



AGENDA MATERIAL FOR THE THUNDER BAY POLICE SERVICE BOARD REGULAR MEETING

Date: TUESDAY, JANUARY 28, 2025

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

Time: 10:30 A.M.



**MEETING NO. 02-2025 OF THE
THUNDER BAY POLICE SERVICE BOARD**

TUESDAY, JANUARY 28, 2025

**TBPSB BOARDROOM
1111 Victoria Avenue, East, Thunder Bay, ON**

10:30 A.M.

REGULAR BOARD MEETING

1. DISCLOSURES OF INTEREST

2. APPOINTMENT OF CHAIR AND VICE-CHAIR (5 minutes)

The following call for the appointments of a Chair and Vice-Chair, effective January 28, 2025, for the remainder of 2025, or until a replacement has been appointed, will be presented for the Board's consideration:

RES 1	THAT _____ be appointed Chair of the Thunder Bay Police Service Board, and that _____ be appointed Vice-Chair of the Thunder Bay Police Service Board, effective January 28, 2025, for the remainder of 2025, or until a replacement is appointed;
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3. CONFIRMATION OF AGENDA AND CONSENT AGENDA (5 minutes)

RES 2	With respect to Meeting No. 02-2025 (Regular) of the Thunder Bay Police Service Board held on January 28, 2025, we recommend that the agenda and the consent agenda, as printed, including any additional information and new business, be confirmed.
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4. CONSENT AGENDA (10 minutes)

4.1 Minutes of the Twenty-Eighth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on December 17, 2024 **Pages 7 - 15**

4.2 Reports of Committees

a) Governance Committee

Memorandum to the Thunder Bay Police Service Board from Denise Baxter, Chair – Governance Committee, dated January 21, 2025, relative to an update on the activities of the Governance Committee **Page 16**

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Policies for Adoption

- i. Proposed Policy ADMIN-002 - Thunder Bay Police Service Board Meeting Evaluation **Pages 17 - 23**
- ii. Proposed Policy GOV-005 – Committees – Terms of Reference **Pages 24 - 28**
- iii. Proposed Policy HR-001 – Recruitment for Chief and Deputy Chiefs **Pages 29 - 31**
- iv. Proposed Policy HR-002 – Annual Monitoring of the Chief of Police’s Performance **Distributed Separately to Board Members**

b) Labour Relations Committee

Overview of activities of the Labour Relations Committee by Committee Chair, Mr. W. Bahlheda..... **Distributed Separately**

5. PRESENTATION

Thunder Bay Police Service – Annual Report (15 minutes)

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

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Thunder Bay Police Service – Joint Health & Safety Committee (5 minutes)

Report No. 02/25 (Police) relative to the semi-annual report from the Joint Health and Safety Committee (July – December, 2024), for the Board’s information..... **Pages 32 - 33**

Deputy Chief of Police J. Pearson to provide an overview of the activities of the TBPS Joint Health and Safety Committee for the period July 1, 2024 to December 31, 2024.

b) Quarterly Complaints (5 minutes)

Report No. 04/25 (Police) relative to the summary of complaints for Q4 of 2024 (October, November and December, 2024), for the Board’s information..... **Pages 34 - 36**

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

c) Secondary Activities Report (5 minutes)

Report No. 05/25 (Police) relative to the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments..... **Pages 37 - 40**

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Deputy Chief of Police J. Pearson to provide an overview relative to the above noted.

- d) Annual Training Report (5 minutes)

Report No. 06/25 (Police) relative to a summary of training for the Thunder Bay Police Service, for the period January 2024 to December 2024, for the Board's information..... **Pages 41 - 43**

Deputy Chief of Police J. Pearson to provide an overview relative to the above noted.

- e) Organization Chart (5 minutes)

Organization Chart for the Thunder Bay Police Service, for the Board's information. **Page 44**

Deputy Chief of Police J. Pearson to provide a brief overview relative to the above noted.

- f) Yatim Inquest Recommendations (5 minutes)

Memorandum relative to recommendations to Ontario Police Services made from the Yatim Inquest, for the Board's information.....**Distributed Separately**

Deputy Chief of Police J. Pearson to provide an overview relative to the above noted.

7. GENERAL MATTERS

- a) 2025 OAPSB Membership Fees (5 minutes)

Invoice No. 75, dated October 21, 2024, relative to the Police Service Board's membership fee for the Ontario Association of Police Services Boards (OAPSB), for the Board's information, consideration, and authorization to pay **Page 45**

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

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

RES 3	With respect to Invoice No. 75 from the Ontario Association of Police Services Boards, dated October 21, 2024, in the amount of \$11,865.00 for the 2025 Membership Fees, we authorize payment.
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- b) Inspectorate General of Policing Memorandum (10 minutes)

Memorandum to All Chiefs of Police and Chairs, Police Services Boards from Ryan Teschner, Inspector General of Policing of Ontario, relative to changes to the *Community Safety and Policing Act, 2019*, for the Board's information..... **Pages 46 - 49**

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Inspector General Advisory Bulletin 1.1: How Policing is Delivered and Associated Compliance Requirements, for the Board’s information **Distributed Separately with Agenda**

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

- c) Notice of Motion – Staffing Model (10 minutes)

Memorandum to the Thunder Bay Police Service Board from Denise Baster, Board Vice Chair, dated January 21, 2025, relative to a Notice of Motion on the staffing model adopted on April 23, 2024, for the Board’s information **Page 50**

Ms. D. Baxter 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 staffing model adopted by the Thunder Bay Police Service Board at its meeting April 23, 2024, we recommend that the Board amend that decision by identifying the Board Administrator position as a full time position, to be entitled ‘Executive Director to the Board’;

AND THAT a position description for the position be developed for the approval of the Board;

AND THAT a recruitment be undertaken to fill the position.

- d) Review of Procedures for Family Communications (5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, for the Board’s information. **Distributed Separately**

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

8. NEW BUSINESS

9. CLOSED MEETING 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 a closed meeting of the Board prior to the public meeting scheduled for January 28, 2025:

1. Update from Legal Counsel
2. Update on Labour Relations

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3. Provision of Legal Services
4. Provision of Communication Services
5. Appointment to Governance Committee
6. Digital Evidence Management Unit
7. Policing Services for the Municipality of Neebing
8. Investigative Report on Complaint from the Inspectorate of Policing
9. Inspectorate of Policing – Data Collection

10. CONFIRMING BY-LAW

(2 minutes)

RES 5

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 Meeting of The Thunder Bay Police Service Board, this 28th day of January, 2025.

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: PC2-2025

11. ADJOURNMENT

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

DATE: DECEMBER 17, 2024

TIME: 10:33 A.M.

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

CHAIR: MS. K. MACHADO

PRESENT:

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

ATTENDING BY ZOOM:

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

OFFICIALS:

Mr. R. Hughes, Deputy Chief of Police
Inspector J. Pearson, Thunder Bay Police
Service
Ms. D. Paris, Director – Financial Services &
Facilities, Thunder Bay Police Service
Inspector G. Snyder, Thunder Bay Police
Service
Ms. L. Douglas, Assistant to the Secretary -
Thunder Bay Police Service Board

The meeting was called to order at 10:33 a.m. Chair Machado announced and congratulated Inspector Jeremy Pearson on his appointment as the new Deputy Chief of Police of Administration for the Thunder Bay Police Service effective tomorrow December 18, 2025.

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Mayor K. Boshcoff
SECONDED BY: Councillor K. Etreni

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.

CARRIED

3. CONFIRMATION OF 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.

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MOVED BY: Mayor K. Boshcoff
SECONDED BY: Councillor K. Etreni

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.

CARRIED

4. PRESENTATION

Thunder Bay Police Service – Annual Report

The presentation of the Police Service’s Annual Report for 2023 was deferred to the Board’s January 2025 meeting.

5. UNFINISHED BUSINESS

Annual Inquest Report – Seven First Nations Youths

At the October 24, 2024 Regular Session of the Board, the Annual Inquest Report was presented. Deputy Chief R. Hughes was asked to follow up on the provision of student lists to the Thunder Bay Police Service.

Deputy Chief of Police R. Hughes reported that, to date, the Service has not received any information on student lists from the two local schools. He noted that there are full-time officers on site funded by Matawa and Dennis Franklin Cromarty. The Service remains in discussions with them to receive student list information when students come into Thunder Bay for schooling.

6. REPORTS OF COMMITTEES

a) Governance Committee

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, was provided for the Board’s information.

Committee Chair. D. Baxter provided an overview of the memorandum and took this opportunity to thank the outgoing Vice Chair of the Governance Committee, Ms. Donna Bain Smith, and welcomed Councillor Kasey Etreni and as new Vice Chair.

Ms. Baxter advised that a draft policy on self-evaluation for board members has been circulated to all Board members for their comments. The policy will be presented to the Governance Committee and then will be forwarded to the Board for final approved. She noted that eight (8)

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new policies will be coming forward to the next meeting of the Governance Committee, and then to the Board for final approval.

It was noted that presentation of updates to the Board's procedural by-law is anticipated for the January 2025 meeting of the Board.

i. Policy for Adoption

Proposed Policy on competencies and attributes recommended for members of the Thunder Bay Police Service Board, was provided for the Board's information.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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.

CARRIED

b) Labour Relations Committee

Committee Chair, Mr. W. Bahlieda, provided an overview relative to the activities of the Labour Relations Committee. He reported that discussions are being held with representatives from the Uniform and Civilian groups on their respective collective agreements. The next bargaining meeting is scheduled for January 15, 2025.

c) Communications Committee

Communications Committee Terms of Reference were presented by Councillor K. Etreni for approval by the Board.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

With respect to the Terms of Reference for the Communications Committee, as presented at the December 17, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves the Terms of Reference.

CARRIED

d) CSPA Transition Plan Subcommittee

Ms. K. Machado provided a brief update relative to the activities of the Subcommittee. The subcommittee is focusing on updates to the Board's procedural bylaw. Once updated, it will be presented to the Governance Committee and then the Board.

Councillor K. Etrene noted that they have consulted with Mr. T. Gervais on some of the sections in order to comply with the *Community Safety and Policing Act, 2019*; as well, new committees that have been developed in order to improve board processes and meetings will be incorporated into the updates.

e) Financial Committee

Draft Terms of Reference and draft budget templates were distributed separately by email on December 12, 2024 for the Board's information.

Ms. D. Baxter and Ms. K. Machado, members of the Financial Committee, presented their Terms of Reference and budget templates for the Board's consideration.

A brief discussion was held relative to the templates; they welcomed more input into titles and categories.

It was the consensus of the Board that the Financial Committee decide on the best template for the budget, effective January 1, 2025, with the understanding that it be adjusted as needed.

MOVED BY: Mayor K. Boshcoff
SECONDED BY: Councillor K. Etrene

With respect to the Terms of Reference for the Financial Committee, as presented at the December 17, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves the Terms of Reference.

CARRIED

7. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Report on Meetings with Indigenous Leaders

Deputy Chief of Police R. Hughes reported that the Police Association hosted a meeting at their office. Items discussed included quorum, and how to engage with the vulnerable community. Ms. K. Machado noted that they are working on an action list. She advised that she attends these meetings and other board members alternate their attendance as scheduled up to January at this time.

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Deputy Chief of Police R. Hughes advised that, to date, there have been no applicants for the art project at Police Headquarters. He noted that the application process was very confusing for the artists to bid on the Balmoral Building. Councillor K. Etrene noted that support by the City will be provided for the application process going forward.

A brief discussion on the Broken Trust recommendations was held. It was noted that some of the recommendations that have been completed will always be ongoing. It was also noted that there are OIPRD recommendations that are not directed to the Police Service (i.e. the recommendations directed to the Coroner's Office), which increase the percentage of completion of recommendations directed at the Police Service.

b) Secondary Activities Report

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 month of October, 2024, was provided for the Board's information.

Report No. 36/24 (Police) relative to the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments for November, 2024, was provided for the Board's information.

Deputy Chief of Police R. Hughes provided an overview relative to the above noted and responded to questions. He noted that there is no impact to operations since these staff members are normally off duty when they take on these secondary activities. Chair Machado pointed out that in theory there could be an impact as the Officers taking the overtime for the hospital duty, for example, are not available to take overtime for front line work, which impacts numbers on the road. Deputy Hughes conceded this is possible.

c) Use of Artificial Intelligence Report

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

Inspector J. Pearson provided an overview relative to the above noted and responded to questions. He noted that this is a valuable tool that assists with investigations and provides a high level of accountability. The program is functioning as intended.

Inspector Pearson reconfirmed that facial recognition is still not available, and accordingly, is not being used. This software is a search tool that is only used on video evidence that is lawfully attained. He also noted that every access/login to the software is tracked.

d) 2025 Proposed Operating Budget – Thunder Bay Police Service

Report No. 38/24 (Police) relative to the proposed 2025 Operating Budget for the Thunder Bay

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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 and responded to questions.

A brief discussion was held relative to the actual population being serviced by the Police Service – estimated at approximately 150,000.

It was noted that the City recently renewed its contract with Oliver – Paipoonge to provide policing; the Police Service does fully recover all costs with servicing Oliver – Paipoonge.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mr. W. Bahlheda

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.

CARRIED

e) Unclaimed Funds Report

Report No. 37/24 (Police) relative to unclaimed funds, was provided for the Board's information.

Deputy Chief of Police R. Hughes provided an overview relative to the above noted. Councillor K. Etreni noted that the funds will be used in compliance with the Special Fund policy.

f) SIU Administrative Reports

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, was provided for the Board's information.

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, was provided for the Board's information.

Inspector G. Snyder provided an overview relative to each investigation and responded to questions. He also provided an overview of the recommendations made as a result of those investigations.

Ms. D. Baxter asked if protective eyewear has been recommended. Inspector Snyder advised that it is something that they will be considering; they will also be looking at other options - as fogging of eyewear can be a problem.

8. GENERAL MATTERS

a) Special Account Summary

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, was provided for the Board's information.

b) Use of Consent Agendas

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, was provided for the Board's information.

Ms. D. Baxter provided an overview relative to the above noted memorandum; the intent is to run meetings more efficiently. Ms. Baxter was seeking support on this type of procedure, which, if supported, will be incorporated into updates to the procedural bylaw.

It was the consensus of the Board to support this proposal.

c) 2025 Meeting Dates

Copies of the 2025 calendar are being provided for the Board's information in order to determine their meeting dates in 2025. 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.

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

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.

CARRIED

d) Strategic Planning

Ms. D. Baxter reported that several community groups have met with the consultants. The consultants will be meeting with the Board and the senior executive of the Police Service in early January 2025.

e) Monthly Budget Update

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, was provided for the Board's information.

Ms. K. Machado provided an update, and noted that a favourable variance is anticipated at year end.

9. NEW BUSINESS

There was no New Business presented.

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
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

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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

CARRIED

12. ADJOURNMENT

The meeting adjourned at 12:01 p.m.

TO: Thunder Bay Police Service Board
FROM: Denise Baxter, Chair, Governance Committee
DATE: January 21, 2025
SUBJECT: **Update on Governance Committee**

The recent meeting of the Governance Committee, on January 8th, 2025 opened with the introduction of the Board's new Policy Analyst, Terran Morris. Terran was appointed by the Board at its December meeting (in closed session) following an open competition. Terran holds an undergraduate degree from Lakehead University, and a Masters in Political Science from the University of Windsor – with his thesis on municipal policing. Terran is working remotely from his home in Windsor with assignments from our meeting on January 8th and a workplan session on the 16th.

Policies ready for referral to the Board:

- Committees – Terms of Reference was finalized and recommended to the Board for adoption;
- Recruitment process for Chief of Police and Deputy Chiefs was finalized and recommended to the Board for adoption;
- Thunder Bay Police Service Board Meeting Evaluation was finalized and recommended to the Board for adoption; and
- The annual monitoring of the Chief of Police's performance was finalized and recommended to the Board for adoption.

Other work of the Committee at its meeting included:

- further discussions on a proposal for developing a Community Safety Index; Chair Baxter to write to the City's Community Safety and Well Being Committee to invite their participation in considering this;
- an annual review of the Committee's Terms of Reference was undertaken with a few minor edits asked for; and
- a number of other policies were introduced to the Committee in draft form, with members asked to review and return comments. Those included policies on: Body Worn Cameras, Sudden/Unexplained Death Investigations, Victim Assistance, Waterway Search, Rescue and Recovery Operations. These policies will be reviewed at upcoming meetings of the Committee before recommendations are made to the Board.

As noted above, there was a follow up meeting of the Chair, Vice Chair, Secretary, Policy Analyst and Board Chair on January 16th to consider a new workplan for the Committee. With both outstanding recommendations from previous oversight reports, along with new requirements under the *Community Safety and Policing Act, 2019*, there is a significant workload to be organized. A draft workplan is expected to be reviewed at the Committee's next meeting on February 6th.

POLICY TITLE: Administration: Thunder Bay Police Service Board Meeting Evaluation	POLICY NUMBER: ADMIN-002
DATE APPROVED: DD/MM/YYYY	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2029
DATE(s) AMENDED:	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

PURPOSE

To establish a structured, consistent process for evaluating the Thunder Bay Police Service Board (Board) meetings. This evaluation supports transparency, accountability, and continuous improvement in Board performance.

SCOPE

This policy applies to all Board members and focuses on the following key areas: preparation and materials, agenda and structure, discussion and participation, strategic and generative conversations, meeting efficiency, and respect and collaboration.

POLICY/PROCEDURE

Frequency: Evaluations will be conducted monthly following each regular Board meeting.

Evaluation Criteria:

1. Preparation and Materials

- Board meeting materials were circulated at least 7 days in advance, allowing for adequate preparation.
- Board members were well-prepared for the meeting and actively participate in discussions.

2. Agenda and Structure

- The meeting agenda was organized to allow sufficient time for discussion on governance issues.
- Agenda items were relevant to the Board's responsibilities under the Community Safety and Policing Act (2019).

3. Discussion and Participation

- The meeting allowed for full discussion and the expression of different points of view.
- All Board members have adequate opportunities to contribute to deliberations.

4. Strategic and Generative Conversations

- Where appropriate, the Board engaged in strategic or generative conversations regarding the important issues and priorities on the meeting agenda.

5. Meeting Efficiency and Focus

- Meeting time was used efficiently.
- The Board deliberations remained focused on the matters under consideration.

6. Respect and Collaboration

- Meetings were conducted in an atmosphere of mutual respect.
- Collaboration among Board members was respected to achieve consensus.

Procedure:

a) Distribution of Evaluation Form

- The evaluation form will be distributed electronically by Administrative Assistant to the Secretary (e.g., via Google Poll or similar tool) immediately following each Board meeting.

b) Completion of Evaluation

- Board members are expected to complete the evaluation within seven days.
- Comments are encouraged to provide context, address concerns, or suggest improvements.

c) Review and Reporting

- Administrative Assistant to the Secretary will collect and summarize the evaluations, preparing a report to be included in the next Board meeting package.
- The report will be reviewed by the Chair/Vice Chair during the agenda review meeting.
- Recurring issues or critical areas will be addressed in future meetings or during dedicated sessions, as applicable.

d) Follow-Up Actions

- Based on feedback, the Board may implement changes to improve meeting effectiveness, governance focus, or functionality. This may include refining meeting structure, improving agenda planning, enhancing material distribution processes, or Board member training.

Confidentiality:

Responses are confidential and will only be reviewed by Administrative Assistant to the Secretary and the Chair of the Board. Findings will be presented in summary form to maintain respondent anonymity.

Accountability:

The Administrative Assistant to the Secretary will be responsible for distributing the evaluation form, compiling results, and preparing the summary report for the Board Chair and Board to be included in the next Board meeting package.

Policy Review:

This policy will be reviewed every 4 years to ensure its effectiveness and alignment with current statutory and regulatory requirements in Board governance.

APPENDIX A - THUNDER BAY POLICE SERVICE BOARD MEETING EVALUATION FORM

APPENDIX A - THUNDER BAY POLICE SERVICE BOARD MEETING EVALUATION FORM

Preparation and Materials

1. Board meeting materials were circulated at least 7 days in advance, allowing for adequate preparation.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

2. Board members were well-prepared for the meeting and participated actively in discussions.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

Agenda and Structure

3. The meeting agenda was organized to allow sufficient time for discussion on governance issues.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

4. The agenda items were relevant to the Board’s responsibilities under the Community Safety and Policing Act (2019).

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

Discussion and Participation

5. The meeting allowed for full discussion and the expression of different points of view.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

6. All Board members had adequate opportunities to contribute to deliberations.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

Strategic and Generative Conversations

7. The Board engaged in strategic conversations regarding important issues and priorities.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

8. The Board engaged in generative conversations to critically examine and explore priority issues.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Meeting Efficiency and Focus

9. The meeting time was used efficiently.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

10. The Board deliberations remained focused on the matter under consideration.

1. NEEDS DEVELOPMENT (comment required)
2. ACCEPTABLE
3. GOOD
4. EXCELLENT

Comments:

Respect and Collaboration

11. The meeting was conducted in an atmosphere of mutual respect.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

12. Collaboration among members was respected to achieve consensus.

- 1. NEEDS DEVELOPMENT (comment required)
- 2. ACCEPTABLE
- 3. GOOD
- 4. EXCELLENT

Comments:

Thank you for your feedback!

POLICY TITLE: Governance: Committees – Terms of Reference	POLICY NUMBER: GOV-005
DATE APPROVED: DD/MM/YYYY	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Board is committed to ensuring all Committees operate within a clear and consistent framework. TOR for each Committee will be developed, approved, and reviewed annually to align with the Board’s strategic goals and governance requirements.

PURPOSE

This policy establishes a standardized approach for developing and implementing, Terms of Reference (TOR) for Committees established by the Thunder Bay Police Service Board (Board). It ensures clarity in Committee roles, responsibilities, and governance to enhance accountability, efficiency, and effectiveness.

SCOPE

This policy applies to all Committees formed under the authority of the Board, including standing, ad hoc, and special Committees, including those established prior to the adoption of this policy.

POLICY/PROCEDURE

Policy Requirements

Development of TOR:

a) Initial Development:

- Board Administration and the Governance Committee will draft a TOR for each Committee based on the attached TOR template. Items in italics on the template are for direction on completing the template. Items not in italics are to remain on the completed TOR.

- The TOR will include, at a minimum, sections on Background, Mandate, Scope, Objectives, Deliverables, Membership, Decision-Making Process, Reporting Requirements, Confidentiality, and Governance.
- b) Approval:
- The draft TOR will be submitted to the Board for review and approval before the Committee begins its work.
- c) Annual Review:
- Committees will review their TOR annually to ensure alignment with their objectives and the Board's strategic direction.
 - Recommendations for updates to the TOR will be submitted to the Board for approval.

Membership and Roles

- Initially, the Board and Board Administration or its delegates, will recruit members for any new Committee. Once the Committee is established, its members, with the Support of Board Administration, will recruit and recommend additional candidates for the Committee. All recommended candidates must be submitted to the Board for approval before becoming a committee member.
- Members will be trained as per the Board's Orientation and Training Policy.
- Members will sign an Oath of Confidentiality upon appointment.

Reporting and Accountability

- Committees will submit approved meeting minutes to the Board for inclusion in the consent agenda of the next scheduled Board meeting.
- Recommendations to the Board must be clearly outlined and submitted with supporting documentation where applicable.

Confidentiality

- All Committee members must adhere to confidentiality obligations as outlined in the Oath of Confidentiality and applicable Board policies.
- Breaches of confidentiality may result in removal from the Committee and further action as deemed necessary by the Board.

Decision-Making Process

- Committee members will strive for consensus when debating matters to make decisions.
- When a motion/resolution is called for a vote and results in a tie and further discussion does not result in a matter being carried or failed the chair of the committee may determine that the matter be brought to the board for discussion or decide unilaterally.
- Should a unilateral decision be made by the committee chair a member may bring the matter forward to the board for discussion and potential decision making via motion.

Roles and Responsibilities

- **Board:** Approves TORs, appoints Committee members, and provides oversight.
- **Governance Committee:** Develops TORs.
- **Committee Chairs:** Ensure adherence to the TOR and report progress and recommendations to the Board. Along with their respective Committee, reviews and recommends changes to the TOR to the Board.
- **Committee Members:** Fulfill roles as outlined in the TOR, maintain confidentiality, and participate actively.
- **Board Administration:** Provides administrative and logistical support to Committees.

Monitoring and Evaluation

- Compliance with TORs and this policy will be reviewed annually during the Committee's TOR review process.

Related Policies and Documents

- Procedural By-laws
- Orientation and Training Policy

APPENDIX A – TERMS OF REFERENCE TEMPLATE

APPENDIX A – TERMS OF REFERENCE TEMPLATE

THUNDER BAY POLICE SERVICE BOARD
NAME OF COMMITTEE
TERMS OF REFERENCE
FULL MONTH, YYYY

1. Background

Provide a brief overview of the context and rationale for establishing the Committee.

2. Mandate

Define the overarching purpose and responsibilities of the Committee. Begin with the below statement for continuity.

The Committee's mandate, as set out in the Thunder Bay Police Service Board's (Board) establishing motion, includes responsibilities for:

3. Resources and Finances

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

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. Financial resources will be administered by Board Administration in accordance with the direction of the Board for purchases and financial management and reporting.

4. Objectives

List the specific, measurable goals the Committee is tasked with achieving. Begin with the below statement for continuity.

In accordance with its mandate, the objectives of the Committee will be:

5. Deliverables

Specify the key outputs or results expected from the Committee. Begin with the below statement for continuity.

The Committee will:

6. Membership

Detail the composition of the Committee including selection criteria for members. Begin with the below statement for continuity.

The Committee will consist of:

7. Roles and Responsibilities

Detail the roles and responsibilities of members. Describe how decisions will be made, including voting procedures or other methods of reaching consensus. Explain how and when the Committee will report to the Board, including any requirements for submitting minutes or recommendations. Begin with the below statements for continuity.

- 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.
- The Committee will be required to review the Terms of Reference annually and make recommendations to the Board of any changes.

8. 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.

9. Administration

- Administrative support for the Committee will be provided by Board Administration.
- The Committee may seek external advice and support as budgets allow.

10. Governance

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

Original Date of Approval	Approved By	Review Date(s)	Revised Date(s)

POLICY TITLE: Human Resources: Recruitment for Chief and Deputy Chiefs	POLICY NUMBER: HR-001
DATE APPROVED: DD/MM/YYYY	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION: s. 37(1)(d) <i>Community Safety and Policing Act (2019)</i>	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Board is committed to an equitable and merit-based selection process that aligns with provincial regulations, prioritizes community safety, and reflects the needs and values of Thunder Bay’s diverse population. This policy promotes transparency, integrity, inclusivity, and respect throughout the recruitment process.

PURPOSE

This policy outlines the recruitment process for the Chief of Police and Deputy Chiefs of the Thunder Bay Police Service (Service). It ensures a transparent, fair, and consistent approach to selecting candidates who exemplify the values, skills, and leadership required to serve the Thunder Bay community.

SCOPE

This policy applies to the recruitment of the Chief of Police and Deputy Chiefs within the Service. It is designed for use by the Thunder Bay Police Services Board (Board) and relevant recruitment committees involved in these executive appointments.

POLICY/PROCEDURE

Job Description and Competency Profile

The Board will review and update the job descriptions and competency profiles for the Chief and Deputy Chief positions, ensuring they align with current community needs, legislative requirements, and police service priorities. Key competencies will include:

- Leadership and vision in community policing
- Knowledge of current policing practices, challenges, and reforms
- Commitment to diversity, equity, and inclusion
- Ability to build strong community relations and trust
- Strong communication and conflict resolution skills
- Accountability, integrity and respect

- Familiarity with Indigenous community relations and restorative practices
- Crisis management and problem-solving skills
- Financial competency

Recruitment Committee

The Board has an established Governance Committee to oversee the selection process for the Chief and Deputy Chiefs. The Governance Committee has more than 50% Board representation as per the *Community Safety and Policing Act, 2019*. The terms of reference for this Committee includes the composition of a diverse group to represent the citizens of our community.

Recruitment Process

The Board will hire a Search Firm. The recruitment process will be defined and approved by the Governance Committee prior to the process beginning.

The recruitment process will follow these steps:

a) **Job Posting and Advertisement**

The positions will be publicly advertised to ensure an inclusive and broad candidate pool. Recruitment channels may include:

- The Service website
- Police and law enforcement networks
- Community organizations and forums
- Professional recruitment firms

b) **Application Screening**

The Search Firm will review all applications, prioritizing those who meet the core qualifications and competencies. The screening will focus on candidates' experience, education, and alignment with the strategic vision of the Service.

c) **Interview and Assessment**

Shortlisted candidates will be invited for interviews and assessments, which may include candidates being required to give a presentation.

d) **Background and Reference Checks**

Final candidates will undergo comprehensive background checks, including:

- Criminal record
- Reference checks from previous employers or professional contacts
- Verification of education, certifications, and credentials.

e) **Decision-Making and Appointment**

After assessments are complete, the Governance Committee will make its final recommendation to the Board. The Board will make the final decision, considering the committee's findings and any other pertinent factors.

- f) Offer of Employment
Once a candidate is selected, an employment offer will be made by the Search Firm. The Chair of the Board and Chair or Vice Chair of the Governance Committee (must be 2 Board members) will begin contract negotiations in keeping with Board mandates.

- g) Confidentiality and Privacy
The recruitment process will adhere to strict confidentiality and privacy standards to protect the personal information of applicants and ensure a professional and respectful hiring process.



Date of Report: January 2, 2025
Date of Meeting: January 21, 2025
Report No: 02/25

Chair and Members
Thunder Bay Police Service Board

SUBJECT

TBPS Joint Health & Safety Committee Semi-Annual Report

REPORT SUMMARY

This is a review of the activities of the TBPS Joint Health and Safety Committee since the last Board report in June 2024. The incidents reported are for the 2024 calendar year. Health and Safety Committee reporting is scheduled to occur twice annually in January and June. Please note that the statistics reported in June are year to date and not annual statistics. This includes both the injuries reported as well as the inspections conducted.

There has been a total of 66 WSIB injury on duty reports submitted by TBPS members in the 2024 calendar year. The following is a breakdown of these workplace injuries:

1. Sixteen (16) were related to strains or impact injuries resulting from a physical altercation with an individual that was being taken into custody.
 - 24% of total injuries sustained at work.
 - 1 injury resulted in lost time from work.
2. Fourteen (14) were related to PTSD from work related traumatic event exposures.
 - 21% of total injuries sustained at work.
 - 13 injuries resulted in lost time from work.
3. Thirteen (13) were related to exposure to an infectious disease resulting from an arrested individual spitting in the face or biting an officer.
 - 20% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
4. Seven (7) were cuts and scrapes related to a slip and fall outdoors.
 - 11% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
5. Six (6) were strains and impact injuries resulting from motor vehicle collisions.
 - 9% of total injuries sustained at work.
 - 2 injuries resulted in lost time from work.
6. Five (5) were cuts, pinches, impacts and strains related to minor workplace injuries.
 - 8% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.

7. Two (2) were strains related to police training.
 - 3% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
8. Two were puncture wounds related to a dog bite.
 - 3% of total injuries sustained at work.
 - 0 injuries resulted in lost time from work.
9. One was a rash that developed at work with an unknown cause
 - 1% of total injuries sustained at work
 - 0 injuries resulted in lost time from work.

COMMENTS

For information of the Board.

The TBPS Health and Safety Committee has met formally four (4) times in 2024 and has had numerous informal discussions. There have been a total of fourteen (14) workplace inspections in 2024 covering all areas of the police service. Health and safety concerns that were found included building deterioration issues such as electrical issues, sloping floors, heating and cooling and ventilation issues. The City of Thunder Bay has been advised of these issues and are still in the process of assessing repairs. Other issues included poor condition of the parking lot with large potholes capable of causing vehicle damage.

TBPS also had a Ministry of Labour inspection in 2024 relating to hearing loss claims primarily associated with the firearms range at Police Services across Ontario. The current protections in place for hearing protection at the TBPS range are far better than what was used many years ago. Our hearing protection being used and training processes were inspected by the Ministry, and they were satisfied with the measures TBPS has in place.

RECOMMENDATIONS

A recommendation from the Health and Safety Committee is to continue and enhance the work being done by the Service in relation to mental health supports for officers as this is the leading cause of lost time injuries within the Service. Further, ongoing building and parking lot deterioration is a concern by members that is continually being addressed by the City of Thunder Bay.

Respectfully submitted,



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

Prepared by: Inspector G. Snyder, TBPS Joint Health and Safety Committee



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: January 8, 2025
Date of Meeting: January 21, 2025
Report No: 04/25

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

SUBJECT

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

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

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

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

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

REPORT SUMMARY

Summary of Fourth Quarter Complaints 2024	
Local Response	4
Early Resolution	1
Withdrawn by Complainant Prior to Screening by LECA	0
Not Accepted – LECA	8
Accepted – LECA investigate	0
Accepted – TBPS Investigate	7
Accepted – OPP Investigate	0
Total Conduct Complaints	20
Total Service Complaints	0
Total Fourth Quarter Complaints	20

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

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

2024 Outstanding Complaints	
Conduct Complaints	8
Service Complaints	0
Section 72 (Suspended Investigations)	0
Total	8

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

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

COMMENTS

N/A

RECOMMENDATIONS

For Information Only

Respectfully submitted,



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

Prepared by: Inspector Gordon Snyder – Corporate Services



Thunder Bay Police Service

DARCY FLEURY, CHIEF OF POLICE
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Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: January 10, 2025
Date of Meeting: January 21, 2025
Report No: 05-25

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. 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. At the December 17, 2024 Regular Session meeting, Report 36/24 was provided to the Board for their information summarizing reporting for the month of November 2024.

This report covers secondary employment for the month of December 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.

There were no secondary employment requests in the month of December that were either approved nor denied.

Paid Duty

Below are the paid duty requests approved.

CONTRACT	Number of Jobs (Officers)	Filled	Unfilled	Duties Requested
TBRHSC	62	44	18	Security
Smart Choice Movers	2	2	0	Oversized load escort
TBay & District Metis Council	2	2	0	Security

*TBRHSC- Thunder Bay Regional Health Sciences Centre

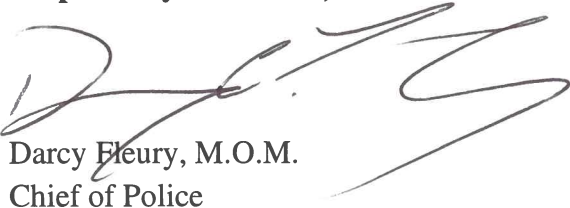
There were no paid duty requests denied for December 2024.

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

DARCY FLEURY, CHIEF OF POLICE
1200 Balmoral Street, Thunder Bay, ON P7B 5Z5
Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: January 13, 2025
Date of Meeting: January 21, 2025
Report No: 06/25

Chair and Members
Thunder Bay Police Services Board

SUBJECT

Summary of Training from January 2024 to December 2024

Rational:

At the start of each year, the Thunder Bay Police Service (TBPS) shall provide a summary of all training conducted during the previous year. The report shall be limited to service-wide training and does not need to include training courses for individual members. Service-wide training may include but is not limited to Reconciliation training, First Aid, Resiliency/Wellness training, Supervisor training, Academic training, and Use of Force/Firearms training.

Community Safety and Policing Act Update

With the implementation of the *Community Safety and Policing Act* (CSPA), there have been many new training requirements identified for Police agencies in Ontario. The TBPS has begun analyzing the training requirements identified and will be continuing to implement training under the new requirements into 2025.

With the new requirements and deadlines being implemented by the Ministry, meeting training requirements will be a challenge as there are tremendous logistical and operational demands that will be of concern. The Ministry has not released the regulations related to the mandatory training under the *Community Safety and Policing Act*.

The Thunder Bay Police Service is in contact with the Ontario Police College (OPC) regarding guidance and advice on the delivery of training in compliance with the *Community Safety and Policing Act*.

Training Summary from January 2024 to December 2024

Firearm

Firearms training and qualification is completed yearly and is required under the *Community Safety and Policing Act*, for all sworn Police Officers who deploy use of force equipment and may be required to act under the priorities of life.

Use of Force

Use of Force training and qualification is completed yearly and is required under the *Community Safety and Policing Act*, for all members who may deploy and engage in use of force during the execution of their duties. These members may include sworn Police Officers and Special Constables.

Rifle

Rifle training and qualification is completed yearly and is required under the *Community Safety and Policing Act*, for all sworn Police Officers who deploy use of force equipment and may be required to act under the priorities of life.

Immediate Action Rapid Deployment

Immediate Action Rapid Deployment training and qualification is completed every two years and is required under the *Community Safety and Policing Act*. The training provides sworn Police Officers with guidance on dealing with acts of deadly aggression in relation to hostile events (active killing) during the execution of their duties.

Conducted Energy Weapon (CEW)

Conducted Energy Weapon training and qualification is completed yearly and is required under the *Community Safety and Policing Act*. The training provides guidance to sworn Police Officers in the use and deployment of the CEW less lethal weapon during the execution of their duties.

First Aid

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive. The training is provided to members upon recertification requirements.

Academic Training

Academic Training is scheduled yearly. Training is delivered by internal departments and community partners (mental health, diversity, health professionals, MAG, etc.). The training allows for members to ask questions regarding various topics and processes and provides updates on procedures and related criminal case law.

Reconciliation Training

This training promotes a renewed relationship between Indigenous peoples and Thunder Bay Police Service members through transformative and engaging learning towards anti-racism education.

Thematic Training – Through Ontario Police College (OPC)

This online diversity and cultural competency training was mandated by the *Community Safety and Policing Act*. This training includes four modules on the following topics; human rights and systemic racism, promoting recognition and respect for the diverse, multicultural and multiracial, promoting recognition and respect for the rights and cultures of First Nation, Inuit, and Metis peoples.

Thematic Training – Complexities of Hate

Hate has become increasingly more pervasive in Ontario with police-reported hate crimes on the rise annually. It is important for law enforcement to respond to these incidents and offences in a way that recognizes and validates the varying nuances of trauma for individuals and communities who have experienced hate. This training is designed to help police, and others understand what hate is from a legal perspective.

RECOMMENDATIONS

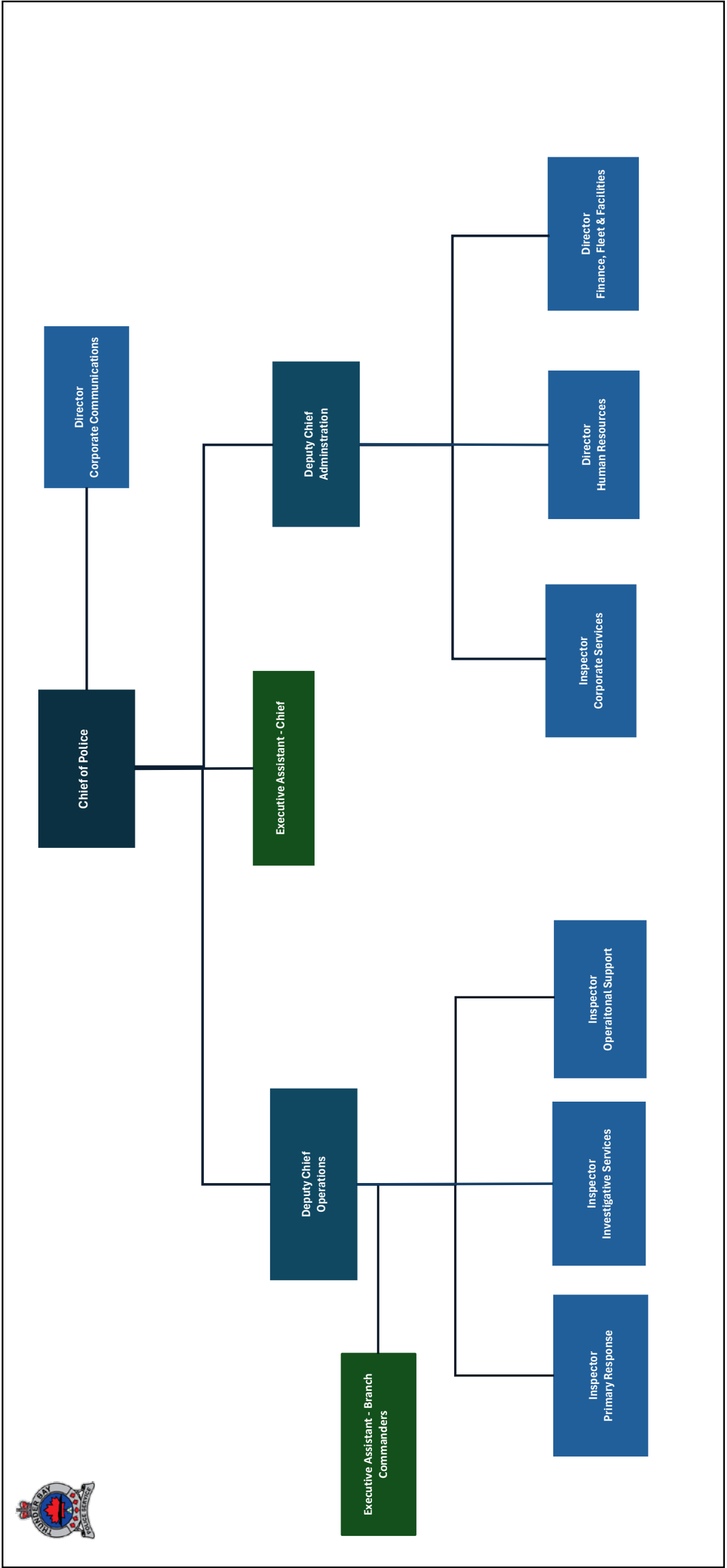
For Information Only

Respectfully submitted,



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

Prepared by: Inspector Gordon Snyder – Corporate Services



Ontario Association of Police Services Boards
 PO Box 43058
 London RPO Highland, ON N6J 0A7
 Tel 1-800-831-7727
 E-Mail oapsb@oapsb.ca



Ontario
 Association of
 Police Services
 Boards

INVOICE 75	PO NUMBER	2024-10-21
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BILL TO

MESSAGE

Thunder Bay Police Service Board
 Linda Douglas
 317 Victoria Avenue East Unit 10
 Thunder Bay, ON P7C 1A4

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Force Size Over 300 Annual	10,500.00	10,500.00

SUBTOTAL	10,500.00
SALES TAX	1,365.00
SHIPPING & HANDLING	0.00
TOTAL	11,865.00

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED	(0.00)
TOTAL DUE BY 2024-10-21	11,865.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
11,865.00	0.00	0.00	0.00	11,865.00

[Submit payment online here](#)



Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: **January 15, 2025**

SUBJECT: Inspector General Memo #2: Changes to the *Community Safety and Policing Act, 2019* and **Revised** Advisory Bulletin 1.1

On December 4, 2024, the *Safer Streets, Stronger Communities Act, 2024*, received Royal Assent and enacted amendments to the *Community Safety and Policing Act, 2019* (CSPA). The amendments include changes to section 19 of the CSPA, which specifies how police services can provide assistance to each other through temporary assistance requests. In addition, section 19 was amended to remove the provisions regarding emergency assistance requests altogether.

In the first IG Memo released on August 1, 2024, I provided advice on interpreting and applying the former section 19 provisions, including outlining the roles and responsibilities of the police service board, the chief of police or Commissioner, and the IG. In response to the changes in the CSPA that assign directly to the chief of police the ability to seek assistance from another chief of police when temporary assistance is required, regardless of whether there is an emergency, I have revised Advisory Bulletin 1.1: How Policing is Delivered. This revised version of the Bulletin now replaces the version issued on August 1, 2024.

I advise chiefs of police, including the Commissioner, and police service boards, to **review the attached Revised Advisory Bulletin and the changes to section 19, paying particular attention to their new respective authorities and duties, including the requirements to notify the IG.** Please note that the revisions to the Bulletin are limited to addressing section 19 temporary assistance, and only these sections of the Bulletin require your review.

More broadly, given the role of the IG in relation to section 19 temporary assistance requests and the IG's oversight authority under section 20 of the CSPA, the **Inspectorate of Policing is working to develop additional process and information for the policing sector on the IG's assessment of the delivery of adequate and**

effective policing. This will include ongoing assessment of the “status quo” of adequate and effective police service delivery and governance, as well as specific considerations and process for time-sensitive assessments made in the context of emerging public safety events. Our work in this area includes engagement with the Ontario Association of Chiefs of Police and the Ontario Association of Police Services Boards, and we appreciate their continued support and value their input, on behalf of their membership.

As the Inspectorate of Policing gains further operational experience and insights, and through continued engagement with Ontario’s policing sector, I will continue to share information and advice to assist you in meeting the requirements of the CSPA and its regulations.

I trust this information will be helpful to you. Should you have any questions about section 19 or the Revised Advisory Bulletin, please reach out to your Police Services Advisor.

IG Memos and Advisory Bulletins are also now posted on our website:
www.iopontario.ca.

Sincerely,



Ryan Teschner
Inspector General of Policing of Ontario

OPP Detachment Boards - CSPA s.67

ZONES 1/1A	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Almaguin Highlands	Central Hastings	Bancroft ³	Brant County	Dufferin 1	Elgin
Dryden 1	Frontenac	Collingwood 1 ²	Halldimand	Dufferin 2	Essex County 1
Dryden 2	Grenville 1	Collingwood 2 ²	Norfolk	Dufferin 3	Essex County 2
Dryden 3	Grenville 2	Bracebridge ³	Oxford 1	Dufferin 4	Lambton 1
East Algoma 1	Hawkesbury	City of Kawartha Lakes ³	Oxford 2	Grey Bruce	Lambton 2
East Algoma 2	Killaloe	Haliburton County ³	Oxford 3	Huron	Middlesex
East Algoma 3	Lanark County	Huntsville ³		Huronia West	
Greenstone	Leeds County	Northumberland ³		Perth County	
James Bay 1	Lennox & Addington 1	Nottawasaga ²		South Bruce	
James Bay 2	Lennox & Addington 2	Orillia ²		Wellington	
James Bay 3	Prince Edward County	Peterborough ³			
Kenora 1	Quinte West	South Georgian Bay ²			
Kenora 2	Renfrew				
Kirkland Lake	Russel County				
Manitoulin 1	Stormont, Dundas and Glengarry				
Manitoulin 2	Upper Ottawa Valley 1				
Marathon	Upper Ottawa Valley 2				
Nipigon 1	Upper Ottawa Valley 3				
Nipigon 2					
Nipissing West 1					
Nipissing West 2					
North Bay 1					
North Bay 2					
North Bay 3					
Rainy River 1					
Rainy River 2					
Red Lake					
Sault Ste. Marie					
Sioux Lookout					
South Porcupine					
Superior East					
Temiskaming 1					
Temiskaming 2					
Temiskaming 3					
Thunder Bay					
West Parry Sound					
36	18	12	6	10	6
					Total 88

TO: Thunder Bay Police Service Board
FROM: Denise Baxter, Board Vice Chair
DATE: January 21, 2025
SUBJECT: **Staffing Model: Notice of Motion to Amend**

The Board, at its April 23, 2024 meeting moved to consider, and adopt, a staffing model for its administrative supports. The model adopted was for 4 part-time contractors, filling various roles.

As the impact of the *Community Safety and Policing Act, 2019* has more fully realized, and taken together with existing outstanding work, it has become apparent that the Board is in need of additional administrative support to more effectively undertake the work before it. Specifically, that the planned part time Board Administrator position should be filled as a full time one. Following on the Board's direction in this regard, and in accordance with the Board's procedural rules, I introduce the following Notice of Motion to the Board at its January 28, 2025 meeting, for debate at its next regularly scheduled meeting (currently set for February 18, 2025).

Notice of Motion:

“With respect to the staffing model adopted by the Thunder Bay Police Service Board at its meeting April 23, 2024, we recommend that the Board amend that decision by identifying the Board Administrator position as a full time position, to be entitled ‘Executive Director to the Board’;

AND THAT a position description for the position be developed for the approval of the Board;

AND THAT a recruitment be undertaken to fill the position.”
