



**MINUTES OF OPEN MEETING
North Bay Police Service Board
September 16, 2025**

Present:

Board Members: Rich Stivrins, Chair, Pat Cliche, Bill Hagborg, Maggie Horsfield
Police Service: Chief Daryl Longworth, A/Deputy Chief Jeff Warner, Patty Malone
Guests: D/Constable Shawn Hofmann, Jennifer Cross, Corporate
Communications Coordinator
Executive Asst.: Susan Foster-Fulton
Regrets: Tom Gervais, Police Services Advisor

Call to Order

The Chair, Rich Stivrins, called the meeting to order at 0801 hours.

1. Approval of Agenda

Resolution: #61-2025

Moved by: Bill Hagborg, Seconded by: Maggie Horsfield

The North Bay Police Service Board hereby resolves to:

"Accept the Agenda as presented for the Open Session Meeting held on September 16, 2025".

Carried

2. Adoption of Minutes

Resolution: #62-2025

Moved by: Pat Cliche, Seconded by: Maggie Horsfield

The North Bay Police Service Board hereby resolves to:

"Adopt the Minutes of the Open Session Meeting held on June 17, 2025".

Carried

3. Asset Forfeiture Unit Presentation

- Detective Constable (D/C) Shawn Hofmann provided an overview of the Asset Forfeiture Unit and the work done to manage seized assets. He noted these assets routinely include cash and vehicles; however, the Unit has also had bank accounts restrained and crypto currency forfeited and returned to victims.
- Since 2024, he has worked with the OPP Provincial Asset Forfeiture Unit as a part time liaison officer; this Unit is responsible for Province-wide, large scale asset seizures.
- Currency seized during a criminal investigation may be ordered forfeited by the courts. This money is then sent to the federal government and police services can apply for grants drawn from these funds. In 2024, the North Bay Police Service (NBPS) received a grant from this fund which was provided to Community Programs.
- D/C Hofmann has been auditing the account used to house seized funds, and has identified a substantial sum of money that had not been forfeited or returned to rightful owners. He is in the process of returning these funds and has provided over \$700,000.00 to the Receiver General to be used for grant funding.
- The Community Safety and Policing Act (CSPA) stipulates that found currency or currency seized in the lawful execution of police duties, may be used by a Police Service Board for any purpose considered in the public interest.

- Between 2002 and 2025, approximately \$9,000.00 in funds from these occurrences was provided to the North Bay Police Service Board (NBPSB). D/C Hofmann noted that he has uncovered almost \$24,000.00 in seized funds that are eligible to be provided to the NBPSB in accordance with provisions outlined in the CSPA.
- This year, the NBPS has seized approximately \$42,000.00 and six (6) vehicles as offence related property; most are awaiting court disposition prior to being forfeited. Final amounts available won't be fully reconciled until the end of the year.
- D/Constable Hofmann was pleased to present the Chair of the NBPSB with a cheque in the amount of \$23,637.95 to be added to the Board Contingency Fund.
- The Chair acknowledged D/C Hofmann's dedication to his work and gladly accepted the funds.

4. Correspondence (Nil)

5. Contingency Request (Youth Bowling Council - YBC)

Resolution: #63-2025

Moved by: Maggie Horsfield, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Donate \$100.00 to Partners YBC Bowling in accordance with their 2025 Contingency Request".

Carried

6. Taxi Licence Applications

Resolution: #64-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Approve seven (7) taxi licence applications for the month of August as recommended by the Chief of Police".

Carried

7. Informant Fund Report

The Chief shared that *NBPSB By-Law 20 and Standard Operating Procedure LE-015-9*, direct him to ensure that an annual audit of the Informant Fund is conducted and that the results are shared with the Board. The Chief confirmed that the audit was completed, and all related record keeping was in order.

Resolution: #65-2025

Moved by: Pat Cliche, Seconded by: Maggie Horsfield

The North Bay Police Service Board hereby resolves to:

"Accept the Informant Fund Audit Report for the year 2024/2025 as submitted by the Chief of Police".

Carried

8. Use of Emergency Designations/Acts or Omissions by NBPS Members

The Chief confirmed that there have been no Emergency Designations or Acts or Omissions by members of the NBPS during the designated time frame.

Resolution: #66-2025

Moved by: Bill Hagborg, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

"Accept the report, as prepared by Detective Constable Tom Robertson, in relation to the Annual Report regarding the use of Emergency Designations and Acts or Omissions by members of the NBPS pursuant to Sections 25.1 and 25.4 of the Criminal Code of Canada".

Carried

9. General Property Audit

The Chief noted that the purpose of a general property audit is to provide an objective examination of items under the care of the NBPS, to assist in identifying and evaluating exposures to risk, and to improve risk management. The Audit covers the time frame between July 27, 2023, and June 18, 2025, and focussed on the accuracy of records with respect to the inventory. There were no issues identified; records were accurate and in place.

Resolution: #67-2025

Moved by: Bill Hagborg, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

"Accept the report related to the NBPS Professional Standards General Property Audit (2023-2025) as prepared by Sergeant M. Parker".

Carried

10. Essential Equipment Requirements

The Chief identified that in accordance with *Section 392/393, Schedule 1, Required Equipment and Other Resources* of the *CSPA*, he must ensure equipment and other resources provided to members of the police service for the purposes of providing a policing function, include the minimum of equipment and resources set out in *Schedule 1*. A Deputy Chief Warner shared that the NBPS is fully compliant with the outlined requirements in all other areas, however, there is work to be done with regard to the requirement to acquire a Mobile Command Centre. There are strict requirements with regard to layout, design, size and capacity for a Mobile Command Centre, which would come at an extensive cost to the service. Discussions are under way to determine if there can be variances in the requirements, as the NBPS is looking to fully comply with the legislation, in the most financially responsible way.

11. September 2025 Variance Report

The Chief shared that the *Variance Year-end Projections Report* is showing a surplus of approximately \$350,000.00 as of June 30, 2025; the surplus is largely due to reserved personnel costs. Although the NBPS has seen great success in filling vacancies, some positions remain unstaffed. The Service also received some unanticipated wage recovery funding for budgeted positions. The Chief is confident that the projected budget surplus should remain near this amount, barring any unforeseen incidents or emergencies (i.e., Major investigations etc.). The Chair acknowledged receiving the information and appreciated the work that went into forecasting the budget.

Resolution: #68-2025

Moved by: Bill Hagborg, Seconded by: Maggie Horsfield

The North Bay Police Service Board hereby resolves to:

"Receive and file the North Bay Police Service's Year-end Financial Projection for the period ending June 30, 2025, as set out in the Board Report dated September 4, 2025, from Monique Séguin-Russell, Finance Coordinator".

Carried

12. Chief's Verbal Report

The Chief shared the following in his Verbal Report:

- The NBPS has been awaiting access to equipment to conduct radio testing to verify if identified in-building coverage issues can be resolved. The Chief hopes testing can start in the coming weeks and that the promised solution can rectify the issues.
- The NBPS received funding under the 2024-2025 Reduce Impaired Driving Everywhere (RIDE) Grant program for activities performed by officers for street level enforcement activities related to the program.
- The NBPS had two extremely engaged Youth in Policing Program (YIPI) students this year who were easy to work with and a pleasure to supervise. The students enhanced our services' ability to engage the community by participating in a number of events over the

summer. The Program is under review and staff sat down with the students seek input into how it can be improved for next year.

- A/Deputy Chief Warner provided an overview of the *Foot Patrol Report* and noted that increased patrols are helping to reduce crime. He shared that there are plans in place to have two officers dedicated to foot patrol on a full-time basis. He highlighted that officer foot patrol hours have increased from 86 hours in 2024, to approximately 200 hours to date in 2025. The Deputy Chief also noted that the NBPS downtown store front location has heightened visibility which has helped to assist both business owners and the community at large. Deputy Warner indicated that, while the downtown core has been the focus for foot patrols, once these positions are fully staffed, focus can be widened to include other areas of the city as necessary.
- The Chief shared that the 2027 Ontario Special Olympics will be held in North Bay, and that Constable Merv Shantz has been assigned as Games Manager. He noted this is a great opportunity to showcase the community and the NBPS.
- The Zone 1A Ontario Association of Chiefs of Police (OACP) District Meeting is scheduled for November 20th and 21st, 2025. The meeting will be held in North Bay and “save the date” notifications have been sent out.

13. Collective Bargaining Update

The Chair identified that the new Collective Bargaining Agreement has been ratified subject to non-material changes between bargaining “sign-off sheets” and the formal agreement. He shared that he feels parties have achieved a fair 3-year contract, which includes wage increases of 5%, 4.5% and 4% annually. He noted that these increases fall in line with contracts of other police services and city employees. The contract also includes enhancements to Mental Health and Wellness benefits which was a top priority for all involved parties. The Chair indicated that there were significant concessions made by both sides and indicated that the Association is happy with the Agreement as well. The Chair anticipated that the formal contract would be signed this week or early next week.

14. 2025 OAPSB Labour Conference

The Chair advised that the Ontario Association of Police Service Boards (OAPSB) Labour Conference will be held at the end of November and is a forum for board members from across the province to discuss topics related to current labour issues. The Chair noted that Board Member Bill Hagborg will attend the conference on the Board’s behalf. Bill advised that each year, the OAPSB relies on sponsorship to ensure the success of the seminar, and reminded Board members that the NBPSB sponsored the event last year. Bill asked that the Board to provide sponsorship again this year in the amount of \$500.00. The NBPSB will be recognized in the conference program and on the OAPSB website as a Community Sponsor.

Resolution: #69-2025

Moved by: Maggie Horsfield, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

“Donate \$500.00 to the 2025 Ontario Association of Police Service Boards (OAPSB) Labour Conference, to be held on November 25, and November 26, 2025”.

Carried

15. Appointment Committee Activity

The Chief acknowledged that Nathan Wright and Melissa Guindon were appointed to the position of Police Constable with the NBPS pursuant to the *CSPA*.

Resolution: #70-2025

Moved by: Maggie Horsfield, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

“Acknowledge Appointment Committee Activity as identified”.

16. Crime Severity Index

The Chief identified that the *Crime Severity Index Report* reflects the relative seriousness of individual offences and tracks changes in crime severity. He shared that our statistics are consistent with other police services across the province and particularly with services of around the same size and those that are further North. He indicated that overall numbers have dropped significantly and generally, numbers have dropped across Ontario and across Canada.

Resolution: #71-2025

Moved by: Bill Hagborg, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

"Receive the 2024 Crime Severity Index Report".

Carried

17. Monthly Operations Reports

A/Deputy Chief Warner reviewed current versions of the following reports: Citizen Generated Calls for Service, Officer Generated Incidents and the Monthly Collision Report. It was noted that officer generated calls are up, likely due to the increase in staffing levels, and HTA Enforcement is also up significantly due to expanded training to officers in the use of radar equipment.

18. Adjourn to Closed Session

Resolution: #72-2025

Moved by: Bill Hagborg, Seconded by: Maggie Horsfield

The North Bay Police Service Board hereby resolves to:

"Adjourn to the Closed Session portion of the meeting held on September 16, 2025 at 0844 hours".

Carried

19. Motions Arising from Closed Session

The Board resolved to adopt recommendations related to the following topics of discussion that occurred during the Closed Session:

- Noting and filing of correspondence including personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- Acceptance of a report related to the Institutional Conflict of Interest process contained within Ontario Regulation 401/23;
- Approval of a resolution pertaining to litigation or potential litigation affecting the Board;
- Approval of an extension to a timeline for the Chief to report to the Board related to an SIU investigation;
- Approval of a resolution regarding the hiring and resignation of members; and
- Scheduling of a Taxi License Suspension Appeal Hearing

Resolution: #73-2025

Moved by: Maggie Horsfield, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

"Adopt the recommendations contained in the reports of the Chief of Police arising from the Closed Session of the Meeting held September 16, 2025".

20. Adjournment

Resolution: #74-2025

Moved by: Maggie Horsfield, Seconded by: Pat Cliche

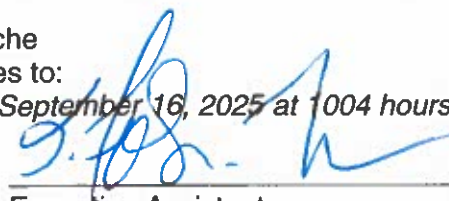
The North Bay Police Service Board hereby resolves to:

"Adjourn the Open Session of the meeting held on September 16, 2025 at 1004 hours".

Carried



 Chair September 16, 2025



 Executive Assistant