

**THUNDER BAY POLICE SERVICE BOARD  
MEETING NO. 24-2025 (REGULAR)  
TUESDAY, OCTOBER 21, 2025**

**DATE:** OCTOBER 21, 2025

**TIME:** 10:43 A.M.

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

**CHAIR:** MS. K. MACHADO

**PRESENT:**

Mayor K. Boshcoff  
Councillor K. Etreni  
Ms. K. Machado

**REGRETS:**

Ms. D. Baxter

**OFFICIALS:**

Mr. D. Fleury, Chief of Police  
Mr. R. Hughes, Deputy Chief of Police  
Mr. J. Pearson, Deputy Chief of Police  
Tom Kane, Finance Director, Thunder Bay  
Police Service

**GUESTS ATTENDING BY ZOOM:**

Mr. D. Jarvis, Fillion Wakely Thorup  
Angeletti LLP  
Inspector T. Gervais, Inspectorate of Policing

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA AND CONSENT AGENDA

Chair K Machado requested to move Inspector Bulletin 7e), 7f) to the Consent Agenda as per her original request.

Councillor K. Etreni requested to add under New Business - Board Communication Plan.

3. CONSENT AGENDA

3.1 Minutes of Meeting No. 21-2025 (Regular) of the Thunder Bay Police Service Board held on September 16, 2025.

3.2 Reports of Committees

a) Governance Committee

- i. Proposed Policy LEG-010 – Thunder Bay Police Service Board – Legislation and Regulations: Conduct of Investigations
- ii. Memorandum – Update on Governance Committee

- 3.3 Meeting Evaluation Summary  
Summary of evaluations for the September 16, 2025, meetings of the Board (Closed and Regular) for the Board's information.
- 3.4 Inspector General Policing Memorandum #7 to all Chiefs of Police and Police Service Boards.
- i) Memorandum to all Chiefs of Police and Police Service Boards.
  - ii) Risk Based Compliance and Enforcement Framework.
- 3.5 Inspector General Advisory Bulletin 2.1 Board and Committee Meeting
- i) Advisory Bulletin September 2025
  - ii) Police Services Advisors

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

RES 1
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With respect to Meeting No. 24-2025 (Regular) of the Thunder Bay Police Service Board held on October 21, 2025, we recommend that the amended agenda and the amended consent agenda, including any additional information and new business, be confirmed.

**CARRIED**

4. REPORTS OF THE THUNDER BAY POLICE SERVICE

Deputy Chief J. Pearson introduced the Service's new Director of Finance -Tom Kane - and welcomed him to the Board.

a) Secondary Activities Report

Chief of Police D. Fleury provided an overview of Report No. 57/25 relative to the monthly secondary activities of members of the Thunder Bay Police Service.

Councillor K. Etreni recommended streamlining the report by removing the quoted CSPA language and the detailed Service procedure and instead including only the relevant CSPA sections and the policy title. The Chief was notified in advance of this suggestion and support this change.

K. Machado had requested clarification on the numbers contained in the report. Chief and Deputy Chiefs confirmed an error in the report – "Requested" should be "62", not "18" and will provide an updated report.

b) Missing Person Investigation Report

Police Chief D. Fleury provided an overview of Report No. 54/25 concerning the Missing Person Investigation. Upon reviewing the Information Sharing Policy and the Missing Persons Policy, Councillor K. Etreni noted some clarification and realignment is required, which she had shared with the Chief prior to this meeting. Both policies are scheduled for renewal before the end of the year. Councillor Etreni will ensure they are closely examined by the Governance Committee to provide additional clarity and alignment for the Service.

Chair Machado requested clarification on the 2 listed missing persons, are these current or the historical 2 gentlemen we are aware of. It was confirmed that the 2 missing persons are historical and not from this period in the report.

5. GENERAL MATTERS

a) Governance Committee - Amendments to Supply Management By-law

Memorandum to the Thunder Bay Police Service Board from Chief D. Fleury, dated August 18, 2025, relative to By-law 359-2024 Supply Management (continuation from September 16, 2025, meeting, re-presented).

Proposed By-law PC25-2025 was circulated to the Board.

Councillor K. Etreni presented an updated by-law to align procurement practices.

The following motion was presented for the Board's consideration:

**MOVED BY: Councillor K. Etreni**

**SECONDED BY: Mayor K. Boshcoff**

RES 2
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With respect to by-law PC25-2020, being a by-law to govern the way the Thunder Bay Police Service and the Thunder Bay Police Service Board, purchase supplies, services and equipment, we recommend that the proposed amendments to the by-law be made to align the Thunder Bay Police Service, Thunder Bay Police Service Board and City of Thunder Bay;

AND THAT PC25-2020 be repealed and replaced with a new consolidated by-law as presented;

AND THAT the new by-law be effective as of November 1, 2025.

Chair Machado asked if the effective date met the service's needs, Deputy Chief J. Pearson identified that they have a procurement in waiting and requested the effective date be amended from November 1, 2025, to October 21, 2025.

**AMENDMENT**

**MOVED BY: Mayor K. Boshcoff**

**SECONDED BY: Councillor K. Etreni**

Amended to be effective October 21, 2025.

**CARRIED**

**BY-LAW**

**MOVED BY: Councillor K. Etreni**

**SECONDED BY: Mayor K. Boshcoff**

**RES 3**

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Member of the Thunder Bay Police Service Board, sealed and numbered:

1. A By-law to govern the way the Thunder Bay Police Service (TBPS) and the Thunder Bay Police Service Board (the Board) purchase supplies, services and equipment, to be known as the “Supply Management By-law”.

Explanation: The Thunder Bay Police Service Board enacted by-law PC25-2020, being a by-law to govern Supply Management of the Thunder Bay Police Service and the Thunder Bay Police Service Board on December 15, 2020. It is necessary and expedient to repeal and replace By-law PC25-2020 with By-law PC25-2025 by resolution adopted by the Thunder Bay Police Board, dated October 21, 2025, and effective October 21, 2025.

BY-LAW NUMBER: PC25-2025

**CARRIED**

Chair K. Machado indicated the Governance Committee will be reviewing this Bylaw again soon to ensure it supports the Board and Executive Director’s work in this area.

b) Remembrance Day Ceremony attendance.

Chief of Police D. Fleury indicated that two invitations have been received to date. At this time, no schedule has been set. The Board is to communicate to the Chief’s secretary who from the Board will attend each Remembrance Day service. The Service will order the wreaths.

c) Update on Recruitment of an Executive Director

Chair K. Machado provided an overview. Interviews have been conducted, and they hope to conclude the recruitment shortly. The Chair anticipates that the Board should be able to announce this at the next Board meeting.

d) Report to the Ontario Inspectorate of Policing

Correspondence to Chair K. Machado, Thunder Bay Police Service Board, from the Inspectorate of Policing, dated September 10, 2025, relative to reporting on the *Sinclair Report* and the *Broken Trust Report*.

- i) OCPC Sinclair Report Recommendations.
- ii) OIPRD Broken Trust Report Recommendations.

Chair K. Machado and Chief of Police D. Fleury provided an overview relative to the above noted. Chair Machado identified that there was incomplete information in the Service's OIPRD chart. Deputy Chief J. Pearson will provide an updated copy of the report to the Board. Chief D. Fleury provided high-level review of the actions taken by the Service.

Once the updated version of the report is received, the Board Chair will submit both reports to the Inspector General. Deadline to submit is Oct 31, 2025.

Inspector Gervais expressed his thanks for the Board and Service attention to the completion to the reporting.

e) Expert Panel Recommendation- Position of the Chair

Councillor K. Etreni provided an overview of the Expert Panel's recommendation that the Board Chair be independent from the municipality (a non-elected official) to ensure transparency and focus on the Board's business. Proposed changes to the procedural by-law would formalize this. As she is currently reviewing the procedural by-law with Chair Machado, it was an appropriate time to bring this recommendation to the Board for discussion and potential approval.

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

RES 4
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That the Thunder Bay Police Service Board establish a policy stipulating that the position of Chair be held by a citizen member of the Board,

in recognition of the Board's status as an independent entity from the Municipality of Thunder Bay and to ensure the Board's concerns and business receive the Chair's undivided attention.

**CARRIED**

6. NEW BUSINESS

Communications Plan

As Chair of the Communications Committee, Councillor K. Etreni will be bringing forward a recommendation for an amendment to the approved communication plan. Presently, the plan includes 4 reports and an annual report per year. After careful review by the Committee and the Chair of the Board, it is proposed that there should be 3 reports, 1 report every 4 months. There will be a resolution developed for the next Board meeting.

7. 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 October 21, 2025:

1. Personal Matters about and Identifiable Individual
2. Update on Labour Relations
3. Advice that would be inadmissible in court
4. A position, plan, procedure, criteria or instruction applied to negotiations.

8. CONFIRMING BY-LAW

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

RES 5
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THAT the following By-law be introduced, read, dealt with individually, Board, sealed and numbered:

1. A By-law to confirm the proceedings of a Regular Meeting of The Thunder Bay Police Service Board, this 21<sup>st</sup> day of October 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: PC24-2025

**CARRIED**

9. ADJOURNMENT

The meeting adjourned at 11:10 AM