



**MINUTES OF OPEN MEETING
North Bay Police Service Board
November 18, 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: Jody Dehaas, A/Inspector, D/Constable Shawn Hofmann, Julie Lavictoire,
Wellness Coordinator, Constable Merv Shantz, Tom Gervais, Police
Services Advisor
Executive Asst.: Susan Foster-Fulton

Call to Order

The Chair, Rich Stivrins, called the meeting to order at 0802 hours.

1. Approval of Agenda

Resolution: #89-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Accept the Agenda as presented for the Open Session Meeting held on November 18, 2025".

Carried

2. Adoption of Minutes

Resolution: #90-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Adopt the Minutes of the Open Session Meeting held on October 21, 2025".

Carried

3. Correspondence

Resolution: #91-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Note and file correspondence received in the Open Session of the meeting held on November 18, 2025".

Carried

4. Contingency Fund Update

The Chief noted that Community Safety and Policing Act (CSPA) allows proceeds from the sale of seized, lost or stolen items to be deposited into the Police Service Board Contingency Fund. These funds can subsequently be used for purposes considered in the public interest, including charitable donations. A summary of the status of the fund identified an unused budget of almost \$34,000.00. The Chair extended his appreciation for the work done to maintain the Contingency Fund and allow the Board to support requests for financial assistance.

Resolution: #94-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Receive and file the Contingency Fund update as at October 31, 2025".

5. Contingency Fund Requests

The Chair identified that five (5) local charitable organizations (outlined below) would receive individual donations of \$1,000.00 each from the NBPSB Contingency Fund. Donations were presented to organization representatives by Constable Merv Shantz and D/Constable Shawn Hofmann. The Chair assured representatives that their important work does not go unnoticed and thanked them for the services they provide. The Board typically approves larger donations at our December meeting, but does approve smaller contingency disbursements at other meetings throughout the year.

Resolution: #92-2025

Moved by: Maggie Horsfield, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Donate \$1,000.00 (one thousand dollars) to the following organizations:

- *Big Brothers Big Sisters of North Bay and District*
- *Crisis Centre North Bay*
- *KidSport North Bay*
- *Nipissing Transition House*
- *Santa Fund North Bay*

"In Accordance with their 2025 Contingency Fund Requests".

Resolution: #93-2025

Moved by: Bill Hagborg, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

"Donate \$250.00 (two-hundred and fifty dollars) to 101.9 Rock McDonald's Toy Drive in Accordance with their 2025 Contingency Fund Request".

Carried

6. Amendment to Open Session Meeting

Resolution: #96-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

"Amend the Agenda (Open Session) to include a presentation by Julie Lavictoire, Wellness Coordinator, for the meeting held on November 18, 2025".

Carried

7. Wellness Presentation – Julie Lavictoire, NBPS Wellness Coordinator

Julie Lavictoire provided a Wellness presentation and shared that she is approaching the six-month mark in her role as Wellness Coordinator. She explained that much of her work to date has focused on getting to know staff and identifying the health, wellness and mental health needs of front-line members. She referenced an internal survey currently underway to gather additional information that will help guide the introduction of new tools to better support members. She highlighted the efforts of the Peer Support Team and the work done to assist officers dealing with PTSD and mental health challenges. She also indicated that work is underway to support reintegration of members returning to duty, as well as those preparing for retirement. Additionally, she noted that she recently hosted a Wellness Symposium aimed at fostering ongoing wellness conversations and supporting officers facing job-related challenges. Julie noted that she will present further information to the Board in the near future. The Chief identified that Julie has done an amazing job in her first 6-months, and highlighted the popularity of her monthly health and wellness challenges for staff, which have been very well received.

8. Taxi Licence Applications

Resolution: #97-2025

Moved by: Pat Cliche, Seconded by: Bill Hagborg

The North Bay Police Service Board hereby resolves to:

“Approve two (2) taxi licence applications for the month of October as recommended by the Chief of Police”.

Carried

9. Recommendation for Vendor Electrical Work

An electrical assessment of the North Bay Police Administrative Building was completed in 2022 and identified that there were critical structural needs. In April, 2025, the Chief Administrative Officer (CAO), City of North Bay, agreed to assign a City Engineer to oversee the project. In the fall, 2025 the tendering process was initiated and overseen by the consultant assigned to the project, Piotrowski Consultants. The formal bid request closed on October 29, 2025, and three (3) bids were evaluated by Piotrowski Consultants. It was determined that the bid from Vanasse Building Group provided the best overall value to service and was considered fair and reasonable.

Resolution: #95-2025

Moved by: Pat Cliche, Seconded by: Maggie Horsfield

The North Bay Police Service Board hereby resolves to:

“Approve the award of a contract to Venasse Building Group in the amount of \$1,235,000.00 (plus HST) for the North Bay Police Administrative Building Electrical Distribution Upgrade”.

Carried

10. Chief's Verbal Report

The Chief shared the following in his Verbal Report:

- A Supervisors Meeting was held the previous week to discuss the organization, staffing, scheduling and the general needs of the organization.
- The NBPS Awards Ceremony is scheduled for November 27, 2025, and will feature promotional awards, Board awards and awards for civilian members and retirees.
- The OACP Zone 1A meeting is scheduled for November 20, 2025 and November 21, 2025.
- The OACP Ride launch is scheduled for November 20, 2025 in Toronto. The Chief also noted that there is a Northern RIDE Launch scheduled for November 20, 2025.
- The Chief invited A/Inspector Jody de Haas to provide an overview and status of the new Auxiliary Member Program. Inspector de Haas highlighted the important role of Auxiliary Members in supporting the NBPS under the supervision of sworn members. She noted that fitness testing for candidates was set to begin the following week and it is anticipated that the program will begin in January 2026, with volunteers being ready to be deployed by the end of March.

11. 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 once again officer generated calls are up. The Chief also shared that staff have requested additional radar equipment, identifying strengthened motivation to carry out their duties.

12. Experienced Police Officer Hires

The Chief identified that the NBPS is fortunate to have recruited two experienced police constables. Charles Goulard has worked with the West Nipissing Police Service and the Anishinabek Police Service. Elizabeth Bell is a graduate of St. Joseph Scollard Hall who worked with the NBPS from 2011 to 2016; we are welcoming her back from the Ottawa Police Service.

Resolution: #98-2025

Moved by: Bill Hagborg, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:
"Appoint the following Police Constable positions for December (Goulard/Bell)". Carried

2026 OAPSB Membership Renewals

The Chair noted that the Board has received the Ontario Association of Police Service Boards (OAPSB) Membership renewal notice. Bill Hagborg continues to be the 1st Vice Chair, Director – Zone 1A. Bill shared that membership ensures access to a number of practical supports, including governance training sessions and insights into the CSPA, member-only discussions, roundtables and valuable net-working opportunities that connect Boards, share best practices and assist in ensuring input into provincial decision-making. The Chair thanked Bill for his work with the OAPSB and agreed that many voices strengthen the message.

Resolution: #99-2025

Moved by: Bill Hagborg, Seconded by: Pat Cliche

The North Bay Police Service Board hereby resolves to:

"Renew the North Bay Police Service Board (NBPSB) Membership with the Ontario Association of Police Service Boards (OAPSB) for the period of January 1, 2026 to December 31, 2026".

Carried

13. New Business

There was no New Business

14. Adjourn to Closed Session

Resolution: #100-2025

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 November 18, 2025, at 0835 hours".

Carried

15. Motions Arising from Closed Session

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

- Approval for Board Commendation to a named individual, including members of the police service or any other employees of the board;
- Receipt of correspondence in reference to subject matter related to an IoP notice and termination of investigation relating to a request under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*;
- Receipt of a report related to a human resources matter about an identifiable individual;
- Approval of a resolution acknowledging the appointment of Civilian Members; and
- Acknowledgement of retirement of a NBPS Member.

Resolution: #101-2025

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 November 18, 2025".

16. Adjournment

Resolution: #102-2025

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 November 18, 2025 at 0952 hours".

Carried


Chair November 18, 2025


Executive Assistant