



AGENDA MATERIAL FOR THE THUNDER BAY POLICE SERVICE BOARD REGULAR MEETING

Date: TUESDAY, MARCH 18, 2025

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

Time: 10:30 A.M.



**MEETING NO. 09-2025 OF THE
THUNDER BAY POLICE SERVICE BOARD**

TUESDAY, MARCH 18, 2025

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

10:30 A.M.

REGULAR BOARD MEETING

1. DISCLOSURES OF INTEREST

2. CONFIRMATION OF AGENDA AND CONSENT AGENDA (5 minutes)

RES 1

With respect to Meeting No. 09-2025 (Regular) of the Thunder Bay Police Service Board held on March 18, 2025, we recommend that the agenda and the consent agenda, as printed, including any additional information and new business, be confirmed.

3. CONSENT AGENDA (5 minutes)

3.1 Minutes of Meeting No. 06-2025 (Regular) of the Thunder Bay Police Service Board held on February 18, 2025 **Pages 7 - 12**

3.2 Reports of Committees

a) Governance Committee

Memorandum to the Thunder Bay Police Service Board from Denise Baxter, Chair – Governance Committee, dated March 11, 2025, relative to an update on the activities of the Governance Committee **Page 13**

Policies for Adoption

i. Proposed Policy GOV-007 – Roles, Authorities, Resources, and Constraints of the Board..... **Pages 14 - 17**

b) Labour Relations Committee – No updates

3.3 Meeting Evaluation Summary

Summary of evaluations for the February 18, 2025 meetings of the Board (Closed and Regular) for the Board's information. **Pages 18 - 24**

4. PRESENTATIONS (40 minutes)

 a) Citizens' Satisfaction and Trust Survey

Final Report on the 2023 Citizens' Satisfaction and Trust Survey, for the Board's information.
.....**Distributed Separately**

Traci Levin and Noah Huber, Zencity representatives, to present the above noted report.

 b) Strategic Communications Plan

The Thunder Bay Police Service Board Strategic Communications Plan, for the Board's information.....**Distributed Separately**

Sarbjit Kaur, Principal - KAPOW Communications, to present the above noted plan.

5. REPORTS OF COMMITTEES

Governance Committee

 i. Policies for Adoption (10 minutes)

Proposed Policy LEG-005 - Body Worn Cameras, with highlighted areas specifically for the Board's review and discussion..... **Pages 25 - 28**

Proposed Policy LEG-006 – Sudden & Unexplained Deaths, with highlighted areas specifically for the Board's review and discussion. **Pages 29 - 32**

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

RES 2

With respect to proposed Policy LEG-005 – Body Worn Cameras, and proposed Policy LEG-006 – Sudden & Unexplained Deaths , as presented at the March 18, 2024 Regular Session of the Board, we recommend that the Thunder Bay Police Service Board approves adoption of the above noted policies.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

 a) Secondary Activities Report (5 minutes)

Report No. 18/25 (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 33 - 37**

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

b) Firearm Data Submission (5 minutes)

Report No. 19/25 (Police) relative to a listing of firearms that came into the possession of the Thunder Bay Police Service in 2024, for the Board's information **Pages 38 - 39**

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

c) Sudden Death Investigation Report (15 minutes)

Report No. 20/25 (Police), relative the 2024 Annual Report on Sudden Death Investigations, for the Board's information. **Pages 40 - 41**

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

d) Missing Persons Investigation Report (5 minutes)

Report No. 21/25 (Police), relative to the 2024 Annual Report and Training Supports under the *Missing Persons Act*, for the Board's information. **Pages 42 - 45**

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

e) SIU Administrative Reports (10 minutes)

Memorandum to the Thunder Bay Police Service Board from Inspector G. Snyder, dated March 4, 2025, relative to SIU Administrative Report SIU Case #20-OCI-384/24-OCI-411, for the Board's information..... **Pages 46 - 47**

Memorandum to the Thunder Bay Police Service Board from Inspector G. Snyder, dated March 5, 2025, relative to SIU Administrative Report SIU Case #24-OCI-236, for the Board's information **Pages 48 - 49**

Inspector G. Snyder, Thunder Bay Police Service, to provide an overview relative to the above noted.

7. GENERAL MATTERS

a) Notice of Motion – Staffing Model (10 minutes)

At the January 28, 2025 Regular Meeting of the Board, a 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, was provided for the Board's information.

Mr. J. Hannam advised that this motion required a mover, but was not for debate at that meeting.

The motion is now being presented for debate.

MOVED BY: Councillor K. Etreni

RES 3

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.

Chair K. Machado and Mr. J. Hannam, Secretary, to provide an overview relative to the above noted.

b) Year-End Variance for Board Budget (5 minutes)

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated March 10, 2025, relative to a budget summary for 2024 and a year-to-date budget summary for 2025, for the Board’s information. **Pages 50 - 52**

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

c) Waterways Policing and Search & Rescue – Risk Analysis (20 minutes)

Report on Waterways Policing and Search & Rescue – Risk Analysis, dated March 7, 2025, for the Board’s information. **Pages 53 - 58**

Chief of Police D. Fleury 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 March 18, 2025:

1. Update from Legal Counsel
2. Update on Labour Relations
3. Update on Human Resources for Thunder Bay Police Service

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR MEETING

March 18, 2025

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4. Recruitment of an Executive Director – RFQ Proposals

10. CONFIRMING BY-LAW

(2 minutes)

RES 4

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 18th day of March, 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: PC9-2025

11. ADJOURNMENT

**THUNDER BAY POLICE SERVICE BOARD
MEETING 06-2025 (REGULAR)**

DATE: FEBRUARY 18, 2025

TIME: 10:41 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 VIA ZOOM:

Ms. D. Baxter

OFFICIALS:

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

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA AND CONSENT AGENDA

An additional information package for this meeting was distributed by email on February 14, 2025.

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

With respect to Meeting No. 06-2025 (Regular) of the Thunder Bay Police Service Board held on February 18, 2025, we recommend that the agenda and the consent agenda, as printed, including any additional information and new business, be confirmed.

CARRIED

3. CONSENT AGENDA

The following items were received, confirmed and/or adopted as part of the consent agenda:

3.1 Minutes of Meeting No. 02-2025 (Regular) of the Thunder Bay Police Service Board held on January 28, 2025.

3.2 Reports of Committees

a) Governance Committee

Memorandum to the Thunder Bay Police Service Board from Denise Baxter, Chair –

Governance Committee, relative to an update on the activities of the Governance Committee, was provided for the Board's information.

Terms of Reference

Board Approval of the updates to the Terms of Reference for the Governance Committee.

Policies for Adoption

- i. Proposed Policy GOV-006 – Policy/Procedure Development, Implementation, and Review Process.
- ii. Proposed Policy HR-003 – Occupational Health and Safety.
- iii. Proposed Policy HR-004 – Annual Monitoring of Performance of the Deputy Chiefs of the TBPS.
- iv. Proposed Policy LEG-004 – Assistance to Victims of Crime.
- v. Proposed Health and Safety Policy Statement.

b) Labour Relations Committee

Memorandum to the Thunder Bay Police Service Board from Wayne Bahlleda, Chair – Labour Relations Committee, dated February 11, 2025, relative to an overview of activities of the Labour Relations Committee was provided for the Board's information.

3.3 Meeting Evaluation Summary

Policy ADMIN-002 Thunder Bay Police Service Board Meeting Evaluation was approved at the January 28, 2025 Regular Meeting of the Board. Evaluations will be conducted monthly following each regular Board meeting.

Summary of evaluations for the January 28, 2025 meetings of the Board (Closed and Regular) was provided for the Board's information.

4. DEPUTATION

Crime Stoppers

Thunder Bay & District Crime Stoppers appeared before the Board. Board Chair, Mr. Solade Nicol, provided an overview of the volunteer organization, as well as their mandate.

On behalf of Crime Stoppers, he expressed his profound gratitude for the opportunity to share the Board's office space and boardroom, and for the Board's ongoing support.

Crime Stoppers is a not-for-profit organization, and is always seeking financial support, and welcomes new ideas in that regard. Mr. Nicol also noted that they are looking for volunteers and for members of the public interested in sitting on their Board of Directors.

Chair K. Machado thanked Mr. Nicol for his presentation.

5. UNFINISHED BUSINESS

Annual Training Report

At the January 28, 2025 Regular Meeting of the Board, 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, was provided for the Board's information.

The Board requested compliance rates for each section, and asked that the report include the number of staff members off on various types of leaves of absence. They also requested that the Service ensures that this report aligns with CSPA requirements.

Memorandum to the Thunder Bay Police Service Board from Chief D. Fleury, dated February 14, 2025, relative to an update on the training requirements in 2024, was distributed separately in the additional information package for the Board.

Sergeant C. Girvin provided overview of the memorandum and provided the compliance rates for members for 2024.

Board members were pleased with the rates of compliance in the various categories.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Use of Force – Annual Report

Report No. 12/25 (Police) relative to the annual Use of Force Report, was distributed separately in the additional information package for the Board.

Sergeant C. Girvin, Thunder Bay Police Service, provided a brief overview, responded to questions and provided some clarification on the three (3) occurrences where firearms were discharged. The reasons for discharges will be provided in future reports.

b) Secondary Activities Report

Report No. 09/25 (Police) relative to the secondary activities/employment of members of the Thunder Bay Police Service, including Paid Duty Assignments was provided for the Board's information.

Deputy Chief of Police J. Pearson and Chief of Police D. Fleury responded to questions about requests. Chair K. Machado advised that, under the CSPA, reasons for why requests are denied must be included in the report for secondary activities and will be required for future reporting.

c) Member Leave - Annual Report

Report No. 11/25 (Police) relative to the annual Member Leave Report for the Thunder Bay Police Service, was provided for the Board's information.

d) Street Checks Report

No report was provided for this meeting. Chair K. Machado advised that the Board's request for this report still stands, as per the Information Sharing Policy, and the provision of same is required.

e) Procedures for Family Communications

At the January 28, 2025 Regular Meeting of the Board, the following resolution was carried:

With respect to the procedures and practices of the Thunder Bay Police Service on communications with victims, their families and the public in general, we recommend that the Thunder Bay Police Service Board request of the Chief of Police a report on such procedures, including copies of them, for the review and understanding of the Board;

AND THAT the report include such suggestions for improvements to the procedures that the Chief may wish to make;

AND THAT the report be presented no later than the Board's scheduled meeting of March 18, 2025.

Report No. 10/25 (Police), relative to procedures for the Thunder Bay Police Service when communicating with victims, their families and the public in general, was provided for the Board's information.

Detective Sergeant R. Popowich and Chief of Police D. Fleury provided an overview of the report, the procedures for sudden death investigations, and responded to questions. The next of kin/point of contact for the families involved in sudden death investigations are determined on a case-by-case basis.

It was noted that every sudden death is initially deemed suspicious, and it was estimated that there are approximately 300 sudden death investigations launched each year.

Deputy Chief of Police J. Pearson advised that PLT, as referenced in the report, is an acronym for Police Liaison Team, and he provided an overview of their mandate.

f) Public Complaints Against Police

Report No. 13/25 (Police) relative to the 2024 Annual Report for public complaints against

police, was distributed separately in the additional information package for the Board.

Sgt. Duffy provided an overview of the report and responded to questions. The Police Service is currently dealing with complaints under the PSA and the CSPA, depending on date they occurred.

Chair K. Machado had questions about the totals in various sections of the report, including the section on “Summary of 2024 Complaints Disposed of by Quarter in 2024”. Sgt. Duffy will follow up for responses.

7. GENERAL MATTERS

a) Mandatory Training under the CSPA

Mr. J. Hannam, Secretary, reported that all board members have completed their mandatory training. He does have to follow up with Committee Chairs to determine if all community representatives have completed their training. Newly appointed members to committees will be advised of the training requirements under the *Community Safety and Policing Act, 2019*.

Councillor K. Etrene would like to see refresher courses and continuous training. Inspector T. Gervais will pass along her comments to the Police College (coordinating the training).

8. NEW BUSINESS

There was no New Business presented.

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 February 18, 2025:

1. Update from Legal Counsel
2. Update on Labour Relations
3. Update on provision of Legal Services
4. Update on Human Resources for Thunder Bay Police Service

10. CONFIRMING BY-LAW

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

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:

THUNDER BAY POLICE SERVICE BOARD (TBPSB)

REGULAR MEETING

February 18, 2025

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1. A By-law to confirm the proceedings of a Regular Meeting of The Thunder Bay Police Service Board, this 18th day of February, 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: PC6-2025

CARRIED

11. ADJOURNMENT

The meeting adjourned at 11:46 a.m.

TO: Thunder Bay Police Service Board

FROM: Denise Baxter, Chair - Governance Committee

DATE: March 11, 2025

SUBJECT: **Update on Governance Committee**

The Governance Committee met most recently on March 7th, with the ongoing focus being policy development. 10 policies are currently under review and development by the Committee. The Board will see 1 policy recommended for adoption on its March agenda, and 2 more for discussion with the Board, in keeping with the Committee's general target in advancing this work.

Other policies dealing with Police operational matters such as Water Rescue and Recovery are being forwarded to the Service to gather input there, and will be addressed at upcoming Committee meetings.

Given the number of policies currently underway, the discussions at the March meeting were solely devoted to that work.

Other items on the agenda, notably including the Committee's work plan for 2025, which is still under development, anticipating its completion at the next meeting of the Committee on April 3rd, were deferred to that meeting.

POLICY TITLE: Governance: Roles, Authorities, Resources, and Constraints of the Board	POLICY NUMBER: GOV-007
DATE APPROVED: xx/xx/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION: s. 35, 37-43, 49, and 50 <i>Community Safety and Policing Act</i> (2019)	
RELATED PROCEDURES/POLICY: GOV-001: Role and Responsibility	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) recognizes that the governance of a police service is a significant public responsibility, and the Board strives for excellence in police governance. The Board is committed to a structured and transparent process to provide responsible governance and ensure that policing services are provided adequately, effectively, and equitably.

PURPOSE

The purpose of this policy is to define the Board's role, resources, authorities, and constraints.

The Board governs the Thunder Bay Police Service (Service) on behalf of the jurisdictions it serves, ensuring that policing services are provided effectively and equitably to the community.

SCOPE

This policy applies to all members of the Board as well as to the activities and functions of the Board and its members.

POLICY/PROCEDURE

a) Board Role

In accordance with the Community Safety and Policing Act, the primary role of the Board is to ensure that adequate and effective policing is provided by the Service. The Board may also direct the Chief of the Thunder Bay Police Service (Chief), establish policies, and fulfill other duties in accordance with the governing legislation. The Board shall always remain accountable to the public.

b) Authorities & Resources

The primary authorities and resources through which the Board governs the Service are:

- **Policy Development:** Establishing broad policies that guide the Service's decisions on providing adequate and effective policing, ensuring that these policies reflect the needs and expectations of the community.
- **Administrative Bylaws and Policies:** Creating administrative policies and bylaws that guide the Service's decisions on internal administration, operational procedures, and organizational structure. These policies ensure transparency, accountability, and consistency in the Service's operations.
- **Strategic Planning:** Developing and approving a multi-year strategic plan that includes community engagement, clear objectives, and performance indicators. The plan ensures that the Service's priorities are aligned with community safety goals, available resources, and long-term sustainability.
- **Leadership Appointments:** Selecting and appointing the Chief and Deputy Chief(s) to lead the Service in alignment with legal, ethical, and policy standards. These appointments are made based on qualifications and experience to ensure competent and effective leadership within the Service.
- **Performance Management:** Establishing and monitoring performance objectives for the Chief and Deputy Chief(s), including annual formal evaluations to ensure their actions align with Board priorities and that the Service meets community safety needs effectively.
- **Board Staffing:** Contracting support staff for the Board's governance activities and ensuring that staff operate in compliance with legal and ethical standards and support the effective functioning of the Board.
- **Service Employment and Labor Relations:** Overseeing the appointment of Service members, engaging in collective bargaining, and establishing agreements with police employee associations. These efforts are aimed at ensuring fair labour practices and fostering a positive work environment.
- **Budget Preparation and Adoption:** Developing and adopting annual operating and capital budget estimates for the Board and Service in consultation with the Chief. Budget proposals are submitted to City Council for approval, ensuring that resources are appropriately allocated to meet operational and strategic needs.
- **Chief Reporting and Compliance Monitoring:** Receiving and reviewing regular reports from the Chief on policy compliance, operational performance, and progress toward strategic goals. The Board ensures that the Service is compliant with relevant laws and regulations, as well as its own policies.
- **Public Complaints Management:** Refer public complaints to the Inspector General and the Complaints Director as required by the *Community Safety and Policing Act*. The Board will receive and review reports from the Chief on public complaints, focusing on trends, patterns, and systemic issues. This oversight will help the Board ensure

accountability and transparency in the Service's complaint-handling process. To enhance community trust, the Board will work to ensure the complaint process is accessible to all community members, particularly marginalized groups, and will actively communicate its availability.

- **Quality Assurance:** Implementing a comprehensive quality assurance process to evaluate and improve the delivery of effective police services. This process ensures that the Service's operations adhere to legal, regulatory, and Board standards and that service delivery is both efficient and responsive to community needs.

c) Constraints

The Board's statutory constraints include:

- **Operational Independence of Police:** The Board cannot direct or prohibit specific police actions, investigations, or arrests, as this authority lies with the Chief.
- **Personnel Decisions:** The Board does not have authority over individual police service member recruitment, transfers, promotions, or disciplinary actions, as this authority lies with the Chief.
- **Budget Limits:** The Board does not set the overall annual budget for policing or police governance, as this authority resides with City Council.
- **Statutory Chief of Police Duties and Powers:** The Board cannot provide direction to the Chief that is inconsistent with the statutory duties and responsibilities of the office.

d) Methodology

The Board will govern, in accordance with its Procedural By-law, policies and the following governance principles:

- **Public Interest Priority:** The Board's primary duty is to serve the public interest.
- **Transparency and Accountability:** The Board will remain dedicated to promoting transparency and accountability.
- **Leadership and Outcomes Focus:** The Board provides governance leadership, focusing on intended policing outcomes within the community.
- **Role Distinction:** The Board will respect the distinct roles of the Board as governor of the Service and the Chief as manager of the Service.
- **Diversity and Inclusion:** The Board will value diverse viewpoints, including those from Indigenous and marginalized communities.
- **Forward-Looking Approach:** The Board's decisions will focus on future impacts while considering historical and current contexts.
- **Strategic and Evidence-Based Decisions:** Decisions will be proactive, strategic, and informed by community needs, statistical trends, and stakeholder perspectives.
- **Collective Decision-Making:** Board decisions will be made collectively rather than individually.

The Board will function as a team, ensuring excellence in governance collectively rather than through individual actions:

- **Utilization of Expertise:** While individual expertise may enhance understanding, Board

members' knowledge will not replace collective judgment or professional advice.

- **Policy Leadership:** The Board will actively initiate policies rather than merely reacting to management proposals.
- **Continuous Learning:** The Board will support ongoing learning and development for Board members and staff.
- **Self-Governance:** The Board will enforce its governance rules.

e) Reporting and Evaluation

The Board will evaluate its performance annually, incorporating public feedback and recommendations from the Inspector General to continuously improve police governance.

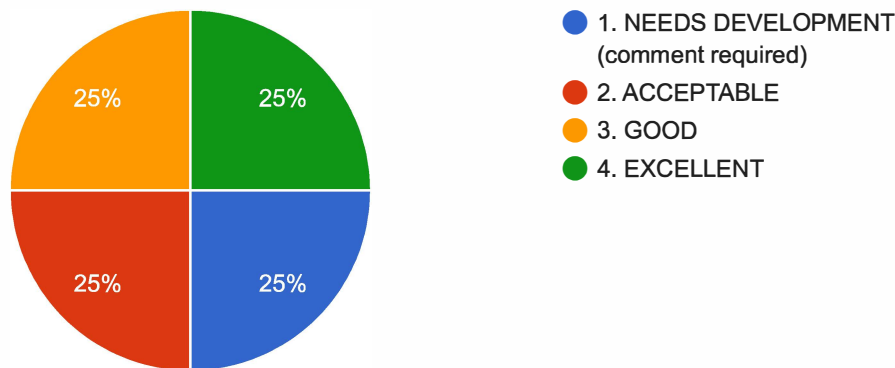
Thunder Bay Police Service Board Meeting Evaluation Form

4 responses

Preparation and Materials

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

4 responses



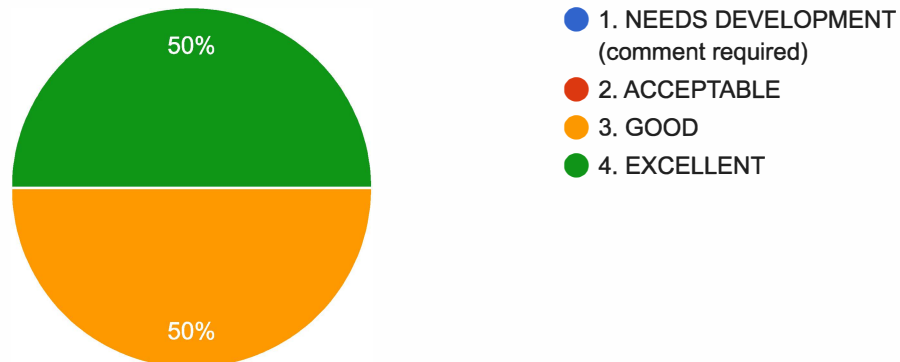
Comments:

1 response

A large portion of information was produced at the meeting.

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

4 responses



Comments:

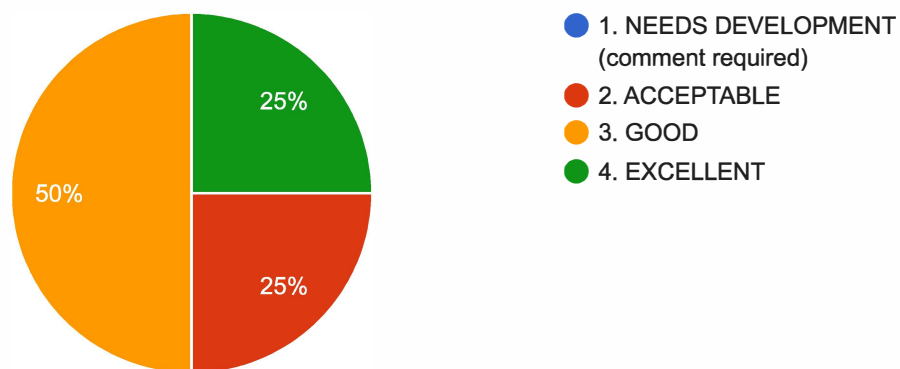
0 responses

No responses yet for this question.

Agenda and Structure

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

4 responses



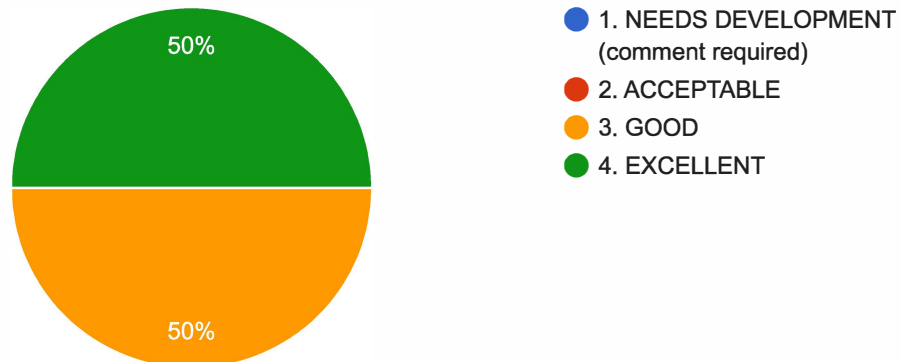
Comments:

0 responses

No responses yet for this question.

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

4 responses



Comments:

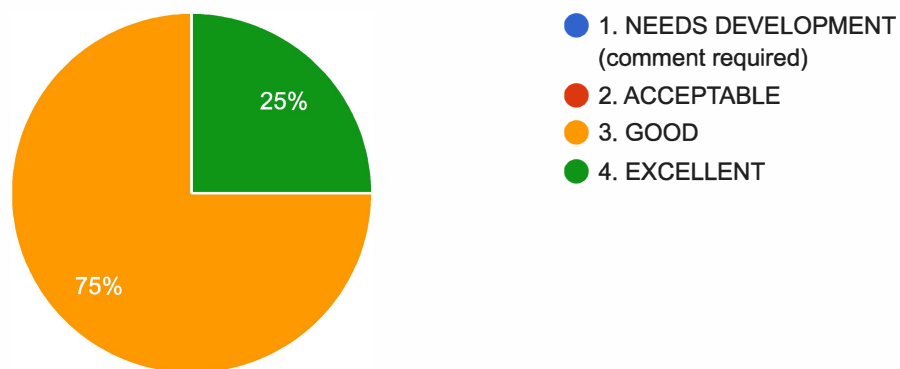
0 responses

No responses yet for this question.

Discussion and Participation

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

4 responses



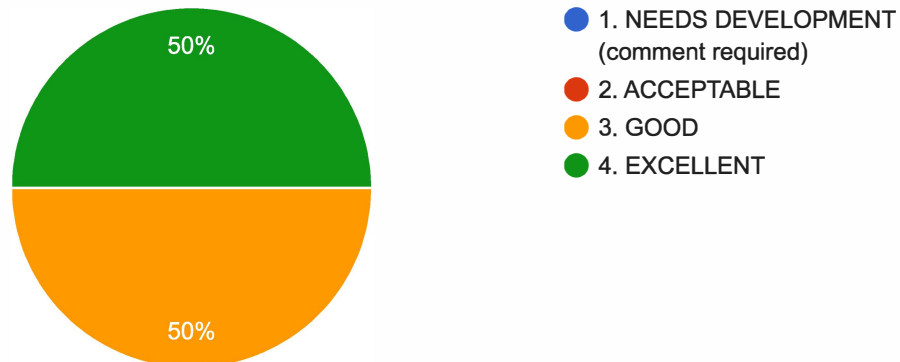
Comments:

0 responses

No responses yet for this question.

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

4 responses



Comments:

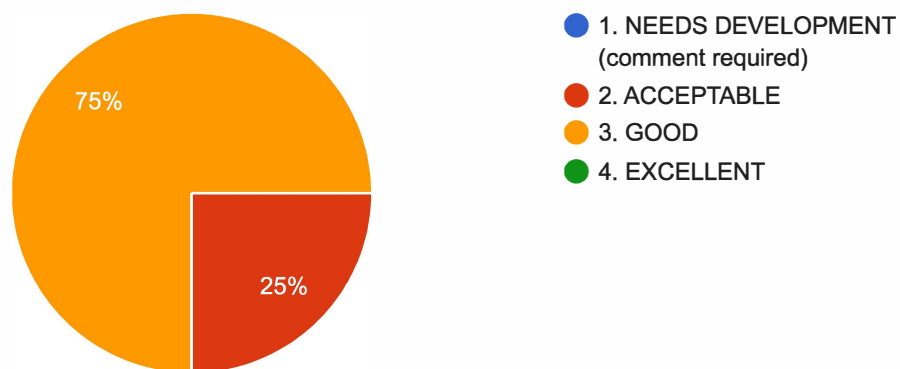
0 responses

No responses yet for this question.

Strategic and Generative Conversations

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

4 responses



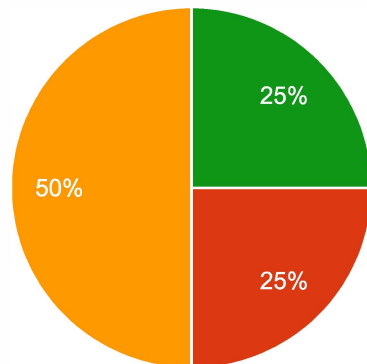
Comments:

0 responses

No responses yet for this question.

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

4 responses



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

Comments:

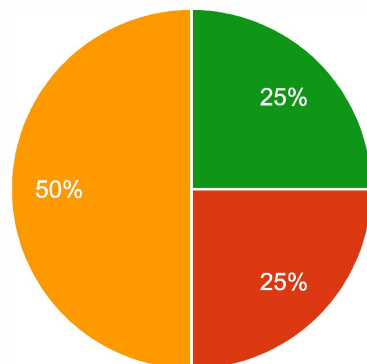
0 responses

No responses yet for this question.

Meeting Efficiency and Focus

9. The meeting time was used efficiently.

4 responses



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

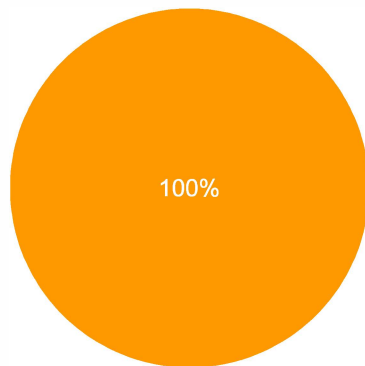
Comments:

0 responses

No responses yet for this question.

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

4 responses



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

Comments:

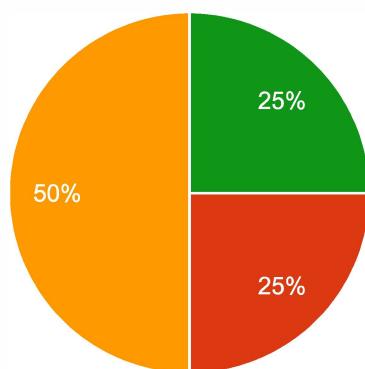
1 response

Need to limit the number of questions.

Respect and Collaboration

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

4 responses



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

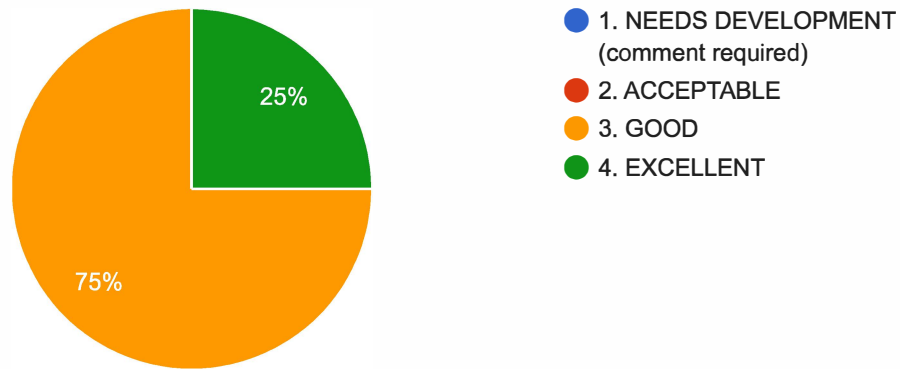
Comments:

0 responses

No responses yet for this question.

12. Collaboration among members was respected to achieve consensus.

4 responses



Comments:

0 responses

No responses yet for this question.

POLICY TITLE: Legislation: Body Worn Cameras	POLICY NUMBER: LEG-005
DATE APPROVED: xx/03/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION/GUIDELINES: <i>Freedom of Information and Protection of Privacy Act (1990);</i> <i>Municipal Freedom of Information and Protection of Privacy Act (1990);</i> <i>Human Rights Code (1990);</i> <i>Privacy Act (1985);</i> Office of the Privacy Commissioner of Canada - Guidance For The Use Of Body-Worn Cameras by Law Enforcement Authorities; Canadian Association of Chiefs of Police - Canadian Policing and Body-worn Cameras: A Proposed Body-worn Camera Policy Framework; International Association of Chiefs of Police - Body-Worn Cameras	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) is committed to enhancing transparency, accountability, and public trust when officers use Body-Worn Cameras (BWCs). This policy establishes the guiding principles for their deployment, ensuring compliance with applicable laws, best practices, and the protection of individual privacy rights.

PURPOSE

This policy provides oversight and strategic direction for the use of BWCs by the Thunder Bay Police Service (Service). BWCs are intended to enhance public and officer safety, support transparency and accountability, improve evidence collection, and uphold bias-free policing while respecting privacy rights.

SCOPE

This policy applies to all aspects of BWC deployment, usage, data management, and oversight within the Service. The Chief of the Thunder Bay Police Service (Chief) is responsible for developing and implementing Service procedures that align with this policy, best practice, and applicable legislation.

The policy was developed using the Canadian Association of Chiefs of Police (CACP) Guidelines and International Association of Chiefs of Police (IACP) Best Practice Standards.

POLICY

a) General Principles

- The primary goal when using BWCs is to serve public safety interests, enhance transparency, and improve accountability, integrity, and evidence collection for investigative, judicial, and oversight purposes, while respecting privacy protections.
- BWCs will be used to document interactions where police officers are performing their investigative and enforcement duties.
- BWC use will align with public safety principles, balancing transparency with individual privacy rights and complying with the *Community Safety and Policing Act, 2019 (CSPA)*, *Freedom of Information and Protection of Privacy Act, 1990 (FIPPA)*, and *Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA)*.

b) BWC Use and Activation

The Chief will:

- Establish procedures defining officer roles, activation protocols, and specific operational requirements.
- Ensure BWCs must be used when officers interact with the public in situations where documentation of evidence or interactions is required.
- Ensure officers must activate BWCs in accordance with their duties, as specified in procedures, and in compliance with legal requirements and best practices.
- Ensure compliance with BWC procedures will be monitored to ensure adherence to operational and legal standards.

c) Privacy and Consent

The Chief will:

- Ensure officers must verbally inform individuals of active recordings when reasonably possible unless it compromises safety or operational integrity, balancing operational needs with privacy considerations.
- Ensure BWCs may record in private spaces only with appropriate legal consent or authorization, in accordance with relevant laws.
- Ensure BWCs and footage are stored, managed, and disclosed in accordance with Service procedures, retention schedules, best practices, and applicable privacy laws and regulations, ensuring individuals' rights are protected.

d) Data Management – Retention and Disposal

The Chief will:

- Ensure procedures for the secure storage, access, retention, and deletion of BWC footage, in compliance with applicable laws.
- Ensure BWC footage is stored securely, with encryption and access protocols to prevent unauthorized access, alteration, or loss of data.
- Ensure footage is disclosed only when legally required, in accordance with privacy laws.
- Ensure non-compliance or misuse of BWCs is investigated, with corrective action taken as necessary.

e) Oversight and Accountability – Auditing

The Chief will:

- Ensure audits for quality assurance and training related to BWC use include:
 - Objective 1: To determine if the BWC recording begins prior to the beginning of the interaction with the member of public and if not, that a satisfactory explanation for the failure to activate the BWC before the interaction began was provided.
 - Objective 2: To determine if the subject of the recording is informed at the earliest opportunity in the interaction that the interaction is being recorded for video and audio.
 - Objective 3: To determine if any obstruction of the BWC lens or gaps in the recording are justified and of reasonable duration.
 - Objective 4: To determine if the BWC recording ends after the interaction with the member of the public has concluded or after conditions for an exception in accordance with Service policy.
- Ensure misuse of BWCs may result in performance management and/or disciplinary action as directed by the Chief.

f) Reporting and Review

The Chief will:

- Provide an annual BWC Report that will include:
 - **Timeline for Reporting:**
 - Provide the timeline for the reporting period and include the dates for data collection, auditing, and submission of the report.
 - **Changes to BWC Procedures During the Reporting Timeline:**
 - Outline any updates or adjustments made to BWC procedures during the reporting period.
 - **Audit & Compliance:**
 - Conduct a sampling of 50% of the audit data.
 - Summarize the results based on the four audit objectives as outlined above in section e).
 - Include information about any re-training or disciplinary actions taken based on the audit findings.
 - **Complaints & Accountability:**

- Report on the total number of complaints related to Service members' BWC usage.
- Describe the actions taken to address each complaint, including any resolutions, investigations, or disciplinary measures applied.
- **Privacy & Data Management:**
 - Ensure compliance with data retention and destruction policies.
 - Report on any privacy breach incidents, including the number and nature of breaches, and the actions taken to address any incidents.
- **Financial Impact:**
 - Provide a cost analysis related to BWC usage, including any areas where costs could be reduced or need to be increased (such as exploring more cost-effective technology or storage options).

POLICY TITLE: Legislation: Sudden & Unexplained Deaths	POLICY NUMBER: LEG-006
DATE APPROVED: xx/xx/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION/GUIDELINES: <i>Community Safety and Policing Act (2019);</i> Ontario Regulation 395/23, <i>Community Safety and Policing Act (2019)</i> Ontario Regulation 394/23, <i>Community Safety and Policing Act (2019)</i> Ontario Regulation 87/24, <i>Community Safety and Policing Act (2019)</i> <i>Canadian Victims Bill of Rights (2015)</i> Ontario Major Case Management Manual (2015)	
RELATED PROCEDURES/POLICY: LEG-004: Assistance to Victims of Crime	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) is committed to ensuring that the Thunder Bay Police Service (Service) conducts thorough and professional investigations into sudden or unexplained deaths and the discovery of found human remains. The Board supports a standardized approach to these investigations to enhance public trust, ensure compliance with relevant legislation, and maintain investigative integrity.

PURPOSE

This policy outlines the Boards expectations of the Service with respect to responsibilities in investigating sudden or unexplained deaths and found human remains. It is intended to ensure public safety, regulatory compliance, and operational efficiency while defining investigative responsibilities and coordination requirements.

SCOPE

This policy applies to:

- All members of the Service involved in death investigations.
- Coordination between the Service and other agencies as necessary to ensure an effective response.
- The establishment and implementation of procedures governing death investigations.

POLICY

a) Responsibilities

The Chief will:

- Ensure the Service conducts thorough investigations into sudden or unexplained deaths and found human remains within its jurisdiction, treating all cases as suspicious until proven otherwise.
- Establish and maintain investigative procedures to ensure compliance with relevant legislation, best practices, and continuous improvement of investigative capabilities.
- Ensure there is a visible police presence in cases requiring investigation notwithstanding any covert operations.
- Ensure operational readiness through training, investigative protocols, and adherence to legislative standards.
- Collaborate with other agencies as required to ensure coordinated responses to incidents.
- Ensure that victims' families and individuals affected by investigations are provided with timely access to victim services and support resources as per policy LEG-004: Assistance to Victims of Crime.
- Ensure procedures include ongoing communication with the families of deceased individuals throughout the investigative process, providing timely and consistent updates, along with a designated point of contact for inquiries.

b) Death Investigation Procedures

The Chief will:

- Ensure investigative thoroughness while respecting privacy and dignity.
- Utilize forensic techniques for evidence collection, preservation, and analysis.
- Provide trauma-informed and culturally sensitive practices when dealing with families and communities.
- Ensure that individuals involved in investigations have access to victim services.
- Employ principles and procedures of the Ontario Major Case Management Manual to applicable investigations.
- Ensure that the Service conducts death investigations in compliance with Ontario Regulation 395/23 under the *Community Safety and Policing Act, 2019 (CSPA)*.

c) Training and Development

The Chief will:

- Provide training in investigative techniques, forensic procedures, and cultural awareness.
- Ensure that only officers who have received and passed the required training under Ontario Regulation 87/24 under the CSPA are assigned to sudden or unexplained death investigations, with mentorship opportunities for new investigators.
- Regularly update training to align with legislative changes and best practice.

d) Member Well-Being

The Chief will:

- Establish procedures to support the well-being of officers involved in death investigations.
- Provide access to peer support, mental health resources, and professional counseling.

e) Monitoring, Reporting, and Compliance

The Chief will:

- Ensure investigative compliance with Ontario Major Case Management Manual.
- Ensures that the Service conducts death investigations in compliance with Ontario Regulation 395/23 under the CSPA.
- Ensure that only officers who have received and passed the required training under Ontario Regulation 87/24 under the CSPA are assigned to sudden or unexplained death investigations, with mentorship opportunities to support investigative development.
- Develop procedures requiring that sudden or unexplained deaths and found human remains investigations are considered suspicious until proven otherwise.
- Regularly review and update investigative procedures to reflect developments in case law, inquest recommendations, and legislative amendments.
- **Maintain a 24-hour police response for all sudden death investigations.**
- Ensure Service members act with respect for human dignity, upholding professionalism, integrity, skill, and accountability.
- Report annually to the Board on investigative efforts, trends, and emerging concerns related to sudden or unexplained deaths, in compliance with relevant legislation.

f) Measurement Methods and Systems

The Chief will:

- Conduct ongoing statistical analysis and qualitative reviews of all sudden death investigations.
- Evaluate compliance with investigative procedures and identify areas for improvement.

g) Reporting

The Chief will:

- Provide a semi-annual report to the Board that includes:
 - **Statistical and Trend Analysis:**
 - Number of sudden and unexplained deaths.
 - Breakdown of investigative outcomes (e.g. homicide, accidental death, suicide, natural death, undetermined).
 - Identification of trends or patterns (e.g. demographic, geographic, or cause-related factors).
 - Comparative data with year-over-year analysis covering a 4-year period.

- Reporting on any cases referred to external oversight agencies (e.g., SIU).
- **Public and Community Safety Considerations:**
 - Identification of community concerns raised by advocacy groups or affected individuals.
- **Oversight and Policy Compliance:**
 - Reporting on any procedural considerations stemming from identified trends.
 - Providing recommendations on officer training or resources required.
- Promptly report to the Board any exceptional circumstances arising from a sudden or unexplained death investigation that may result in significant risks, harm, or liabilities to the Service or Board.
- Provide any additional briefings that may be requested by the Board in cases of significant public concern or operational impact.



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: March 5, 2025
Date of Meeting: March 18, 2025
Report No: 18/25

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 Service 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

This report covers secondary employment for the month of February 2025 and paid duty assignments for the same month. Reports to the Board will continue to provide summary for the month(s) previous.

Secondary Employment

Position Requested	Approved/Denied	If denied, reason for denial
Registered Practical Nurse – TBRHSC	Denied	<i>Section 89 (1) of the CSPA b) places them in a position of conflict of interest, or is likely to do so; TBPS Part 2 Chapter 15a – Secondary Employment and Activities p) any activity that requires union membership.</i>
Self-employed photographer	Approved	
Ad hoc Standardized Field Sobriety Test Instructor / SFST Instructor / Development Course Instructor for Ontario Police College	Approved	

Paid Duty

Below are the paid duty requests approved.

CONTRACT	Number of Jobs (Officers)	Filled	Unfilled	Duties Requested
TBRHSC*	56	44	12	Security

*TBRHSC- Thunder Bay Regional Health Sciences Centre

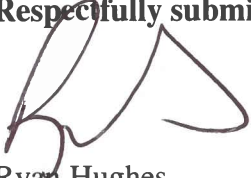
There were no paid duty requests denied for February 2025.

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

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



Ryan Hughes
Acting 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: March 7, 2025
Date of Meeting: March 18, 2025
Report No: 19/25

Chair and Members
Thunder Bay Police Services Board

SUBJECT

Section 260(8)(9), *Community Safety and Policing Act, 2019*, Firearm Data Submission

REPORT SUMMARY

To report to the Ministry of the Solicitor General a listing of firearms that came into the possession of the Thunder Bay Police Service during the 2024 calendar year.

BACKGROUND

Under Section 260 (8) of the *Community Safety and Policing Act, 2019*, the Chief of Police shall ensure that the police force keeps a register of firearms and that the following rules are followed:

1. *Every firearm's description and location shall be recorded.*
2. *When a firearm ceases to be in the possession of the police service board or of a member of the police service, full particulars shall be recorded, including the name of the person who disposed of it and the date and method of disposal.*
3. *If the firearm is returned to its owner, his or her name, address and telephone number shall also be recorded.*

Under Section 260 (9) of the *Community Safety and Policing Act, 2019*, the Chief of Police shall, in accordance with the regulations made by the Minister, provide the following information to the Minister:

1. *A list of the firearms that have come into the possession of the police service during the preceding calendar year.*
2. *A list of which firearms are still being retained and which have been disposed of, along with the particulars of that disposal.*
3. *Any other information prescribed by the Minister.*

For the interest of the Board the following charts contain information summarized from the submission to the Ministry, noting that what is provided to the Ministry is specific to the information required to be submitted as per the *Community Safety and Policing Act*.

There were a total number of 267 firearms seized in the 2024 calendar year.
(139 in 2023)

Type of Firearm		Classification of firearms	
Rifle	108	Non-restricted	167
Shotgun	59	Restricted	49
Handgun	49	Prohibited	51
Prohibited	51		
Total	267		

Firearms - property status			
Disposed		Returned	
Rifle	36	Rifle	26
Shotgun	24	Shotgun	21
Handgun	32	Handgun	3
Prohibited	11		
Total	103	Total	50

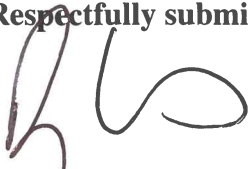
COMMENTS

This report satisfies the requirements of providing the listing of firearms to the Ministry of the Solicitor General for the 2024 calendar year.

RECOMMENDATIONS

For information purposes.

Respectfully submitted,



Ryan Hughes
Acting 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: March 10, 2025

Date of Meeting: March 18, 2025

Report No: 20/25

Chair and Members

Thunder Bay Police Service Board

SUBJECT

Sudden Death Investigations – 2024 Annual Report

REPORT SUMMARY

The following Sudden Death Report summary is comprised of data collected for the period of January 01, 2024, to December 31, 2024. The Thunder Bay Police Service is reporting the total number of Sudden Death Investigations to have been Three Hundred Twenty-Eight (328). Of this total, Eight (8) were determined to be Homicides, Six (6) deemed accidental, Twelve (12) suicidal deaths, One Hundred Seventy (170) natural deaths and the total number of undetermined deaths as Eight (8). The remaining number of reported deaths would include those that remain in the *open* classification status, fatal motor vehicle collisions, overdose/apparent overdose.

BACKGROUND

The Thunder Bay Police Service Board requested that the Thunder Bay Police Service report annually on sudden death investigations occurring in the previous year. The report shall provide:

- a) The total number of sudden death investigations conducted by the Thunder Bay Police Service.
- b) A breakdown of investigative outcomes including homicide, accidental death, suicide, natural death and undetermined

COMMENTS

The Thunder Bay Police Service will report annually to the Board at the March Regular Session meeting.

RECOMMENDATIONS

There are no recommendations associated with this report.

Respectfully submitted,



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

Prepared by: Acting Detective Inspector R. Gombola

Attachment: Completed Annual Report Template – Form 7 – *Missing Persons Act, 2018*



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: March 10, 2025

Date of Meeting: March 18, 2025

Report No: 21/25

Chair and Members

Thunder Bay Police Service Board

SUBJECT

Missing Persons Act – 2024 Annual Report and Training Supports

REPORT SUMMARY

Under Section 8 (4)(a) of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2024 annual report must include urgent demands made during January 1, 2024, to December 31, 2024. The Thunder Bay Police Service is reporting the total number of urgent demands made during this time period to be Nineteen (19). Of this total the number of missing person investigations in which an urgent demand was made is reported as four (4).

Under Section 8 (4)(b) the described types of records specified in the urgent demands were reported as Three (3) pertaining to financial institutions for video requests and a total of Sixteen (16) requests for records pertaining to electronic communications – IP Log information, cellular tower information, International Mobile Equipment Identify (IMEI).

The completed annual report template (Form 7) is attached.

Under Section 8 (4)(c) the Thunder Bay Police Service is reporting that during the time period from January 1, 2024, to December 31, 2024, the Thunder Bay Police Service received a total of One Thousand Nine Hundred One (1901) reports of missing persons. Of that total all but Two (2) of those reported missing persons have not been located. The gender identity of the total number of missing persons is broken down as follows: Females, One Thousand One Hundred Seventy-Seven (1177), Males, Seven Hundred Twenty (720) and Gender X, Four (4). The number of missing person investigations where foul play was suspected is reported to be One (1).

BACKGROUND

Under Section 8 of the *Missing Persons Act*, police services are required to report annually, and which shall contain;

- (a) the total number of urgent demands made in that year and the number of missing persons investigations to which they related;
- (b) a description of the types of records specified in the urgent demands made in that year; and
- (c) any other prescribed information. 2018, c. 3, Sched. 7, s. 8 (4)

The annual report must be completed using *Form 7: Annual Report Template*. The general regulation under the Act (O.Reg. 182/19) sets out the specific timelines for meeting this requirement. Municipal and First Nations Chiefs of Police are required to provide an annual report to their police service boards by April 1, 2025. Police services must make the annual report public on a website by June 1, 2025, and must provide a copy to the Solicitor General.

Further, under Section 8 (4)(c) of the *Missing Person Act* the Thunder Bay Police Service have been requested to report annually on missing person investigations referencing the following:

- a) Data related to the gender identity;
- b) The total number of missing person investigations conducted by the Thunder Bay Police Service;
- c) The number of missing persons who are not located;
- d) The number of missing person investigations where foul play was suspected.

COMMENTS

This report satisfies the statutory requirements for disclosure of use of urgent demands under the Act, to the Police Services Board.

RECOMMENDATIONS

There are no recommendations associated with this report.

Respectfully submitted,


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

Prepared by: Acting Detective Inspector R. Gombola

Attachment: Completed Annual Report Template – Form 7 – *Missing Persons Act*, 2018

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

Data Collection

Period of data collection

Start Date (yyyy/mm/dd)
2024/01/01

End Date (yyyy/mm/dd)
2024/12/31

Name of Police Force

Thunder Bay Police Service

Detachment Location (if applicable)

Unit Number

Street Number
1200

Street Name

Balmoral Street

PO Box

City/Town

Thunder Bay

Province

ON

Postal Code

P7B 5Z5

Total Number of Urgent Demands made
19

Number of Missing Persons Investigations in which a demand was made
4

Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands

Records	Description	Total number of times demanded
Records containing contact information or other identifying information		
Photos, videos, or other records containing visual representation	Financial institutions video request	3
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location	IP log information for subscriber information, cellular tower information and use, Apple ID find my device, IMEI device on the networks	16
Records of employment information		
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>		
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>		
Records that related to a student of an educational institution		
Records containing travel and accommodation information		

Records	Description	Total number of times demanded
Records of financial information		
Other records		



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: March 4, 2025

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 #20-OCI-384/24-OCI-411

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 February 21, 2020, the Thunder Bay Police Service arrested a male for various drug trafficking offences. During the arrest, the male resisted, and a struggle ensued. One officer received minor injuries as a result of the altercation. Once in custody, the male was transported to Thunder Bay Police headquarters.

Once at the police station, the male began to breathe heavily and became unresponsive. Emergency Medical Services (EMS) attended and transported the male to the Thunder Bay Regional Health Sciences Center (TBRHSC). The male remained unresponsive at the hospital and was admitted to the Intensive Care Unit.

The Special Investigations Unit was notified by TBPS on February 22, 2020, however, did not begin their investigation at that time as the SIU was waiting for further information before they would decide whether to initiate an investigation.



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

Tel: (807) 684-1304

Fax: (807) 623-9242

On February 26, 2020, TBRHSC contacted TBPS advising that the male had expelled a package in a bowel movement that was believed to contain narcotics. The package was a torn condom with what was believed to be fentanyl within it. A TBPS officer seized the suspected fentanyl. The SIU was updated and advised they would not be conducting an investigation under their mandate at that time.

On June 6, 2024, the SIU re-instated their investigation advising they are now conducting their investigation relating to the custody injury of this male. The SIU did not provide any further details regarding the reason for the investigation now being conducted.

On September 26, 2024, the SIU advised that the secondary review of the matter was now closed, concluding the matter.

Administrative Investigation – Conclusion

From a review of this incident in relation to the SIU investigation, it was found that a training review in relation to reporting injuries sustained on duty will occur with the officer who sustained minor injuries in the altercation. From the initial SIU notification and correspondence, it was noted that the record keeping, and administrative process was inconsistent. A new SIU administrative process has since been established so this issue has already been addressed.

Policies reviewed during this administrative review

- Thunder Bay Police Service Policy P9c3 Use of Force
- Thunder Bay Police Service Policy P2c30 WSIB Reporting
- 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 P6c48a Search of Persons
- Thunder Bay Police Service Policy P6c48c Prisoner Transportation
- Thunder Bay Police Service Policy P2c13 Special Investigations Unit
- Thunder Bay Police Service Policy P6c86c Drug Investigations

Recommendations being implemented as a result of this review

As noted above, procedure changes since the date of this occurrence in 2020 have already occurred addressing administrative SIU reporting processes. The TBPS has also updated the Use of Force procedure, in compliance with the *Community Safety and Policing Act*, since the occurrence of this incident.



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

Tel: (807) 684-1304

Fax: (807) 623-9242

DATE: March 5, 2025

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-236

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 June 4, 2024, Thunder Bay Police Service (TBPS) officers were working as plain clothed officers when they observed a male known to them driving a motor vehicle. Officers were aware that the male had an outstanding warrant and was a prohibited driver.

Officers observed the male stop the vehicle and enter a residence. Officers were aware this male had a history of being violent with several previous weapons and drug offences. Officers set up outside the residence and advised the male he was under arrest when he departed. Upon this notification, the male ran from officers. Officers caught up to the male, at which point the male continued to resist, attempting to bite the officers and reaching for a pouch on his waistband. Officers were able to gain control of the male and placed him into custody.

Upon search, officers located suspected narcotics, and a knife concealed on the male. The male was transported to the police station where he advised his shoulder was sore. The male was then brought to the Thunder Bay Regional Health Sciences Center (TBRHSC) and it was found that



MEMORANDUM

DARCY FLEURY, CHIEF OF POLICE

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the male had a separated shoulder and may require surgery. The SIU was then contacted by the TBPS.

On October 2, 2024, the SIU advised that the investigation was complete and closed.

Administrative Investigation – Conclusion

From a review of this incident in relation to the SIU investigation, it was found that secondary officers not involved in the initial arrest did not complete sufficient notes in relation to their involvement. As a result, a training review in relation to notetaking and report writing will occur. A review of use of force reporting procedures will also occur with the arresting officers to ensure completeness and that processes are correct.

Policies reviewed during this administrative review

- Thunder Bay Police Service Policy P9c3 Use of Force
- 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 P6c48a Search of Persons
- Thunder Bay Police Service Policy P6c48c Prisoner Transportation
- Thunder Bay Police Service Policy P2c13 Special Investigations Unit
- Thunder Bay Police Service Policy P6c86c Drug Investigations
- Thunder Bay Police Service Policy P3c4 Report Submission
- Thunder Bay Police Service Policy P6c40 Police Officer Notetaking

Recommendations being implemented as a result of this review

Amendments to procedure P6c86c Drug Investigations is occurring to ensure links and legislative references are updated.

TO: Thunder Bay Police Services Board

FROM: John S. Hannam, Secretary

DATE: March 10, 2025

SUBJECT: **Budget Summary: 2024 Year End, 2025 to date**

Please find attached two spreadsheets, one providing the final year end position for the Board's operating budget in 2024. As had been previously reported, the principal area of concern is the cost of legal services, which ended the year in an unfavourable position. That was mitigated by spending in other areas being under budget for the year, with a resulting overall year end position of a small favourable variance but practically fully expended.

The second spreadsheet presents the status of the Board's operating budget for 2025. As the first report, since the budget approval by City Council, the status compiles spending from January 1 to March 4th. Future monthly reports will include the prior months spending, along with a year to date position. At this junction no variance in the budget is anticipated.

Attachments: 1. 2024 Year End
2. 2025 Year to Date

Thunder Bay Police Board
Jan 1, 2024 to Dec 31, 2024
2024 Year End

INCOME	2024 BUDGET		Jan-Dec ACTUAL	YTD Variation
Income				
Rent	-15000		-15232.4	232.4
Income Total	\$ (15,000.00)		\$ (15,232.40)	\$ 232.40
EXPENSES	2025 BUDGET		Jan-Dec ACTUAL	YTD Variation
Salaries/Honorariums & Travel/Expenses				
Member Honourariums & Benefits	\$ 31,000.00		\$ 32,077.77	\$ (1,077.77)
Travel & Training	\$ 10,000.00		\$ 6,338.73	\$ 3,661.27
Salaries/Honorariums & Travel Total	\$ 41,000.00		\$ 38,416.50	\$ 2,583.50
General Administration				
Telecommunications	\$ -		\$ 1,096.00	\$ (1,096.00)
Office Supplies and Stationary	\$ 2,500.00		\$ 1,291.47	\$ 1,208.53
General Expense	\$ 10,000.00		\$ 4,796.80	\$ 5,203.20
Memberships and Subscriptions	\$ 10,000.00		\$ 8,869.09	\$ 1,130.91
Rental Office Space	\$ 38,700.00		\$ 28,777.73	\$ 9,922.27
Equip/Maint Software	\$ 2,700.00		\$ -	\$ 2,700.00
General Administration Total	\$ 63,900.00		\$ 44,831.09	\$ 19,068.91
Contracted Services				
Consultant Fees	\$ 125,000.00		\$ 106,639.70	\$ 18,360.30
Professional Fees	\$ 250,000.00		\$ 158,385.70	\$ 91,614.30
Legal Fees	\$ 250,000.00		\$ 428,379.10	\$ 178,379.10
Legal Fees - Indemnified	\$ 50,000.00		\$ 27,821.26	\$ 22,178.74
Purchased Services	\$ 200,000.00		\$ 175,098.00	\$ 24,902.00
Administration Subtotal	\$ 875,000.00		\$ 896,323.76	\$ (21,323.76)
Total Operational Expenses	\$ 964,900.00		\$ 964,338.95	\$ 561.05
	2024 BUDGET		Jan-Dec ACTUAL	YTD Variation

Thunder Bay Police Board
Jan 1, 2025 to Dec 31, 2025
Year to Date (YTD) Comparison

INCOME	2025 BUDGET	ACTUAL	Jan-Dec ACTUAL	YTD Variation
Income				
Rent	-2400		-15232.4	232.4
Income Total	\$ (2,400.00)		\$ (15,232.40)	\$ 232.40
EXPENSES	2025 BUDGET		Jan-Dec ACTUAL	YTD Variation
Salaries/Honorariums & Travel/Expenses				
Member Honourariums & Benefits	\$ 31,000.00		\$ 4,034.90	
Travel & Training	\$ 10,000.00		\$ -	
Salaries/Honorariums & Travel Total	\$ 41,000.00		\$ 4,034.90	\$ 36,965.10
General Administration				
Telecommunications	\$ -		\$ -	\$ -
Office Supplies and Stationary	\$ 2,500.00		\$ -	\$ 2,500.00
General Expense	\$ 10,000.00		\$ 3,618.79	\$ 6,381.21
Memberships and Subscriptions	\$ 10,000.00		\$ 12,904.80	\$ (2,904.80)
Rental Office Space	\$ 42,000.00		\$ 21,369.60	\$ 20,630.40
Equip/Maint Software	\$ 2,700.00		\$ -	\$ 2,700.00
General Administration Total	\$ 67,200.00		\$ 37,893.19	\$ 29,306.81
Contracted Services				
Consultant Fees	\$ 50,000.00		\$ 16,027.20	\$ 33,972.80
Professional Fees	\$ 250,000.00		\$ 18,726.10	\$ 231,273.90
Legal Fees	\$ 300,000.00		\$ 28,482.62	\$ 271,517.38
Legal Fees - Indemnified	\$ 50,000.00		\$ 2,035.20	\$ 47,964.80
Purchased Services	\$ 180,000.00		\$ 26,203.30	\$ 153,796.70
Administration Subtotal	\$ 830,000.00		\$ 91,474.42	\$ 738,525.58
Total Operational Expenses	\$ 935,800.00		\$ 118,170.11	\$ 817,629.89
	2025 BUDGET	ACTUAL	Jan-Dec ACTUAL	YTD Variation



THUNDER BAY POLICE SERVICE (TBPS)
WATERWAYS POLICING AND SEARCH & RESCUE – RISK ANALYSIS
REPORT PREPARED BY: S/SGT NEIL HERMAN #480, TBPS RISK MANAGEMENT
DATE OF REPORT: FRIDAY, MARCH 07, 2025

This document was prepared by TBPS Risk Management at the request of the Thunder Bay Police Service Board (TBPSB). Risk Management was tasked with conducting an analysis and risk assessment of waterways policing and rescue operations in the jurisdiction. This report is intended to help inform the TBPSB with establishing direction to the TBPS with respect to waterways policing.

As requested by the Board, this report will provide insight and analysis within the following sections:

- Waterways Rescue Statistics
- Current Memorandums of Understanding (MOUs) with the Ontario Provincial Police (OPP) and Thunder Bay Fire Rescue (TBFR)
- Resource Assessment
- Training and Competency Records
- Risk and Needs Analysis

WATERWAYS RESCUE STATISTICS

It was requested that TBPS provide a detailed analysis of incidents within the jurisdiction over the past 3 years, including the number and types of rescues, response times and outcomes.

For this report, data was drawn from the Floodway Patrol Project which tracks data on incidents occurring in or near local waterways. These occurrences are added to the project by communications staff who cross reference incidents to a generalized floodway number(s) when they believe the incident has potential water safety concerns. From there, TBPS Records personnel reviews all entries and gathers available information from the Niche and CAD databases to extract data in the desired categories where available.

TBPS schedules directed patrols for Thunder Bay Floodways at minimum twice per day at 15:00 and 21:00 hours. This equates to 730 scheduled checks per year. This does not mean that 730 checks are conducted per year as priority calls may necessitate a delay or even prevent the checks from occurring.

While considered reliable overall, it is important to note that determination of the incident being a waterway incident is a judgement call made by the communication operator at the time of the occurrence. This means that data may not be referenced in cases where the operator may have misjudged the situation or where they may have forgotten to cross reference the incident.

Additionally, some data in a desired category such as response time, may be unavailable. As an example, approximately 145 of the occurrences in 2023-24 have no response time data. This could be a result of the caller cancelling police prior to arrival, or another emergency service arriving first and cancelling police. Moreover, all response time data for 2022 was not available due to that data exceeding the TBPS retention period.

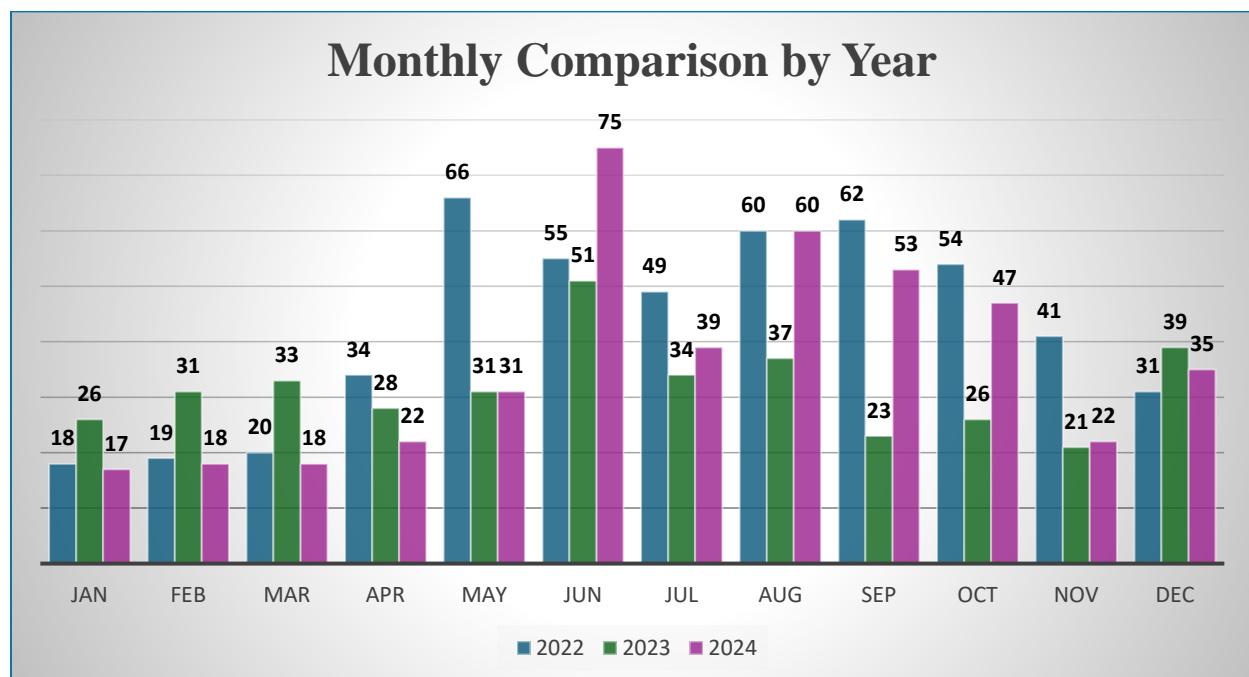
Due to time constraints of the request, outcomes of the calls were not able to be extrapolated. That said, the data was able to be broken down into reportable and non-reportable calls for service.

Additional Data Context

The following tables summarize the calls for service around the floodways. It is important to note that these calls include, and in fact in the majority, are incidents that were occurring near water, not in water. For example, over 80% of calls in this data set appeared to have originated as welfare checks pertaining to persons being or potentially intoxicated near a body of water.

Year	Frequency
2022	509
2023	380
2024	437
Total	1326

The following graph shows a monthly comparison of calls for service. Of these calls, 764 were non-reportable while 562 were reportable.



Response Time Data

Using the available data, response times, time on scene and total incident time were summarized as displayed in the table below. Of note, all data totals represent all units dispatched to the call, not just the initial responder.

Year	Average Response Time in minutes	Time on Scene Total:	Total Time Total:
2023	7	36,620 minutes (610 hours)	41,228 minutes (687 hours)
2024	6	45,737 minutes (762 hours)	49,395 minutes (823 hours)

**Values have been rounded for ease of interpretation.*

CURRENT MOUs WITH OPP AND TBFR

The TBPSB requested an examination of existing agreements with respect to waterways policing in order to clarify responsibilities, collaborative protocols and resource arrangements.

Jurisdictional Boundaries

The TBPS signed an agreement entitled *Jurisdictional Boundaries – an agreement between the Thunder Bay Police Service and the Ontario Provincial Police Northwest Region*. TBPS became a signatory on November 8, 2011 and there is no more recent update on record with TBPS.

The MOU is largely focussed on land based jurisdictional lines and investigative responsibility in those areas, however, there are sections on *Mutual Aid* and *Specialized Unit Assistance*. In the latter section, the MOU allows TBPS to request the use of OPP Underwater Search and Recovery Unit and/or Marine Unit services.

As stated this MOU was signed in 2011. With the *Community Safety and Policing Act, 2019* (CSPA) coming into force in April of 2024, updated requirements for mutual aid/assistance have been legislated. Section 14 of the Act, *Alternative Provision*, includes requirements geared toward long-term or standing agreements on shared services. Additionally, section 19 of the Act, *Temporary Assistance and Emergencies*, provides requirements for assistance between agencies in emergency situations.

An updated MOU should be drafted that is CSPA compliant with what are far more comprehensive requirements than what exist in the current MOU. For the purpose of this report, the Board may also wish to consider sections 14 and 19 CSPA requirements, including cost recovery mechanisms, when considering the development of Board policy.

The existing 2011 MOU has been provided with this report.

Tiered Response Agreement

The TBPS signed an MOU entitled *Tiered Response Agreement for the Corporation of the City of Thunder Bay*. The TBPS became a signatory of June 08, 2005. This is the most recent version on file with the TBPS.

This MOU outlines the cooperation between the city's Police, Fire and EMS services, particularly with respect to the provision of prompt medical assistance. The agreement outlines responsibilities and restrictions for each agency, information sharing requirements and circumstances allowing for a tiered response.

Though the agreement does not speak specifically to waterways policing, certain situations that may result from a waterway incident are mentioned where the MOU may become applicable. These include but are not limited to:

- Vital Signs Absent
- Unconscious
- Medical Assistance, no ambulance available

The MOU should be revisited for updated content and signatories. The Board may wish to consider this MOU in the development of Board policy.

The existing 2005 MOU has been provided with this report.

Procedural Agreement between TBPS, Office of the Fire Marshall and TBFR

TBPS became a signatory to this MOU on September 14, 2012. In reviewing the MOU, it was found to be silent on water rescue and/or mutual aid or sharing of resources on the same.

RESOURCE ASSESSMENT

In reviewing the current state of TBPS resources available for waterways policing, the following can be provided.

TBPS does not have any watercraft in its vehicle fleet. At one point, TBPS did employ a dive team with trained and equipped members, but this team was stood down years ago. The TBPS does not currently possess any diving gear or other underwater apparatus.

Current floodway patrols are done by vehicle and on foot, by means of visual inspection from the shoreline(s). Should TBPS need a watercraft or divers for operational purposes, reliance on the OPP or TBFR is required.

Should the TBPS wish to engage in its own marine patrols, budgeting would be required for a vessel, trailer, safety equipment, radio and GPS equipment, training, staffing, fuel, storage and maintenance costs.

Should the TBPS wish to supplement marine patrol activities with a dive team, specific certifications and safety training would be required, in addition to the purchase of all underwater apparatus, recovery equipment, and the staffing, maintenance, training and recertification costs that would accompany such a program. For a full list of required equipment, please see sections 9 and 10 of Ontario Regulation 392/23 *Adequate and Effective Policing (General)*.

TBPS does not currently budget for either Marine Patrol or Underwater Search and Rescue activities.

TRAINING AND COMPETENCY RECORDS

All police officers attending the Ontario Police College receive training as part of the Basic Constable Training Aquatic Safety Curriculum. This includes training on scene assessment, officer safety, communication, lifesaving, and risks & hazards components. Training includes both academic and in-water practical sessions.

In reviewing TBPS training records, a 2021 training power point entitled Water Rescue Training was located. Unfortunately, it is unclear how many officers, if any, received the training. Anecdotally, it was learned that the sessions may have been cancelled due to COVID restrictions in place at the time.

A TBPS procedure entitled P6c135 *Floodway Patrol* was first published on November 12, 2020. It was updated and re-published on February 17, 2021. At that time, all updated procedures were emailed to all TBPS members with instructions to review.

A Daily Training Bulletin (DTB) entitled *Floodway Patrol Refresher* was put into the DTB training rotation starting the week of May 23, 2022. DTB training involves supervisors reviewing a training bulletin with affected direct reports followed by a group discussion in an academic format.

TBPS does not currently provide annual training or certifications related to waterways policing or waterways search and rescue.

RISK AND NEEDS ANALYSIS

In this jurisdiction, TBFR is the primary agency dispatched to any water or ice rescue calls for service. These include calls where persons are, or believed to be, in the water or on ice and requiring rescue. TBFR is trained and equipped to enter the water for this purpose. TBPS is dispatched as a secondary responder to these calls. Paramedics are also generally dispatched for calls involving persons in the water.

Historically, though not commonly, TBPS officers have entered waterways to initiate a rescue when arriving first on scene and preservation of life is needed. TBPS procedure P6c135 *Floodway Patrol* details considerations officers may make when deciding if they should enter the water for this purpose.

For calls where persons are near but not in the water, and some concern for their safety is raised, police are normally dispatched as the primary responder. In these cases, TBFR or EMS may be dispatched as needed.

Over the past 3 years, TBPS has responded to an average of 442 calls per year pertaining to persons near waterways where safety was deemed to be an issue. As stated above, the majority of these calls do not involve persons in the water. For example, a complainant may call out of concern for persons near the water (e.g. sleeping under a bridge or on a river bank). Other calls involve police dealing with an individual on an unrelated matter close to a body of water (for example an intoxicated shoplifter near a river). Given the time constraints of the request, a brief review of data was conducted showing that during that time period a total of one person was found deceased in relation to the jurisdiction's waterways. The person was discovered as deceased.

Considerations

Based on the information provided in this report, the Board may wish to make several considerations pertaining to waterways policing. TBPS does not wish to impose acceptable or non-acceptable levels of risk on the Board, and as such, considerations are offered to assist the Board in determining their comfort level with the inherent risks of waterways policing. These considerations include but are not limited to:

- Safety of citizens as it relates to the city's waterways
- Return on investment for resources directed to root causes for social issues impacting water related calls for service (mental health, substance abuse, homelessness, etc) versus ROI on reactive capabilities that address symptomatic behaviour (vehicles, equipment and training)
- General return on investment for a waterway patrol and/or underwater rescue program based on needs analysis
- Community desire/need for on-water patrols given relative lack of water/vessel activity in waterways within the jurisdiction (Marina, Kam river)
- Proximity, availability and cost recovery mechanisms related to mutual aid resources such as watercraft and dive teams (OPP and TBFR)
- History and lessons learned from the *Inquest into the Deaths of Seven First Nations Youths*
- Review of TBFR statistics on actual water/ice rescue calls available from TBFR (of note, these events are included in floodway patrol data when police are dispatched to the same)

End of Report.