

**THUNDER BAY POLICE SERVICE BOARD  
MEETING 02-2025 (REGULAR)**

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**DATE:** JANUARY 28, 2025

**TIME:** 10:54 A.M.

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

**CHAIR:** MS. K. MACHADO

**PRESENT:**

Mr. W. Bahlleda  
Mr. D. Baxter  
Mayor K. Boshcoff  
Councillor K. Etrene  
Ms. K. Machado

**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

**ATTENDING BY ZOOM:**

Inspector T. Gervais, Police Services Advisor  
– Inspectorate of Policing

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1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. APPOINTMENT OF CHAIR AND VICE-CHAIR

Mr. J. Hannam, Secretary to the Board, called for nominations for the positions of Chair and Vice-Chair of the Board, effective January 28, 2025, for the remainder of 2025, or until a replacement has been appointed.

MOVED BY: Mr. W. Bahlleda  
SECONDED BY: Councillor K. Etrene

THAT Ms. Karen Machado be appointed Chair of the Thunder Bay Police Service Board, and that Ms. Denise Baxter be appointed Vice-Chair of the Thunder Bay Police Service Board, effective January 28, 2025, for the remainder of 2025, or until a replacement is appointed.

CARRIED

Ms. K. Machado assumed the role of the Chair.

3. CONFIRMATION OF AGENDA AND CONSENT AGENDA

1. Additional information was distributed separately to the Board on January 27, 2025.

2. Communications Committee Update from Councillor Kasey Etreni, distributed separately via email January 27, 2025, was added under the Consent Agenda.
3. Memorandum RE: Advocacy at ROMA was added under New Business.

MOVED BY: Ms. D. Baxter  
SECONDED BY: Councillor K. Etreni

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

CARRIED

4. CONSENT AGENDA

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

- 4.1 Minutes of the Twenty-Eighth Session (Regular) of the Fifty-Fifth Thunder Bay Police Service Board held on December 17, 2024.
- 4.2 **Reports of Committees**
  - a) Governance Committee

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

Policies for Adoption

    - i. Policy ADMIN-002 - Thunder Bay Police Service Board Meeting Evaluation.
    - ii. Policy GOV-005 – Committees – Terms of Reference.
    - iii. Policy HR-001 – Recruitment for Chief and Deputy Chiefs.
    - iv. Policy HR-002 – Annual Monitoring of the Chief of Police’s Performance.
  - b) Communications Committee

Memorandum to the Thunder Bay Police Service Board from Kasey Etreni – Chair, Communications Committee, dated for the January 28, 2025 Board Meeting, distributed separately to Board members on January 27, 2025.

5. PRESENTATION

Thunder Bay Police Service – 2023 Annual Report

Using a PowerPoint presentation, Chief of Police D. Fleury provided highlights of the 2023 Annual Report for the Thunder Bay Police Service and responded to questions. He noted the following:

- The population serviced by the Thunder Bay Police Service is realistically closer to 150,000 people.

- The Thunder Bay Police Service continues to have the highest clearance rate in the country.
- There has been an increase in family violence.
- There have been positive steps in terms of community outreach and building trust with our Indigenous community.
- Policing is expensive and will continue to be expensive. The Service is working hard to be efficient for the betterment of the community.

6. REPORTS OF THE THUNDER BAY POLICE SERVICE

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

Report No. 02/25 (Police), relative to the semi-annual report from the Joint Health and Safety Committee (July – December, 2024), was presented for the Board's information.

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

A brief discussion followed on adding key indicators to this report.

Deputy Chief Pearson provided a brief overview of use of force training and responded to questions in this regard.

b) Quarterly Complaints

Report No. 04/25 (Police), relative to the summary of complaints for Q4 of 2024 (October, November and December, 2024), was provided for the Board's information.

Staff Sergeant S. Beaulieu, Thunder Bay Police Service, provided an overview of Report No. 04/25. She confirmed that the Service does track complaints that are deemed "frivolous" in nature.

With respect to this report, Mayor K. Boshcoff noted that it is important for the community to know that there are many checks and balances in place to ensure justice and to protect both the force and the public in a fair way.

c) Secondary Activities Report

Report No. 05/25 (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 provided an overview relative to the above noted report; he noted that there were no secondary activity requests in month of December, 2024.

d) Annual Training Report

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.

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

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.

The report will be updated with the above noted requests and re-presented at the February meeting of the Board.

e) Organization Chart

The Organization Chart for the Thunder Bay Police Service was presented for the Board's information.

Chief of Police D. Fleury provided a snapshot of the senior team and noted the addition of the Deputy Chief of Police – Administration, the Director of Human Resources, and the Director of Corporate Communications. After some discussion, the position of Director of Corporate Communications will be moved to a subordinate position indicating that they report to the Chief of Police.

Councillor K. Etrene noted that on other organization charts the Board of Directors is normally included. Accordingly, our Board should be included on this organization chart.

f) Yatim Inquest Recommendations

Memorandum relative to recommendations to Ontario Police Services made from the Yatim Inquest was distributed separately with the Regular Meeting agenda for the Board's information.

Deputy Chief of Police J. Pearson provided an overview of the subject incident, the report and recommendations. He noted that the Service is well positioned with regard to complying with these recommendations.

7. GENERAL MATTERS

a) 2025 OAPSB Membership Fees

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

Mr. J. Hannam, Secretary, provided an overview of the significant increase in membership fees from 2024, and provided a brief overview of the purpose of the OAPSB, their advocacy and benefits of membership.

It was noted that an explanation of the increase was provided at the December, 2024 Zone 1 meeting; however, the Board requested that a letter be sent to the OAPSB requesting an explanation in writing. Discussion was held on the membership fees for the Toronto Police Service, a substantially larger service, as compared to what the Board is being charged for 2025. It was suggested that another category for smaller boards be created.

Mr. J. Hannam and Chair Machado will draft a letter to the OAPSB and will circulate it among Board members for approval prior to sending to the OAPSB.

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

With respect to Invoice No. 75 from the Ontario Association of Police Services Boards, dated October 21, 2024, in the amount of \$11,865.00 for the 2025 Membership Fees, we authorize payment.

CARRIED

b) Inspectorate General of Policing Memorandum

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

Inspector General Advisory Bulletin 1.1: How Policing is Delivered and Associated Compliance Requirements, was distributed separately with the Regular Meeting agenda for the Board's information.

Mr. J. Hannam, Secretary, provided an overview and noted that it was focusing on how policing is delivered in Ontario, as well as compliance. The memorandum and bulletin are largely directed at the Chief of Police, but were distributed for the Board's information.

c) Notice of Motion – Staffing Model

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 requires a mover, but is not for debate at today's meeting. It will be debated at the Board's next meeting in February.

MOVED BY: Councillor K. Etreni

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

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

AND THAT a recruitment be undertaken to fill the position.

d) Review of Procedures for Family Communications

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated January 26, 2025 was distributed separately as additional information to the Board on January 27, 2025.

Memorandum to the Thunder Bay Police Service Board from Kasey Etreni – Chair, Communications Committee, dated for the January 28, 2025 Board Meeting, was distributed separately by Councillor Etreni to Board members on January 27, 2025.

Councillor K. Etreni provided an overview of her memorandum, and suggested that procedures for contacting next of kin be reviewed.

A response from the Thunder Bay Police Service will be presented at the Regular Meeting of the Board in February.

Chair K. Machado requested that the Service's policies/procedures in this regard to be sent to members of the Board as soon as possible following the meeting, as part of the Board's due diligence (for review prior to the February, 2025 presentation).

MOVED BY:           Ms. D. Baxter  
SECONDED BY:       Councillor K. Etreni

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.

CARRIED

8. NEW BUSINESS

a) 2024 Budget Summary

Memorandum to the Thunder Bay Police Service Board from John S. Hannam, Secretary, dated January 26, 2025, relative to a summary of the Board's 2024 budget was distributed separately as additional information for the Board on January 27, 2025.

Mr. J. Hannam, Secretary, provided an overview and noted that this is not a year-end report. He advised that the budget is currently sitting with a positive variance of \$50,000.

Mayor K. Boshcoff, through the Chair, requested a breakdown of the consulting fees and the professional fees. Mr. Hannam will provide the requested information at the February meeting.

b) Advocacy at ROMA

Memorandum to the Thunder Bay Police Service Board from Mayor Ken Boshcoff and Councillor Kasey Etrene, dated for the January 28, 2025 Board Meeting, relative to advocacy at ROMA, was distributed separately to the Board by Councillor Kasey Etrene on January 27, 2025.

Councillor K. Etrene provided an overview and noted the importance of advocacy and bringing forward the concerns of the Board and the Service to the Solicitor General.

Member D. Baxter thanked Mayor Boshcoff and Councillor Etrene for their efforts and advocacy at a provincial level.

9. CLOSED MEETING AGENDA ITEMS

In accordance with and subject to Section 44 of the *Community Safety and Policing Act, 2019*, the following matters will be discussed in a closed meeting of the Board prior to the public meeting scheduled for January 28, 2025:

1. Update from Legal Counsel
2. Update on Labour Relations
3. Provision of Legal Services
4. Provision of Communication Services
5. Appointment to Governance Committee
6. Digital Evidence Management Unit
7. Policing Services for the Municipality of Neebing

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8. Investigative Report on Complaint from the Inspectorate of Policing
9. Inspectorate of Policing – Data Collection

10. CONFIRMING BY-LAW

MOVED BY: Councillor K. Etreni

SECONDED BY: Mayor K. Boshcoff

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

1. A By-law to confirm the proceedings of a Regular Meeting of The Thunder Bay Police Service Board, this 28<sup>th</sup> day of January, 2025.

Explanation: Confirmation of the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Service Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC2-2025

CARRIED

11. ADJOURNMENT

The meeting adjourned at 12:20 p.m.