the *Community Safety and Policing Act, 2019*, the following matters will be discussed in Closed Session prior to the public meeting scheduled for December 17, 2024:

1. Update from Legal Counsel

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2. Restructuring and Staffing – Thunder Bay Police Service
3. Modifications to the Operating Budget Format – Thunder Bay Police Service
4. Provision of Legal Services for the Thunder Bay Police Service Board
5. Update on Organizational Review of the Thunder Bay Police Service
6. Data Collection for the Inspectorate of Policing
7. Update on Labour Relations
8. Contracts for Administrative Staff

11. CONFIRMING BY-LAW

RES 7

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 December, 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: PC26-2024

12. ADJOURNMENT

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

DATE: OCTOBER 24, 2024

TIME: 10:40 A.M.

PLACE: TBPSB BOARDROOM
1111 VICTORIA AVENUE – UNIT #102, THUNDER BAY

CHAIR: MS. K. MACHADO

PRESENT:

Mr. W. Bahlheda
Mayor K. Boshcoff
Councillor K. Etreni
Ms. K. Machado

REGRETS:

Ms. D. Baxter

ATTENDING BY ZOOM:

Mr. T. Gervais, Police Services Advisor –
Ministry of the Solicitor General

OFFICIALS:

Mr. R. Hughes, Deputy Chief of Police
Ms. D. Paris, Director – Financial Services &
Facilities, Thunder Bay Police Service
Detective Inspector J. Pearson, Thunder Bay
Police Service
Acting Staff Sergeant S. Beaulieu, 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

Board representation at Remembrance Day ceremonies and a Strategic Planning Update were added under General Matters. Duration of meetings was added under New Business.

MOVED BY: Councillor K. Etreni
SECONDED BY: Mr. W. Bahlheda

With respect to the Twenty-Third Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on October 24, 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 Twenty-First Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on September 17, 2024, to be confirmed.

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MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlieda

THAT the Minutes of the Twenty-First Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on September 17, 2024, be confirmed.

CARRIED

4. REPORTS OF COMMITTEES

a) Governance Committee

Ms. K. Machado provided a brief overview relative to the activities of the Governance Committee and noted that the Committee's next meeting is scheduled for November 6, 2024. Topics for discussion will include the Board's procedural bylaw and the numerous recommendations directed to the Board.

b) Labour Relations Committee

Committee Chair, Mr. W. Bahlieda, provided a brief overview relative to the activities of the Labour Relations Committee. He reported that both parties are actively engaged in the renewal of collective agreements for the Police Association. There was a meeting on October 22, 2024 and another meeting is scheduled for next month.

5. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Summary of Complaints for Q3 2024

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

Acting Staff Sergeant S. Beaulieu, Thunder Bay Police Service, provided an overview of the 3rd quarter for 2024 and responded to questions.

b) 2024 Operational Budget

Report No. 25/24 (Police) relative to the Q3 Variance Report for the Thunder Bay Police Service, was provided for the Board's information.

Ms. D. Paris, Director – Financial Services & Facilities, Thunder Bay Police Service, provided an overview relative to the above noted. There was no significant variance to report at this time.

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c) Secondary Activities Report

Memorandum to Chief of Police Darcy Fleury from Karen Machado – Chair, Thunder Bay Police Service Board, dated September 26, 2024, relative to the Secondary Activities Report, was provided for the Board’s information.

Report No. 26/24 (Police) relative to a report on the secondary activities/employment of members of the Thunder Bay Police Service, was provided for the Board’s information.

Memorandum from Chief Fleury – Update on Report No. 26/24 was distributed separately to the Board on October 23, 2024.

Deputy Chief of Police R. Hughes provided an overview and responded to questions.

d) Missing Persons Investigations Reporting

Report No. 27/24 (Police) relative to semi-annual reporting for Missing Persons Investigations, was provided for the Board’s information.

Detective Inspector J. Pearson provided a report on the period January 1st to June 30th, 2024. He also responded to questions about Police Service’s use of social media.

Detective Inspector Pearson confirmed that the Missing Person Policy is up to date and that the Police Service is always reviewing their practices and policies.

e) Annual Summary of Training Report

Report No. 28/24 (Police) relative to the annual summary of training for the Thunder Bay Police Service, was provided for the Board’s information.

Acting Staff Sergeant S. Beaulieu provided an overview relative to the above noted and responded to questions about training. The report covers the period September 2023 to September 2024. It was confirmed that all of the training is performed in-house.

The Police Service is in the process of rolling out training for 2025. A brief overview of upcoming training was provided.

Acting Staff Sgt. Beaulieu will follow up on a few questions about compliance with the CSPA mandatory thematic training and the percentage of training completed.

6. GENERAL MATTERS

a) Annual Inquest Report – Seven First Nations Youths

Annual Inquest Report into the deaths of seven First Nations youth was provided for the Board's information.

Mr. J. Hannam, in recognition of, started by saying the names of the seven First Nation youth and provided an overview relative to the above. He noted that this report had been previously shared with the families prior to becoming public information.

With respect to Page 5 of the Annual Inquest Report, Deputy Chief of Police R. Hughes will follow up on the status of the student lists (whether each individual education authority will provide them to the Thunder Bay Police Service) and will provide an update at the next Board meeting.

b) Third Quarter Variance Report – Thunder Bay Police Service Board

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated October 22, 2024, relative to the Board's 2024 Operating Budget and the Q3 Variance Report and Summary, was distributed separately with Additional Information on October 23, 2024.

Mr. J. Hannam, Secretary to the Board, provided an overview of his memorandum and noted that the Board's budget continues to remain in a favourable position. A favourable position is anticipated for year-end reporting.

c) Delivery of Services in Oliver Paipoonge

Deputy Chief of Police R. Hughes provided a verbal update with respect to delivery of services in the Municipality of Oliver Paipoonge. A brief overview of the contract was provided. Deputy Chief Hughes advised that regular meetings on service delivery are being set up. Chair K. Machado noted that the Board will also attend if required.

Mr. J. Hannam noted that next month's Board meeting is going to be held in Oliver Paipoonge at their Municipal Office.

d) Remembrance Day

Mr. J. Hannam canvassed members of the Police Service Board for availability to attend various Remembrance Day ceremonies being held in Thunder Bay.

Mr. W. Bahlieda will attend the Slovak Legion ceremony, if one is being held there. Councillor K. Etrene will attend the Waverley Park ceremony. Mr. J. Hannam will contact Member D. Baxter about attending the Fort William First Nation ceremony. Mayor K. Boshcoff and Chair K. Machado will attend the Fort William Gardens ceremony.

e) Strategic Plan Update

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Mr. J. Hannam reported that a strategic planning session has been scheduled for November 15, 2024. He noted that a survey in support of the strategic plan is being launched in the community on October 25, 2024. Firedog Communications is proceeding to set up consultation with various identified community groups in compliance under the CSPA.

It is anticipated that a strategic plan will be presented to the Board in early 2025.

7. NEW BUSINESS

Duration of Meetings

Member W. Bahlieda addressed the length of meetings, and suggested that a timeline be set for meeting; anything not discussed within those timelines would be put over to the next agenda.

Chair K. Machado advised that changes are coming which will hopefully assist with the length of meetings.

8. 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 24th day of October, 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: PC22-2024

CARRIED

9. ADJOURNMENT

The meeting adjourned at 11:21 a.m.

TO: Thunder Bay Police Service Board

FROM: Denise Baxter, Chair – Governance Committee

DATE: November 21, 2024

SUBJECT: **Governance Committee Update**

The Governance Committee last met on November 6, 2024, opening the meeting with an acknowledgement of the service to the Committee, and the Board, of members Cora Lee McGuire-Cyrette, and David Paul Achneepineskum whose terms on the Committee have come to an end. In addition, the service to the Committee over the past year and half by Donna Bain Smith as the Vice Chair of the Committee was acknowledged.

The committee's agenda for the November 6th meeting included the election of a Chair and Vice Chair for the coming year; member Denise Baxter and member Kasey Etreni were acclaimed respectively in those roles.

Other items reviewed and discussed by the Committee included:

- Ongoing review of the Board's procedural by-law, in part to reflect changes under the CSPA
- General policy on Board governance, which includes the roles and responsibilities of the Board
- Community Safety Indexes
- Policy on recruitment of the Chief and Deputy Chiefs of Police
- Board training under the CSPA
- Adoption of a statement of Board Competencies and Attributes, to be recommended to the Board

The committee also discussed the status of the hiring of additional staff resource to support the committee; applications received will be reviewed and interviews set in the coming weeks. Noted also that the recruitment of new members of the Committee from the community was ongoing at the time of the meeting.

POLICY TITLE: Governance: Competencies and Attributes Recommended for Members of the Thunder Bay Police Service Board	POLICY NUMBER: GOV- 002
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

The Thunder Bay Police Service Board (Board) operates under the authority of the *Community Safety and Policing Act 2019* and is composed of 5 members, including the Chair and the Vice Chair. In accordance with the Act, 3 of these members are appointed by the municipality, the head of council should they chose, one municipal council member appointed by resolution and one person, appointed by resolution, who is neither a council member nor employee of the municipality. The remaining 2 members are appointed by the province via an Order in Council signed by the Lieutenant Governor. The Board strongly recommends that when making appointments to the Board, both levels of government consider the competencies and attributes identified herein.

Challenging and important context for Thunder Bay include but are not limited to having limited access to comparable police services who can assist and support in cases of emergency or need in a timely manner; is remote from centralized services such as forensic pathology; has experienced a high violent crime severity index, high homicide rate and a serious drug problem; is a regional hub for Northwestern Ontario with people coming both temporarily and permanently for educational, medical and social services activities and supports; Indigenous residents and visitors to Thunder Bay have faced disadvantage and discrimination, many suffer the consequences of historic and modern trauma. Equitable and Effective Policing are required.

PURPOSE

Thunder Bay has the challenge and opportunity of new and evolving relationships with First Nation and other Indigenous organizations; this includes the Board and the

Service, and the composition of the board must reflect this reality.

POLICY/PROCEDURE

Board members work together to fulfill the Board's mandate by providing civilian governance respecting adequate and effective police services in Thunder Bay and Oliver Paipoonge.

The Board has identified a range of the attributes, characteristics and competencies it considers important for members to effectively contribute to the Board. It is not intended that potential members necessarily possess all these competencies. However, taken as a whole, the Board should ensure that through its membership, all these competencies are represented.

In no order of importance, they are:

Service to the community

A prospective Board appointee should be an active member of the community, contributing through volunteerism and other activities.

Community-oriented

Civilian governance of police is intended to make police agencies more consistent with and responsive to community needs, values and expectations. An appointee should be highly conscious of this objective, always considering the community's best interest when making governance decisions.

Board experience

An appointee should have demonstrated experience serving on community or corporate boards of directors and a demonstrated understanding of the governance role.

Strategic thinking and priority setting

Setting and focusing on strategic priorities for the Thunder Bay Police Service is a core component of the Board's mandate. A Board appointee should be able to actively contribute to developing multi-year strategic plans for the Service.

Integrity and professionalism

An appointee should have a demonstrated record of integrity, professionalism, discretion, and good judgment.

Financial literacy

The Board has a responsibility to monitor the Thunder Bay Police Service budget and recommend an annual budget that is sufficient to provide adequate police services. Therefore, appointees should have the basic financial literacy to participate in budget discussions and understand information provided by the Thunder Bay Police Service regarding how the Board's strategic priorities may affect the Service's resources.

Availability

An appointee should be willing to commit the time necessary to properly fulfill their responsibilities on the Board, including preparing for and participating in Board and various committee meetings.

Compatibility

An appointee should have the ability to develop strong working relationships with other

Board members, the Chief of Police, and other stakeholders. An appointee should share the Board's interest in community safety and effective policing.

Education and/or life experience

An appointee should be able to read and understand substantial amounts of material with the ability to critically evaluate it, problem-solve and meaningfully participate in Board discussions.

Understanding of the environment for policing in Thunder Bay

An appointee should be committed to making governance decisions that are informed by the environment for policing in Thunder Bay, including having regard for the various reports, recommendations and history thereof. An appointee should understand that the city's history and socioeconomic trends influence crime and policing priorities.

In addition to these, the Board has identified a set of attributes that should characterize the Board members collectively:

Collaboration

The Board will strive to operate collaboratively, valuing the contributions of all Board members and pursuing a positive working relationship with the Thunder Bay Police Service and other stakeholders. The Board prefers to make decisions by consensus wherever possible.

Diversity

The Board should be composed of members with different experiences and perspectives to create a Board that reflects the community it serves. In respect to diversity and given the history, reports and recommendations mentioned above it is recommended that at least a minimum of 1 member of the board be Indigenous.

High ethical standards

The Board will strive to lead by example by valuing ethical behaviour and accountability. Board members will actively promote an organizational culture characterized by high ethical standards.

Collectively knowledgeable of key governance areas

In order for the Board to be effective, each Board member should have experience in one or more of the following fields and vacancies should be filled with consideration given to any gaps in the Board's collective expertise in no order of importance:

- Board governance
- Strategic planning
- Policy making
- Labour relations
- Financial management and budgeting
- Risk management / audit
- Public service / municipal government
- Communications
- Conflict resolution
- Diversity
- Community services and development

THUNDER BAY POLICE SERVICE BOARD

COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

NOVEMBER 2024

1. Name of the Committee: The Committee is named the Communications Committee of the Thunder Bay Police Service Board

2. Background

To help ensure that the various communications channels utilized by the Thunder Bay Police Service Board (Board) are effective and consistent and provide recommendations to the Board on its strategic communications, the Board established this Committee on April 23, 2024.

The Committee is directed to oversee and guide the communication strategies and activities of the Board, ensuring transparency, effective public engagement, and consistent messaging on matters related to policing and Board operations.

The Committee is directed to work with Board administration on the Board's communication strategy including key elements such as the Board's website, media relations and community/annual reports.

3. Mandate

The Committee's mandate, as set out in the Board's establishing motion, includes responsibilities for:

- Developing and recommending communication strategies that support the Board's role and enhance public understanding of Board activities and police services.
- Make recommendations on the Board's Communication Strategy
- Review and advise on key communication tools: including but limited to the website, community reports

4. Resources and Finances

The Committee will be supported by Board Administration, working together with the Board's external Issues Management and Communications support firm.

The Committee will be funded through the annual budget process, considered as a part of the budget for the Board.

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The Committee will, no later than August of each year, consider its activities and the needs for financial resources and submit those needs to the Board for consideration, most particularly the costs of the communications strategy and external communication resources should be considered. Financial resources will be administered by the Secretary to the Board in accordance with the direction of the Board for purchases and financial management and reporting.

5. Objectives

In accordance with its mandate the Objectives of the Committee will be:

- Ensure clear and effective communications of the work of the Board through media relations, public communications and the website
- Advise on annual review of the Board's Communication Strategy
- Review and comment on quarterly and annual reports

6. Deliverables

The Committee will:

- Develop and submit to the Board for approval an annual Communications Strategy
- Review and make recommendations to ~~Administration~~ on the content and design of the Board's website
- Review and make recommendations on quarterly, annual and any special reports to the community
- Recommend to the Board strategies that promote transparency and foster positive relationships with the community, addressing public concerns and feedback effectively
- Monitor and assess the effectiveness of communication strategies and recommend improvements as needed to the Board; including new approaches/changes to the Board's strategic communications, new communication tools & channels
- Report regularly to the Board its activities through its minutes and such reports and recommendations

7. Membership

The Committee will consist of two members of the Board, where possible with relevant experience in communications, public relations, and community engagement. Committee members will be appointed by the Board. Matters before the Committee will be decided on consensus. Members of the Board appointed to the Committee will serve for the term

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of their appointment to the Board. The Board may consider staggering such appointments to ensure continuity of knowledge and experience. Board Administration and the Board's external Issues Management and Communications support firm will support this work.

8. Roles and Responsibilities

- Members will participate fully in all meetings of the Committee, being actively engaged in the work of the Committee.
- The Committee will set its own meeting schedule, with consideration for monthly meetings.
- Members will, from amongst themselves, select a Chair the Committee. Such selection to be conducted on an annual basis.
- Members will be called upon to undertake work in between meetings of the Committee as assigned.

9. Attendance

- Representatives will attend all regularly scheduled meetings, as is reasonably possible, advising the Chair and Board Administration in advance of any absence by 12 noon on the day prior to the meeting.
- If a member misses more than three consecutive meetings, their membership will be subject to review by the Board Chair. Further information may be requested. Membership may be withdrawn by a vote of the Board if all other efforts to confirm membership have been exhausted.

10. Administration

- Administrative support for the Committee will be provided by Board Administration.
- Expert advice will be provided by the Board's external Issues Management and Communications support firm.
- The Committee may seek external advice and support as budgets allow.

11. Governance

Meetings of the Committee will be conducted in accordance with the Procedural By-laws of the Board.



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: November 15, 2024

Date of Meeting: November 26, 2024

Report No: 33/24

Chair and Members

Thunder Bay Police Service Board

SUBJECT

Secondary Activities Report (including Paid Duty Assignments)

REPORT SUMMARY

To report to the Thunder Bay Police Services Board on the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments.

BACKGROUND

Under the *Community Safety and Policing Act (CSPA) 2019 section 89*, the Chief of Police is required to report to the Police Services Board on all decisions made with respect to secondary activity requests from members of the Thunder Bay Police Service, and as per the Board's Information Sharing Policy, Paid Duty Assignments are also to be incorporated into this reporting. This reporting will occur on a monthly basis.

The Secondary Employment and Activities policy of the Thunder Bay Police Service (TBPS) ensures that all members of the service who choose to participate in secondary activities, paid or unpaid, do so in accordance with the *Community Safety and Policing Act (CSPA)*. Compliance with the *CSPA* helps ensure that employment activities do not impact in any way the quality of policing services delivered by the Thunder Bay Police Service.

The *CSPA* requires members of the TBPS who may be considering and/or are engaged in secondary activities, to determine whether or not the activities being considered and/or engaged in, fall within the four conditions outlined in Section 89 of the *CSPA*, and therefore require pre-approval by the Chief of Police.

Section 89 (1) of the *CSPA* states that any member of a police service shall not engage in any activity that:

- a) interferes with or influences adversely the performance of his or her duties as a member of the police service, or is likely to do so;
- b) places them in a position of conflict of interest, or is likely to do so;
- c) would otherwise constitute full-time employment for another person. As per section 210(8) *CSPA*, this clause does not apply to a member during a period of suspension without pay;
- d) in which they have an advantage derived from employment as a member of the police service.

Secondary employment activities that may result in a contravention of section 89(1) of the CSPA include but are not limited to:

- a) bill collector or bailiff;
- b) security guard or other security work;
- c) work in an establishment where gambling is permitted;
- d) insurance adjuster or investigator;
- e) motor vehicle collision investigator or assessor;
- f) towing of vehicles;
- g) private investigator, including skip tracer;
- h) work in any jail, detention centre, secure facility, etc;
- i) escort or an employee of an escort agency or body rub parlour;
- j) providing sexual entertainment or services;
- k) selling of pornographic books or magazines, sexual devices, or videos;
- l) bodyguard, armoured car driver, or guard;
- m) process server;
- n) paralegal work;
- o) any activity that requires the member to be armed, except as a member of the Canadian Armed Forces;
- p) any activity that requires union membership;
- q) other government agencies, except the Canadian Armed Forces;
- r) work in an establishment where liquor is served;
- s) work in a liquor or beer store;
- t) activity in an organization or enterprise controlled by, serving, or patronized by known criminals;
- u) represents a supplier of goods or services to TBPS;
- v) any activity that may compromise police operations (overt or covert) of any police agency;
- w) any participation involving management, control, or influence over the operations of a business offering the services of any of the above;
- x) any other activity designated by the Chief.

The Thunder Bay Police Service *Part 2 Chapter 15a Secondary Employment and Activities* policy is available to members on our internal intranet for reference.

The following is an excerpt from the policy that provides information relative to paid duty and secondary employment requests, review and approval.

Exception – Paid Duty - TBPS members are permitted to work contracted paid duties provided that the paid duty is requested to, assessed by, and assigned by the TBPS. Paid duty procedures are found in *P6c151 Paid Duty*.

SECONDARY ACTIVITY REQUEST - A member who proposes to undertake a secondary activity that contravenes prohibitions listed in these procedures, or who becomes aware that an activity that they have undertaken, may do so, shall disclose the full particulars of the situation to the Chief of Police.

Before engaging in a secondary activity or immediately upon realizing their engagement in what would constitute a secondary activity,

Member shall:

- a) forward a signed written request to the Chief of Police through the Executive Assistant to the Chief of Police, including details of the secondary activity and an explanation of how it would not contravene prohibited activity;
- b) not engage in any secondary activity until approval has been granted by the Chief of Police;
- c) if approval is subject to any conditions or restrictions, ensure that such conditions or restrictions are strictly followed;
- d) forward any material change(s) to the original request within 60 days of the material change(s) to the Chief of Police through the Executive Assistant to the Chief of Police;
- e) unless there are material changes to the request, not be required to make more than one request for ongoing secondary activity;
- f) if discontinuing a previously approved secondary activity, provide written notice to the Executive Assistant to the Chief of Police.

Processing Requests

Upon receipt of a member's written request the Chief of Police shall review each request and provide a written response indicating that the request is either:

- a) approved without restrictions;
- b) approved with restrictions; or
- c) denied.

Should a request be approved with restrictions or denied, an explanation shall accompany the reason(s) for the decision.

Executive Assistant to the Chief of Police shall:

- a) maintain a current secondary activity database, noting any members who have requested secondary activity, and whether the request was approved or denied;
- b) forward the signed response approving or denying the request to the member and a copy to Human Resources;
- c) provide a monthly report on non-paid duty secondary activity requests to the Chief of Police for the purposes of reporting under P2c69 TBPS Administrative Reporting.

Human Resources shall:

a) upon receiving approved or denied secondary activity requests, submit the letter to the employee's personnel file.

COMMENTS

At the October Regular Session Board meeting, Report 26/24 was provided to the Board for their information. The report covered secondary employment from January 2024 to the end of September 2024 including those requests that were approved/denied prior to 2024 and paid duty assignments for the month of September 2024. In addition, a memorandum was also provided at that meeting summarizing the recent review of all members secondary employment status.

This report covers secondary employment for the month of October 2024 and paid duty assignments for the same month.

1 FBI National Academy Associates Approved

Paid Duty

Below are the paid duty requests approved.

CONTRACT	Number of Jobs (Officers)	Filled	Unfilled	Duties Requested
TBRHSC	62	44	18	Security
Cancer Society Run	1	1	0	Road Closure

*TBRHSC- Thunder Bay Regional Health Sciences Centre

On October 23, 2024, paid duty was denied to Circle K for the time period of November 4-10 due to operational considerations.

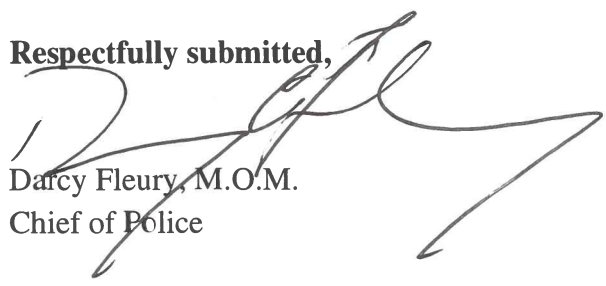
This report satisfies the statutory requirements for disclosure of secondary activities to the Police Services Board.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,

Darcy Fleury, M.O.M.
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: December 6, 2024
Date of Meeting: December 17, 2024
Report No: 36/24

Chair and Members **Thunder Bay Police Service Board**

SUBJECT

Secondary Activities Report (including Paid Duty Assignments)

REPORT SUMMARY

To report to the Thunder Bay Police Services Board on the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments.

BACKGROUND

Under the *Community Safety and Policing Act (CSPA) 2019 section 89*, the Chief of Police is required to report to the Police Services Board on all decisions made with respect to secondary activity requests from members of the Thunder Bay Police Service, and as per the Board's Information Sharing Policy, Paid Duty Assignments are also to be incorporated into this reporting. This reporting will occur on a monthly basis.

The Secondary Employment and Activities policy of the Thunder Bay Police Service (TBPS) ensures that all members of the service who choose to participate in secondary activities, paid or unpaid, do so in accordance with the *Community Safety and Policing Act (CSPA)*. Compliance with the *CSPA* helps ensure that employment activities do not impact in any way the quality of policing services delivered by the Thunder Bay Police Service.

The *CSPA* requires members of the TBPS who may be considering and/or are engaged in secondary activities, to determine whether or not the activities being considered and/or engaged in, fall within the four conditions outlined in Section 89 of the *CSPA*, and therefore require pre-approval by the Chief of Police.

Section 89 (1) of the *CSPA* states that any member of a police service shall not engage in any activity that:

- a) interferes with or influences adversely the performance of his or her duties as a member of the police service, or is likely to do so;
- b) places them in a position of conflict of interest, or is likely to do so;
- c) would otherwise constitute full-time employment for another person. As per section 210(8) *CSPA*, this clause does not apply to a member during a period of suspension without pay;
- d) in which they have an advantage derived from employment as a member of the police service.

Secondary employment activities that may result in a contravention of section 89(1) of the CSPA include but are not limited to:

- a) bill collector or bailiff;
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- c) work in an establishment where gambling is permitted;
- d) insurance adjuster or investigator;
- e) motor vehicle collision investigator or assessor;
- f) towing of vehicles;
- g) private investigator, including skip tracer;
- h) work in any jail, detention centre, secure facility, etc;
- i) escort or an employee of an escort agency or body rub parlour;
- j) providing sexual entertainment or services;
- k) selling of pornographic books or magazines, sexual devices, or videos;
- l) bodyguard, armoured car driver, or guard;
- m) process server;
- n) paralegal work;
- o) any activity that requires the member to be armed, except as a member of the Canadian Armed Forces;
- p) any activity that requires union membership;
- q) other government agencies, except the Canadian Armed Forces;
- r) work in an establishment where liquor is served;
- s) work in a liquor or beer store;
- t) activity in an organization or enterprise controlled by, serving, or patronized by known criminals;
- u) represents a supplier of goods or services to TBPS;
- v) any activity that may compromise police operations (overt or covert) of any police agency;
- w) any participation involving management, control, or influence over the operations of a business offering the services of any of the above;
- x) any other activity designated by the Chief.

The Thunder Bay Police Service *Part 2 Chapter 15a Secondary Employment and Activities* policy is available to members on our internal intranet for reference.

The following is an excerpt from the policy that provides information relative to paid duty and secondary employment requests, review and approval.

Exception – Paid Duty - TBPS members are permitted to work contracted paid duties provided that the paid duty is requested to, assessed by, and assigned by the TBPS. Paid duty procedures are found in *P6c151 Paid Duty*.

SECONDARY ACTIVITY REQUEST - A member who proposes to undertake a secondary activity that contravenes prohibitions listed in these procedures, or who becomes aware that an activity that they have undertaken, may do so, shall disclose the full particulars of the situation to the Chief of Police.

Before engaging in a secondary activity or immediately upon realizing their engagement in what would constitute a secondary activity,

Member shall:

- a) forward a signed written request to the Chief of Police through the Executive Assistant to the Chief of Police, including details of the secondary activity and an explanation of how it would not contravene prohibited activity;
- b) not engage in any secondary activity until approval has been granted by the Chief of Police;
- c) if approval is subject to any conditions or restrictions, ensure that such conditions or restrictions are strictly followed;
- d) forward any material change(s) to the original request within 60 days of the material change(s) to the Chief of Police through the Executive Assistant to the Chief of Police;
- e) unless there are material changes to the request, not be required to make more than one request for ongoing secondary activity;
- f) if discontinuing a previously approved secondary activity, provide written notice to the Executive Assistant to the Chief of Police.

Processing Requests

Upon receipt of a member's written request the Chief of Police shall review each request and provide a written response indicating that the request is either:

- a) approved without restrictions;
- b) approved with restrictions; or
- c) denied.

Should a request be approved with restrictions or denied, an explanation shall accompany the reason(s) for the decision.

Executive Assistant to the Chief of Police shall:

- a) maintain a current secondary activity database, noting any members who have requested secondary activity, and whether the request was approved or denied;
- b) forward the signed response approving or denying the request to the member and a copy to Human Resources;
- c) provide a monthly report on non-paid duty secondary activity requests to the Chief of Police for the purposes of reporting under P2c69 TBPS Administrative Reporting.

Human Resources shall:

- a) upon receiving approved or denied secondary activity requests, submit the letter to the employee's personnel file.

COMMENTS

At the October Regular Session Board meeting, Report 26/24 was provided to the Board for their information. The report covered secondary employment from January 2024 to the end of September 2024 including those requests that were approved/denied prior to 2024 and paid duty assignments for the month of September 2024. In addition, a memorandum was also provided at that meeting summarizing the recent review of all members secondary employment status. At the November 26, 2024 Regular Session meeting, Report 33/24 was provided to the Board for their information summarizing reporting for the month of October 2024.

This report covers secondary employment for the month of November 2024 and paid duty assignments for the same month. On a go forward basis reports to the Board will continue to provide summary for the month(s) previous.

1 Canadian Military Reserves (Infantry Captain) Approved

Paid Duty

Below are the paid duty requests approved.

CONTRACT	Number of Jobs (Officers)	Filled	Unfilled	Duties Requested
TBRHSC	60	48	12	Security
City of Thunder Bay	2	1	1	Road Closure
Rotary Christmas Parade	24	20	4	Road Closure
Bellemare	2	2	0	Oversized load escort
TBay & District Metis Council	2	2	0	Security

*TBRHSC- Thunder Bay Regional Health Sciences Centre

There were no paid duty requests denied for November 2024.

This report satisfies the statutory requirements for disclosure of secondary activities to the Police Services Board.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



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



Thunder Bay Police Service

Date of Report: December 9, 2024
Date of Meeting: December 17, 2024
Report No: 40/24

Chair and Members
Thunder Bay Police Service Board

SUBJECT

BriefCam Report

REPORT SUMMARY

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. These reports are to occur in June and December.

At the June 18, 2024 Regular Session meeting of the Thunder Bay Police Service Board, a memo was presented advising that an audit had been requested using the software's auditing capability.

At the August 13, 2024 Regular Session meeting of the Thunder Bay Police Service Board, Report No. 20/24 (Police) was presented.

This audit will align our reporting to the originally specified schedule as this report covers the time period of June 1, 2024 to November 30, 2024.

COMMENTS

The audit (June 1, 2024 to November 30, 2024) as noted above, was conducted by in-house Subject Matter Expert, Constable B. Joynson. No policy violations were noted.

There were 49 total "cases" created, all subsequently deleted in accordance with policy.

The audit found no breach of policy and no concerning activity within the program.

The investigations for which cases were created included homicide, attempted homicide, sudden death and missing persons investigations.

At present the auditing process remains labour intensive and discussions with BriefCam AI are ongoing to identify opportunities for potential streamlining.

Investigators have expressed that this tool is of great assistance in time-sensitive investigations as well as long-running investigations in which there is a considerable volume of material.

RECOMMENDATIONS

This report is for the Board's information.

The next report to the Board is scheduled for June 2025.

Respectfully submitted,



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

Prepared by: Detective Inspector J. Pearson, Investigative Services



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: December 6, 2024
Date of Meeting: December 17, 2024
Report No: 38/24

Chair and Members **Thunder Bay Police Service Board**

SUBJECT

2025 Proposed Operating Budget

REPORT SUMMARY

The 2025 Operating Budget was prepared with the following key guidelines, principles and assumptions:

- City direction, passed by resolution of Council, to prepare the budget following a guideline of an increase of no more than 3.8%, where feasible.
- With the exception of the One Time addition of Special Constables (4 FTE) to provide security at the Provincial Offences Court temporary new location, no increases or decreases to staffing complement until the results of the Staffing Needs and Resource Allocation review is complete. Recommendations are expected to be reported to the Police Service Board in the first half of 2025.
- An assumption that all grants expiring in 2025 will be renewed and approved at 2024 funding levels.
- The findings of the User Fee review completed by Records indicates TBPS fees are primarily equal to or higher than averages compared to other Ontario police services, resulting in no increase to budgeted user fee revenue.
- A restatement to the 2024 Approved Operating Budget to accommodate City Administration change to disclosure of estimated wage contingencies. The new practice requires departments to reflect these estimates within departmental budgets rather than a City Corporate account.

The overall net operating budget increase is \$2.9 million (5.1%) over 2024.

BACKGROUND

The Thunder Bay Police Service is required to submit an annual Operating Budget in a fiscally responsible manner that shows the amounts required to provide adequate and effective policing in the municipality.

COMMENTS

The tables below summarizes the Proposed 2025 Operating gross and net budgets, as well as the number of FTE, compared to the prior year.

	Proposed 2025 (in \$000s)	Restated 2024 (in \$000s)	\$ Change (in \$000s)	% Change
Operating				
Gross	\$68,910.6	\$64,486.0	\$4,424.6	6.9%
Net	\$59,193.1	\$56,314.4	\$2,878.7	5.1%

Staffing Complement	Proposed 2025 FTE	2024 FTE	Change	% Change
Full Time Equivalents	386.3	382.3	4.0	1.0%
Part Time Equivalents	2.3	2.0	0.3	15.0%

Operating Budget Highlights

Overall, the Proposed Operating Budget represents a net increase of \$2.9 million (5.1%) over 2024. The major drivers of this increase are as follows:

- A total Personnel Services increase of \$4.1 million (6.9%) comprised of increases relating to estimated collective bargaining increases (\$2.2 million), overtime (\$0.7 million), paid duty wages (\$0.4 million) which incorporates the assumption the contract with the Thunder Bay Regional Health Sciences Centre (TBRHSC) will be extended to December 31, 2025 and an increase relating to the phase in of the 2024 FTE expansions (\$0.2 million).

Also included in the 2025 budget is the addition of four Special Constables (\$0.4 million) to provide security at the Provincial Offences Court new location. The City has determined the move from the current location inside Victoriaville Mall, beside the Thunder Bay Consolidated Courthouse, to a new location located on Arthur Street East, is required to accommodate the Victoriaville Reconstruction Project. To comply with the *Community Safety Policing Act, section 243(1)*, security must be provided. Funding for the additional FTE's is provided as part of the City's capital project resulting in a net impact of zero. This project is anticipated to be complete in two to three years.

Included in the budget are also two one-time civilian positions associated with the Bail Compliance and Warrant Apprehension grant previously approved by the Thunder Bay Police Service Board, which is partially offset by the removal of the Human Resources and Information Technology intern positions (1.8 FTE) that were budgeted as one-time in the 2024 budget (\$0.1 million).

- A Purchased Services increase of \$128,000 relating to a pay equity review of all civilian positions, an annual citizen satisfaction survey and the renewal of the maintenance agreement for the public

radio system, offset by the removal of costs associated with the work completed in 2024 relating to the Staffing Needs and Resource Allocation review.

- A Materials increase of \$224,000 mainly relating to inflationary increases of computer license agreements and additional software for use in relation to implementing electronic notes, enhancing email security, Cyber Crime, Fleet maintenance and Human Resources recruitment.
- A net increase in Revenues of \$1.6 million primarily relating to:
 - a. The recovery of wages through agreements entered into with the Ontario Police College for a teaching position (1 FTE), Matawa First Nations (1 FTE), the Northern Nishnawbe Education Council (1 FTE), Ontario Provincial Police for participation in the Provincial Repeat Offender Parole Enforcement Unit (2 FTE) and the Provincial Guns & Gangs Enforcement Team (2 FTE), (\$0.7 million).
 - b. Paid Duty revenue based on the assumption the contract with the TBRHSC will be extended to December 31, 2025 (\$0.4 million).
 - c. An estimated increase in grant revenue primarily relating to the Bail Compliance & Warrant Apprehension and Prisoner Transportation & Court Security grants (\$0.5 million).
- An increase in inter-functional transfer recovery relating to an increase in the cost sharing of providing 911 services with the City and Fire department, funding from the City for the four Special Constables required to provide security at the temporary new location of the POA Court, offset by increases to insurance (\$0.6 million) and.
- An increase relating to the removal of contributions from the WSIB reserve fund which was used in 2024 to phase in the impact of increases to WSIB wages and the removal of funding from the Stabilization Reserve Fund for the Staffing Needs and Resource Allocation review (\$0.6 million).

RECOMMENDATIONS

It is recommended that the Thunder Bay Police Service Board approve the 2025 Operating Budget as presented.

Respectfully submitted,



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

Prepared by: Dawn Paris, CPA, CGA, Director – Finance & Facilities

- Attachments: 1 - Thunder Bay Police Service 2025 Proposed Operating Budget Summary
2 - Thunder Bay Police Service Budgeted Grant Revenue

Thunder Bay Police Service 2025 Proposed Operating Budget Summary

FINANCIAL RESOURCES	2024		2025		2024		2025		2025 Base vs 2024		2025 Requested Budget		2025 vs 2024	
	FT	PT	FT	PT	Restated Budget	Estimated Actuals	Base	2025	% Increase	One Time	User Fee Increase	Expansion	\$ Change	% Change
Outside Boards														
Personnel Services	382.3	2.0	386.3	2.3	59,245.3	60,584.4	62,770.0	5.9%	576.6			63,346.6	4,101.3	6.9%
Purchased Services					1,194.3	1,153.3	1,274.0	6.7%	48.0			1,322.0	127.7	10.7%
Rents & Financial Expense					386.5	360.4	357.7	(7.5%)				357.7	(28.8)	(7.5%)
Materials					3,659.9	3,748.0	3,884.3	6.1%				3,884.3	224.4	6.1%
Gross Expenditures	382.3	2.0	386.3	2.3	64,486.0	65,846.1	68,286.0	5.9%	624.6			68,910.6	4,424.6	6.9%
Provincial Grants					(3,732.3)	(4,361.1)	(3,832.5)	2.7%	(380.2)			(4,212.7)	(480.4)	12.9%
Federal Grants					(121.0)	(37.4)		(100.0%)					121.0	(100.0%)
Other Municipalities					(1,304.5)	(1,302.7)	(1,350.4)	3.5%				(1,350.4)	(45.9)	3.5%
User Fees & Service Charges					(1,308.5)	(1,975.8)	(2,466.4)	88.5%				(2,466.4)	(1,157.9)	88.5%
Revenues					(6,466.3)	(7,677.0)	(7,649.3)	18.3%	(380.2)			(8,029.5)	(1,563.2)	24.2%
Subtotal	382.3	2.0	386.3	2.3	58,019.7	58,169.1	60,636.7	4.5%	244.4			60,881.1	2,861.4	4.9%
Interfunctional Transfers					(1,135.3)	(1,141.1)	(1,292.7)	13.9%	(395.3)			(1,688.0)	(552.7)	48.7%
Transfers to Own Funds					(570.0)	(570.0)		(100.0%)					570.0	(100.0%)
Net Cost (Income)	382.3	2.0	386.3	2.3	56,314.4	56,458.0	59,344.0	5.4%	(150.9)			59,193.1	2,878.7	5.1%

**Thunder Bay Police Service
Budgeted Grant Revenue**

<u>Grant Name</u>	<u>2024</u>	<u>2025</u>
	<u>Budget</u>	<u>Proposed Budget</u>
	\$	\$
Community Safety Policing - Provincial Priority	308,900	305,100
Community Safety Policing - Local Priority- #1	626,200	626,000
Community Safety Policing - Local Priority- #2	189,800	189,200
Criminal Intelligence Service Ontario - Law Enforcement	86,400	80,000
Criminal Intelligence Service Ontario - Membership	8,000	7,900
Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet	156,500	156,500
OPP - Human Trafficking	17,400	17,400
OPP - Human Trafficking	122,100	122,100
Bail Safety Program	87,500	87,500
RIDE Program	32,200	30,500
Proceeds of Crime	-	85,000
Bail Compliance & Warrant Apprehension	2,036,000	380,200
Court Security & Prisoner Transportation	-	2,125,300
Northern Ontario Heritage Fund - Interns	61,300	-
Total Budgeted Grants	3,732,300	4,212,700



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: December 6, 2024
Date of Meeting: December 17, 2024
Report No: 37/24

Chair and Members
Thunder Bay Police Services Board

SUBJECT

Unclaimed Funds

REPORT SUMMARY

Over the years members of the Thunder Bay Police Service have seized currency in connection with numerous criminal investigations. There are no Orders for Disposition of Property relative to the Incidents listed in the attached schedule. The currency is also not the subject of any conviction and the owners have been deemed to have relinquished any interest in their funds. As a result, the currency will be disposed of pursuant to the *Community Safety Policing Act, 2019*.

BACKGROUND

The attached schedule provides a summary of the incidents, amounts and the justification for disposal. Total currency is \$3,618.79 CAD.

COMMENTS

The individuals from whom the currency was seized during the above noted criminal investigations have not approached the police service to have their money returned. They have failed to respond to phone calls and letters within a legislated time frame. As such, it is deemed that there is no rightful owner of the seized currency, and it is considered “Abandoned”.

RECOMMENDATIONS

As the money was seized in accordance with Section 259 of the *Community Safety Policing Act, Section 259(3)* of the Act applies.

This section states:

“If three months have elapsed after the day the money came into the possession of the police force and the owner has not claimed it, the police service board may use it for any purpose that it considers in the public interest.”

It is therefore recommended that the Thunder Bay Police Service Board use the above noted funds (\$3,618.79 CAD) as they deem to be in the public interest.

Respectfully submitted,



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

Attachment: Summary of Incidents

Attachment to Report 37/24 - Unclaimed Funds			
Found, Forfeited or Failed to Claim Money - Canadian Funds			
Incident #	Amount	Justification for Disposal	
P02123405	\$5.00	No owner identified	
P20026660	\$6.75	Fail to claim	
P20072979	\$44.75	Fail to claim	
P21031448	\$75.00	Fail to claim	
P22035731	\$2.10	Fail to claim	
TB22057009	\$13.75	Found no owner determined	
TB22059345	\$20.00	Fail to claim	
TB22062965	\$0.25	Fail to claim	
TB22065285	\$25.00	Fail to claim	
TB22065734	\$36.60	Fail to Claim	
TB23002806	\$167.80	No owner identified	
TB23004291	\$0.50	Fail to claim	
TB23009055	\$1.85	Fail to claim	
TB23009445	\$26.34	No owner determined	
TB23010281	\$0.05	Fail to claim	
TB23015185	\$1.00	Fail to claim	
TB23018648	\$57.50	No owner determined	
TB23019460	\$23.55	No owner determined	
TB23026219	\$120.00	Fail to claim	
TB23026876	\$95.00	Fail to claim	
TB23028585	\$36.85	Fail to Claim	
TB23029398	\$6.90	Fail to claim	
TB23033342	\$1.25	Fail to claim	
TB23033809	\$40.00	No owner determined	
P22036893	\$2,290.00	No owner determined	
TB23037803	\$105.60	Fail to claim	
TB23044632	\$11.85	Fail to claim	
TB23045009	\$105.00	Fail to claim	
TB23045613	\$19.30	Fail to claim	
TB23049597	\$7.70	Fail to claim	
TB23050079	\$5.00	No owner determined	
TB23052737	\$9.90	Fail to claim	
TB24000541	\$4.55	No owner determined	
TB24000541	\$0.25	No owner determined	
TB24004739	\$42.70	Fail to claim	
TB24004915	\$1.10	Fail to claim	
TB24010815	\$0.70	No owner determined	
TB24014015	\$12.50	No owner determined	
TB24016246	\$0.35	Fail to claim	
TB24016273	\$0.25	Fail to claim	
TB24020248	\$5.00	No owner determined	
TB24022324	\$131.10	No owner determined	
TB24023255	\$1.60	Fail to claim	
TB24024279	\$2.05	No owner determined	
TB24028320	\$2.00	Fail to claim	
TB24028506	\$23.65	Fail to claim	
TB24030379	\$10.00	Fail to claim	
TB24039670	\$5.55	Fail to claim	
Bottle Return	\$13.30	Beer Bottle Return	
	\$3,618.79	Canadian currency	



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: December 6, 2024

TO: Thunder Bay Police Service Board

FROM: Inspector G. Snyder

SUBJECT: SIU Administrative Report required under the *Community Safety and Policing Act, Part VI, Section 81(1)*. SIU Case #24-OCI-166

For information purposes

In accordance with the *Community Safety and Policing Act, Part VI, Section 81(1)*, the Chief of Police shall promptly cause an investigation to be conducted into any incident involving a police officer in the Chief's police service that becomes the subject of an investigation by the SIU Director under Section 15 of the *Special Investigations Unit Act, 2019*.

The purpose of this investigation is to review the policies of, or services provided by, the police service and the conduct of its police officers.

Incident Summary

On April 14, 2024, at 1129 hours, the Thunder Bay Police Service (TBPS) notified the Ontario Special Investigations Unit (SIU) of a 911 call to a short-term residential building. The caller indicated a female was screaming and running around holding a knife. The female was a client at the location. The caller reported that the female had locked herself in a room and security was attempting to restrain her. The location of the knife was unknown.

Several officers arrived on scene along with an Integrated Mobile Police Assessment Crisis Team (IMPACT) worker. The officers were directed to a second-floor hallway by staff and were advised that the female had a knife with her.



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

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Officers approached the area and were able to see the female through windows of a doorway. Officers observed blood on both sides of her neck from multiple cuts. Officers were able to contain the female in the hall area for the safety of several others within the building. Soon after arriving, officers observed the female to forcefully stab the right side of her neck multiple times with the knife. The female then slumped over and threw the knife down the hallway. Officers immediately attended to the female and observed she had significant injuries to her neck.

As officer were assisting the female prior to EMS arriving, the female began coughing up blood and had an apparent seizure. Officers were then unable to locate vital signs and CPR was started. Officer continued with these life saving measures until EMS and Fire arrived to assist.

EMS attended and transported the female to the hospital where she was transferred to the ICU with serious injuries.

On August 12, 2024, the SIU notified TBPS that they had concluded their investigation which resulted in no criminal proceedings against any officer.

Administrative Investigation – Conclusion

From a review of this incident in relation to the SIU investigation, it was found that all officers performed their duties well and in compliance with all applicable procedures. The direct close involvement of the CHMA employee in a very dangerous situation put the CMHA employee in unnecessary risk. This has been discussed with CMHA management to ensure safety of CMHA employees at calls with an increased risk such as this.

Policies reviewed during this administrative review

- Thunder Bay Police Service Policy P6c36 Police Response to Persons Suffering from a Mental Illness
- Thunder Bay Police Service Policy P6c2 Arrest, Release and Detention
- Thunder Bay Police Service Policy P6c48 Care and Handling of Prisoners
- Thunder Bay Police Service Policy P6c48c Prisoner Transportation



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

Tel: (807) 684-1304

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- Thunder Bay Police Service Policy P6c49a Search of Persons
- Thunder Bay Police Service Policy P6c86 Drug Investigations
- Thunder Bay Police Service Policy P2c10 Occupational Health and Safety

Recommendations being implemented as a result of this review

As a result of this review, minor modifications to an existing procedure are occurring, specifically P2c10 Occupational Health and Safety, to update additional language adding the need for surgical masks to be included inside all safety pouches officers carry. Although this didn't affect officers in this occurrence, the coughing and spraying of blood in this circumstance could have caused a health hazard for officers and the use of surgical masks could assist in preventing this risk.



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: December 9, 2024

TO: Thunder Bay Police Service Board

FROM: Inspector G. Snyder

SUBJECT: SIU Administrative Report required under the *Community Safety and Policing Act, Part VI, Section 81(1)*. SIU Case #23-OSA-514

For information purposes

In accordance with the *Community Safety and Policing Act, Part VI, Section 81(1)*, the Chief of Police shall promptly cause an investigation to be conducted into any incident involving a police officer in the Chief's police service that becomes the subject of an investigation by the SIU Director under Section 15 of the *Special Investigations Unit Act, 2019*.

The purpose of this investigation is to review the policies of, or services provided by, the police service and the conduct of its police officers.

Incident Summary

On December 16, 2023, at 0430 hours, the Thunder Bay Police Service (TBPS) contacted the Ontario Special Investigations Unit (SIU) regarding the allegation of a sexual assault. This allegation resulted from a call where officers responded to a hotel at 0435hrs on December 16, 2023, in relation to an unrelated disturbance. While officers were present, officers heard an unrelated disturbance from another room. Officers heard a lot of banging and screaming from the room and quickly forced entry into it as the door was locked.

Upon entering the room, officers observed several females involved in a violent altercation. Officers separated the females, and one female was arrested and brought to a police vehicle outside. This female then made multiple threats regarding self harm and wanting to die. As a result, the officer transported the female to the Thunder Bay Regional Health Sciences Center for a medical assessment.



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

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While at the hospital, this same female told another officer present that the arresting officer has sexually assaulted her. Officers immediately reported this through their chain of command and the SIU was notified to conduct an investigation.

On April 12, 2024, the SIU concluded their investigation stating there were no reasonable grounds to proceed with criminal charges in this case. Although this matter was concluded by the SIU in April 2024, the TBPS didn't receive the decision or letter from the SIU until September 2024, which was the cause of the delay in concluding this Section 81 report.

Administrative Investigation – Conclusion

From a review of this incident in relation to the SIU investigation, it was found that all officers performed their duties well and in compliance with applicable procedures.

Policies reviewed during this administrative review

- Thunder Bay Police Service Policy P6c36 Police Response to Persons Suffering from a Mental Illness
- Thunder Bay Police Service Policy P6c85 Child in Need of Protection
- Thunder Bay Police Service Policy P6c48 Care and Handling of Prisoners
- Thunder Bay Police Service Policy P6c48c Prisoner Transportation
- Thunder Bay Police Service Policy P6c49a Search of Persons
- Thunder Bay Police Service Policy P2c13 Special Investigations Unit (SIU)
- Thunder Bay Police Service Policy P6c140 Digital Evidence Management

Recommendations being implemented as a result of this review

As a result of this review, minor modifications to an existing procedure are occurring, specifically P6c140 Digital Evidence Management, that will reflect emergent times when officers may turn on their BWC for their protection, even if in a restricted area such as a hospital.

TO: Thunder Bay Police Service Board

FROM: John S. Hannam, Secretary

DATE: November 21, 2024

SUBJECT: **Special Account Summary**

Under the Board's Special Account Policy, a summary report on the activities in the Account and decisions of the Special Account Policy Committee is called for every 6 month. The first report was presented to the Board in May of this year.

At the time of the May 2024 report, the balance of the account was \$46,601.94. There have been credits to the account over the past 6 months totalling \$215.15 from the Service's online auction. After the disbursements from the account listed below, and bank charges of \$35.50 over the past 6 months, the account balance sits at \$30,581.59

TB District Crime Stoppers - Annual Support	\$2,500.00
CAPG - 2024 Conference Sponsorship	\$500.00*
Ryan Doucette - CanAm Police Fire Games	\$700.00*
Darryl Penasi Fox Memorial	\$500.00*
CCUPCY Fall Harvest Sponsorship	\$500.00*
TB Police Association - Golf Tournament	\$1,000.00
United Way TBay - Plane Pull Event	\$500.00*
Evergreen - A United Neighbourhood	\$10,000.00

All requests were circulated to Board members for comment to assist the Committee in reaching its decisions; those marked above with an asterix invited sponsorship at varying levels with the Committee settling on the amounts listed based in part on past sponsorships of the same activity or those of a similar nature.

TO: Thunder Bay Police Service Board

FROM: Denise Baxter, Vice Chair

DATE: December 10, 2024

SUBJECT: **Use of Consent Agendas**

In the interest of, and following up on earlier conversations on the management of our monthly meetings, I would ask the Board to consider the use of the mechanism of a consent agenda to aid in focusing, and streamlining, our meetings.

Consent agendas provide for receipt and passage of items that are either, for information only, or whose approval does not require particular discussion. Doing so helps to better manage our time in meetings so that those items that do call for greater discussion are not constrained because too much time has been spent elsewhere.

In practice the Chair, when setting the overall meeting agenda, will identify those items to be included in the consent agenda, and a single motion will be presented to accept and/or approve of all items in the consent agenda. Members will have the ability to request items be removed from the consent agenda for individual consideration.

At this time, as the Governance Committee is reviewing the Procedural By-law, I would ask for your support in including consent agendas in the Procedure By-law as it is re-drafted. That by-law will of course come to the Board for approval, with the addition of a consent agenda, and the other items under review.

Calendar for Year 2025 (Canada)



January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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February

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March

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May

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June

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July

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August

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September

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October

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November

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December

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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

Calendar for Year 2025 (Canada)

- | | | |
|--|--|---|
| Jan 1 ● New Year's Day | Apr 21 ● Easter Monday (NT, NU, QC) | Oct 13 ● Thanksgiving Day (Nova Scotia) |
| Jan 6 ● Epiphany | May 11 ● Mothers' Day | Oct 13 ● Thanksgiving Day (Prince Edward Island) |
| Feb 2 ● Groundhog Day | May 19 ● Victoria Day (Many regions) | Oct 31 ● Halloween |
| Feb 14 ● Valentine's Day | Jun 15 ● Fathers' Day | Nov 11 ● Remembrance Day (Many regions) |
| Feb 17 ● Family Day (Many regions) | Jun 21 ● National Indigenous Peoples Day | Nov 11 ● Remembrance Day (Many regions) |
| Feb 17 ● Islander Day (Prince Edward Island) | Jul 1 ● Canada Day | Dec 11 ● Anniversary of the Statute of Westminster |
| Feb 17 ● Louis Riel Day (Manitoba) | Aug 4 ● Civic/Provincial Day (Northwest Territories, Nunavut) | Dec 24 ● Christmas Eve |
| Feb 17 ● Nova Scotia Heritage Day (Nova Scotia) | Aug 4 ● British Columbia Day (British Columbia) | Dec 25 ● Christmas Day |
| Feb 21 ● Yukon Heritage Day (Yukon) | Aug 4 ● Natal Day (Nova Scotia) | Dec 26 ● Boxing Day (Many regions) |
| Mar 10 ● Commonwealth Day | Aug 4 ● Saskatchewan Day (Saskatchewan) | Dec 26 ● Boxing Day (Nova Scotia) |
| Mar 17 ● St. Patrick's Day | Aug 4 ● New Brunswick Day (New Brunswick) | Dec 31 ● New Year's Eve |
| Apr 6 ● Tartan Day | Sep 1 ● Labour Day | |
| Apr 9 ● Vimy Ridge Day | Sep 30 ● National Day for Truth and Reconciliation | |
| Apr 18 ● Good Friday | Oct 13 ● Thanksgiving Day (Many regions) | |
| Apr 20 ● Easter Sunday (Newfoundland and Labrador, Nova Scotia) | | |
| Apr 20 ● Easter Sunday | | |

TO: Thunder Bay Police Service Board

FROM: John S. Hannam, Secretary

DATE: November 19, 2024

SUBJECT: Budget Update

Attached is a table outlining the status of the Board's operating budget as of November 18, 2024.

As reported last month, the overall Budget position continues to trend to a favourable year end variance, with the notable exception of Legal Fees. Costs of the office renovations and furnishings have contributed to a small unfavourable variance in the Purchased Services account; however, this is mitigated by savings in other areas.

Reviewing the remainder of the budget (aside from Legal Fees), the estimated \$100,000 year end favourable variance reported at the end of 3rd quarter holds.

2024 November 18

Account Description	Actual + Committed	Budget	13763.72	Comments
Honorariums and Fringe Benefits	29220.6	31,000.00	1779.4	
Telecomm, Equip Maintenance and Computer Software	823.63	2,700.00	1,876	
Business Travel	3,982.5	10,000.00	6,017.5	
Office Supp & Stn	802.25	2,500.00	1697.75	
General Expense	6961.07	10,000.00	3038.93	
Memberships/Subscriptions	8,869.09	10,000.00	1,130.91	
Consultant Fees	43,676.38	125,000.00	81,323.62	
Professional Fees	127039.44	250,000.00	122960.56	
Legal Fees	321521.06	250,000.00	-71521.06	
Legal Fees-Indemnity	25513.79	50,000.00	24486.21	
Purchased Service	201123.86	200,000.00	-1123.86	
Rent Expense	32339.33	38,700	6360.67	
Revenue Rental-Office Space	-15232.4	-15,000.00	232.4	
Totals	786,640.6	964,900	192,022.75	