



NORTH BAY POLICE SERVICES BOARD

135 Princess Street W., P.O. Box 717, North Bay, ON P1B 8J8



AMENDED

OPEN SESSION AGENDA Nov 9, 2016 @ 10:00 hours

- | | | |
|----|---|----------------|
| 1. | Approval of Agenda | Chair |
| 2. | Approval of Minutes of Open Session meeting of Oct 12, 2016 | Chair |
| 3. | Correspondence | Chair |
| 4. | Contingency | Chief |
| 5. | Taxi Business: | Chief |
| 6. | Reports: | |
| | Chief's Monthly Activity | Chief |
| | Statistical Report September 2016 | D/Chief |
| 7. | New Business: | |
| | Amendment to By-Law #24 Adequacy Standards | Chief |
| 8. | Association Report | NBPA Designate |



**MINUTES OF OPEN MEETING
North Bay Police Services Board
October 12, 2016**

Present:

Board Members: Dennis O'Connor, Chair, William Hagborg, Vice-Chair,
Sheldon Forgette, Allan McDonald, Tiziana Silveri,

Police Service: Chief Shawn Devine, Deputy-Chief Scott Tod

Board Solicitor: Peter Leckie

Association:

Communications Coordinator: Mary Lugli

Guests: The Media, Victor Fedelli, MPP, and Patricia Cliche

Secretary: Carol Miller

Regrets:

Call to Order

The Chair, Dennis O'Connor, called the meeting to order at 1000 hours.

Approval of Agenda:

Resolution: #130-2016

Moved by: Allan McDonald, Seconded by: Sheldon Forgette

The North Bay Police Services Board hereby resolves to:

"Accept the agenda for the Open Session Meeting to be held on October 12, 2016".

Carried

Approval of Minutes:

Resolution: #131-2016

Moved by: Tiziana Silveri, Seconded by: Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on September 14, 2016".

Carried

Presentation – MPP Fedelli

Introduced by the Chair, MPP Vic Fedelli presented a plaque on behalf of the Province of Ontario to Patricia Cliche and to the Drug Squad for their initiative in bringing about the "Patch for Patch" program which has resulted in Provincial Legislation, Bill 33, now in use in all of Ontario and being adopted in other provinces as well. Having started her in North Bay, it is a proud moment for all involved.

Ms. Cliche stated that it has been her privilege to develop this partnership.

Business Arising

There were no items brought forward.

Correspondence

Two items of correspondence were presented this month: a thank you card from Maamwi Kindaaswin Festival 2016 for our donation and a letter recognizing D. Const. Dave Wilson for his investigation into a local domestic abuse which led to enabling the RCMP being able to talk to the victim who was a crucial witness in a homicide investigation in Saskatchewan.

Resolution: #132-2016

Moved by William Hagborg, Seconded by: Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"Note and file the correspondence received".

Carried

Contingency Requests:

90 Years for Laurentian Ski Hill Fundraiser

Resolution: #133-2016

Moved by: Allan McDonald, , Seconded by: Sheldon Forgette

The North Bay Police Services Board hereby resolves to:

"donate \$250.00 from the Contingency Line of the 2016 Board's Budget to support the 90 Years for Laurentian Ski Hill Fundraiser".

Carried

Taxi Business:

Resolution: #134-2016

Moved by William Hagborg, Seconded by Sheldon Forgette

The North Bay Police Services Board hereby resolves to:

"Approve the (3) three taxi license applications for August 2016 as recommended by the Chief of Police in his letter dated September 1, 2016."

Carried

Reports:

Chief and Deputy Chief's Monthly Activity Report

Monthly activities attended by the Chief and / or the Deputy Chief from September 15, 2016 to October 05, 2016 included – 76th Anniversary of the Battle of Britain; CACP Cyber Committee Conference Call; One Kid's Place for CYAC teleconference; Downtown Waterfront Masterplan presentation; Walk a Mile in Her Shoes event at Nipissing University; Odyssey School Student presentation; One Pledge presentation; Nipissing University Clean up day in Thibeault Terrace; and a meeting with SSgt Al Boulianne of the Canadian Anti-Fraud Centre.

Out of town functions included: Small – Mid-sized Police Services meeting in Barrie; OACP Executive days Trade Show in Vaughan; OACP Executive Days Conference; Run to Remember Fallen Police & Peace Officers final leg run in Ottawa; Canadian Remembrance service for Fallen Police & Peace Officers on Parliament Hill, Ottawa; Zone 1A OACP meeting in West Nipissing; and the retirement of RCMP Dep. Comm. Mike Cabana in Ottawa.

Chief's Personal Expenses

Resolution: #135-2016

Moved by William Hagborg, Seconded by Sheldon Forgette

The North Bay Police Services Board hereby resolves to:

"acknowledge receipt of the Chief's personal expenses from September 7, 2016 to September 24, 2016."

Carried

Statistical Reports

The Deputy-Chief, presented the Condensed Monthly Statistical and Revised Statistical Reports for the month of August 2016 (Revised); to the Board.

Following the trend, there is an overall increase in 2016 in Police Activity and Calls for Service, although, the month of August saw a decrease in the number of criminal offences. Averaging approximately 8 calls per day for mental health issues and 4 calls per day for domestic issues, clearly the focus is changing. There were 87 motor vehicle accidents investigated. Twelve of these accidents involved injuries with 14 persons sustaining injuries.

Resolution: #136-2016

Moved by Tiziana Solveri, Seconded by: Allan McDonald,

The North Bay Police Services Board hereby resolves to:

"Accept the Condensed Monthly Statistical and Revised Statistical Reports for the month of August 2016, as presented".

Carried

New Business:

2015 Annual Report

The Chief shared the 2015 Annual Report with the Board. Answering questions related to traffic, he indicated that concentration by the traffic section has helped raise awareness of the dangers of speeding, careless and distracted driving practices.

Crime Severity Index Report- 2015

The Chief deferred to the Deputy to present this comprehensive report. The overall CSI ranking of 138 out of 311 represents a 4.2% decrease from 2014. Within northern municipalities, North Bay has the second lowest severity measure, just slightly behind Sudbury. In response to an article in Macleans magazine, on violent crime in North Bay, the North Bay Police Services are working with Nipissing University and the Crown Attorneys, office to undertake a study on sexual violence in our community.

Association Update:

No representation from the Association was available to attend this meeting.

Adjournment:

Resolution: #137-2016

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Adjourn the Open Portion of the meeting held on October 12, 2016 at 1045 hours".

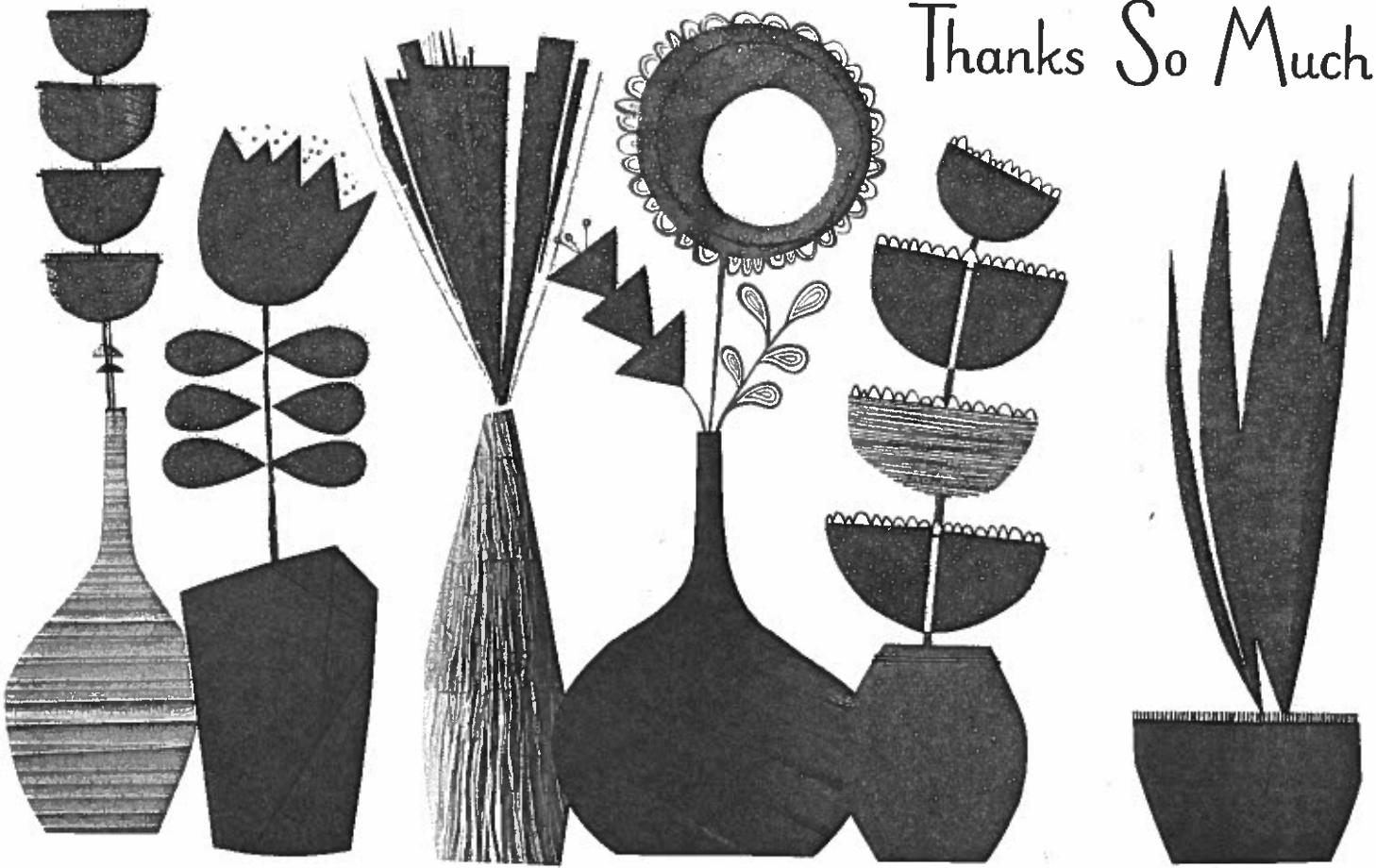
Carried

Chair

October 12, 2016

Secretary

Thanks So Much



The phrase is simple
and the words are few,
but behind them
is a whole lot
of appreciation.



Thank you for attending our Home Dept
Kids Workshop. It was very much appreciated
Sue Hansen

From:
Sent: Friday, September 09, 2016 6:51 AM
To: nhns
Cc:
Subject: Thank you!

Good morning,

I am a Special Education teacher at [redacted] Yesterday our staff was having difficulty keeping an Autistic student safe while walking back to school, and two North Bay Police Officers were kind enough to stop and help.

The officers were professional, well-trained, and kind. With their help, our student was able to return to school and enjoy the rest of his day (the ride in their vehicle helped greatly!)

The needs of our Special Education students are not always understood by the community - yesterday's incident shows that the North Bay Police Service has done a wonderful job of training in this area.

Thank you for your help, and please pass on our appreciation to the officers involved.

[redacted] (IP)

Cst Blake Vietmeier
Cst Christian Elia

[redacted] In



OPP Commissioner's Citation
for lifesaving
Cst Ashley St. John



Three police officers and two North Bay firefighters were recognized Friday for saving the life of a man who wandered on to Lake Nipissing early this year in frigid temperatures and blowing snow.

The OPP's Sgt. Andrew Bishop and Const. Brian Bowes, along with Const. Ashley St. John of the North Bay Police Service and firefighters Derrick Desilets and John Lazaridis were awarded commissioner's citations for lifesaving by the OPP for their actions during the search and rescue in February.

The missing man was found on the ice in a prone position and partially covered in snow.

St. John determined the man was still breathing, while Bowes and Desilets immediately began warming and shielding him from the cold using body heat and available clothing.

Bishop and Lazaridis returned to shore to brief paramedics and secure a rescue sleigh and first-aid equipment. The man was taken to hospital and made a full recovery.

The group was among a long list of award recipients during a ceremony at the Best Western honouring citizens and OPP members, both uniform and civilian, who have demonstrated acts of bravery, lifesaving, community service and exemplary performance of duty. Many officers also were recognized for their length of service.

"It's definitely a humbling experience, and I am very honoured to receive such an award," said Lazaridis. "I am thankful in this circumstance that the person who went missing is alive today – that makes it that much more rewarding."

"It's an honour to get an award like this. It's one of those calls that you remember for your whole career," Desilets added.

Michael Belanger also received a lifesaving citation after coming to the aid of a woman he found inside an idling vehicle with a hose connected to the exhaust at the front gate of Samuel de Champlain Provincial Park in September 2015.

The woman opened her eyes when he knocked on the the window, but did not exit the vehicle. Belanger opened the door and took her by the hand, laying her on the ground before calling 911.



NORTH BAY POLICE SERVICES BOARD

135 Princess Street W., P.O. Box 717, North Bay, ON P1B 8J8



Board Report

Date of Report: November 04, 2016
Date of Meeting: November 09, 2016

Mr. D. O'Connor, Chair
and members of the
North Bay Police Services Board

Subject: Contingency Account – Hands The Family Help Network

Recommendation: That the Board hereby resolves, “to donate \$250.00 from the contingency line in the Board’s Budget to support the 2016 Holiday Helping Hands Committee.”

Find attached correspondence forwarded to the Board Chair from Ms. Dawn Wallace, on behalf of the 2016 Holiday Helping Hands Committee. This request is being made to sponsor a family from Attawapiskat which includes 3 youth and 2 adults (grandparents). A suggestion for \$625.00 has been made to cover the cost of a \$100.00 each gift plus a \$25.00 food card for each member.

The current balance in the contingency line of the Board’s Operating Budget is \$1,321.06.

Due to present practice and the balance remaining in the contingency line of the Board’s Operating Budget, I am recommending the Board approve the above noted resolution to provide \$250.00 to support this initiative.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



**NORTH BAY POLICE SERVICES BOARD
REQUEST FOR FINANCIAL ASSISTANCE
FROM BOARD CONTINGENCY FUNDS**

Date of submission: 11/2/2016

Request for support for: Hands The Family Help Network.ca
(Organization name)

Donation requested: \$625.00

Board Choice: ☐

Person making this request: Dawn Wallace on behalf of the Holiday Helping Hands Cttee

Cheque Payable to:
(must be person(s), organization name on bank account) Handsthefamilyhelpnetwork.ca

Address to mail cheque to:

OR

Hold cheque for pickup ☒

Contact phone number: 705-476-2293 x1218 Contact email: dwallace@handstfhn.ca

For further information or inquires regarding Board donations, please contact the secretary by email at nbpsb@northbaypolice.on.ca.

Submit this form via email to nbpolicy@northbaypolice.on.ca or print this form and submit to:
North Bay Police Service
Office of the Chief of Police
PO Box 717
North Bay, ON P1B 8J8

PSB office use only

Date of PSB meeting:

Approved ☐ Denied ☐

Resolution Number:

Date request was submitted for payout:

Gerald Lalande

From: Dawn Wallace [DWallace@handstfhn.ca]
Sent: Wednesday, November 02, 2016 3:29 PM
To: Gerald Lalande
Subject: RE: form for police board support
Attachments: Board contingency fund form.pdf

Hello Gerald,

Sorry for the delay, I got a call to respond to a school. Now back at my desk and forwarding the completed form. My Holiday team helped me complete the request form and I thought I might explain the amount requested. We suggest that each family member be allowed a \$100. gift list plus we include a \$25. food card for each family member. The family we are asking you to help sponsor come from Attawapiskat and there are 3 youth and 2 adults (grandparents) making a total of \$625. Please feel free to donate any amount. All donations will help us give this family a very merry holiday.

Thank you for thinking of us.

Sincerely,

Dawn Wallace

From: Gerald Lalande [<mailto:GLalande@NorthBayPolice.on.ca>]
Sent: Wednesday, November 02, 2016 12:13 PM
To: Dawn Wallace
Subject: form for police board support

We are in receipt of a letter to the Board seeking financial support /sponsorship.

Please complete the form attached and return to me asap so it can be included in the Nov 9th agenda.

Gerald Lalande
Exec. Asst. to the Chief
North Bay Police Service
(705)497-5555 x482



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North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: November 02, 2016

Date of Meeting: November 09, 2016

Mr. D. O'Connor, Chair
and members of the
North Bay Police Services Board

Subject: Contingency Account – Families First

Recommendation: That the Board hereby resolves, "to donate \$250.00 from the contingency line in the Board's Budget to support the 2016 Families First Celebrations."

Find attached correspondence forwarded to the Board Chair from Ms. Erin Vaughan, Community Event Facilitator from the City of North Bay on behalf of the 2016 Families First Celebrations. This year's event is scheduled for December 31st at Thomson Park, Memorial Gardens and the YMCA.


The Board has provided support to this worthwhile community event for the past several years.

The current balance in the contingency line of the Board's Operating Budget is \$1,321.06.

I am recommending the Board pass the above noted resolution to provide \$250.00 to support this event again this year.

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police



**NORTH BAY POLICE SERVICES BOARD
REQUEST FOR FINANCIAL ASSISTANCE
FROM BOARD CONTINGENCY FUNDS**

Date of submission:

10/20/2016

Request for support for: Families First New Years Event 2016
(Organization name)

Donation requested: \$250.00

Board Choice: ☐

Person making this request: Erin Vaughan C/O 2016 Families First Committee

Cheque Payable to:
(must be person(s), organization name on bank account) Families First

Address to mail cheque to: 200 McIntyre St PO Box 360 North Bay, ON P1B 8H8

OR

Hold cheque for pickup ☐

Contact phone number: 705-474-0626 x2312 Contact email: erin.vaughan@cityofnorthbay.ca

For further information or inquires regarding Board donations, please contact the secretary by email at nbpsb@northbaypolice.on.ca

Submit this form via email to nbpolice@northbaypolice.on.ca or print this form and submit to:
North Bay Police Service
Office of the Chief of Police
PO Box 717
North Bay, ON P1B 8J8

PSB office use only

Date of PSB meeting:

Approved ☐ Denied ☐

Resolution Number:

Date request was submitted for payout:



Parks, Recreation & Leisure Services
Direct Line: (705) 474-0626, Ext. 2312
Fax Line: (705) 474-9782
E-mail: Erin.vaughan@cityofnorthbay.ca

October 15, 2016



Chair Person
North Bay Police Board
135 Princess Street West
North Bay, ON P1B 6C2

Dear Chair Person:

Re: 2016 Families First Celebrations

Our twenty-third annual Families First New Year's Eve Celebration hosted by the City of North Bay is scheduled to take place at Thomson Park, Memorial Gardens and the YMCA on December 31, 2016. New Year's Eve will be here before we know it so plans are already underway to create a fun, safe, action-packed and alcohol-free celebration for all families.

On behalf of the Families First Committee, I would like to encourage your involvement by inviting you to become a 2016 sponsor for this year's festivities. Every year it gets larger and better, and this year will be no exception. It is the generosity of our sponsors that allows us the opportunity to offer the families of North Bay a New Year's Eve to remember in a happy and safe environment. Through donations from local sponsors, we provide this event to the public free of charge.

The North Bay Police Board has donated in the past and we are hoping it will be able to help us with a donation this year. We look forward to your involvement in this fantastic community celebration! A committee member will be in touch with you in the near future. If you have any questions, please do not hesitate to call me.

Thank you in advance for your consideration.

Sincerely,

Erin Vaughan
Community Event Facilitator



NORTH BAY POLICE SERVICES BOARD

135 Princess Street W., P.O. Box 717, North Bay, ON P1B 8J8



Board Report

Date of Report: November 8, 2016
Date of Meeting: November 9, 2016

Chair Mr. D. O'Connor and members of the
North Bay Police Services Board

Subject: Contingency Account – Support the Troops Hockey Game

Recommendation: That the Board hereby resolve to donate \$250.00 from the Contingency Account in the Board's Budget to support the 2016 Support the Troops Hockey Game

Find attached correspondence forwarded to the Board Chair from Paul Cook, former Honorary Colonel 51 Squadron on behalf of a fundraising event for a local Military Family Resources Centre.

The organizers are looking for sponsorship for the cost of hockey sweater for the Nipissing Lakers Royal Military College Support the Troops hockey game.

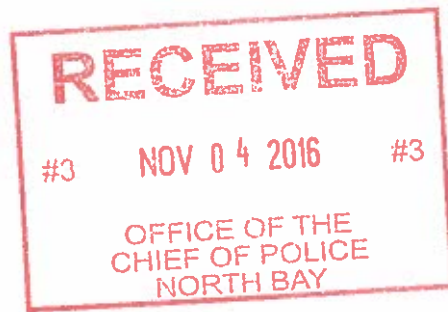
The current balance in the Contingency Line of the Board's Operating Budget will support this donation.

The Military in North Bay have been a long standing partner with the North Bay Police Service and as a result, I am recommending that the Board approve the above noted resolution to donate \$250.00 to support this initiative.

I invite any questions or comments from the Board.

Sincerely,


Shawn Devine
Chief of Police



October 31, 2016

Mr. Dennis O'Connor, Chair
North Bay Police Services Board
135 Princess Street West
North Bay ON P1B 8J8

Dear *Dennis* Mr. O'Connor:

Re: Nipissing Lakers vs. Royal Military College (RMC) "Support the Troops" Hockey Game

I am sending this letter to request consideration for financial assistance in relation to a special event taking place on Friday, November 18, 2016 at 7 p.m. at Memorial Gardens to show our respect to our military.

The Nipissing Lakers varsity hockey team will be hosting RMC in the annual, "Support the Troops" hockey game. This game is being organized to show our community support for our Troops and to raise funds for the local Military Family Resource Centre (MFRC). As you are aware the MFRC is responsible for supporting the families of our Canadian Forces personnel when they are deployed abroad.

The Lakers players will be wearing camouflage hockey sweaters that will be auctioned off during the game with all proceeds going towards the MFRC at 22 Wing. The cost of these sweaters is approximately \$1,500.00 to \$2,000.00 and we were hoping that the North Bay Police Services Board will consider a donation towards this total. Should you be interested in supporting this initiative, cheques made payable to the Military Family Resource Centre can be mailed to me.

Thank you in advance for taking the time to consider this request for assistance.

Sincerely,

Paul Cook
Paul Cook

Former Honourary Colonel, 51 Squadron



NORTH BAY POLICE SERVICES BOARD

135 Princess Street W., P.O. Box 717, North Bay, ON P1B 8J8



Board Report

Date of Report: November 9, 2016
Date of Meeting: November 9, 2016

Chair Mr. D. O'Connor and members of the
North Bay Police Services Board

Subject: Contingency Account – 100³ In Cooperation with the North Bay Food Bank

Recommendation: That the Board hereby resolve to donate \$250.00 from the Contingency Account in the Board's Budget to support the 100³ fundraising initiative.

Find attached correspondence from Katherine Strang, Wendy Abdallah and Shelly Dubeau in relation to 100³, asking 100 women to raise \$100.00 in 100 hours. This initiative has asked for 100 women to make a difference by helping raise money to purchase products for mother's care and children supplies. The North Bay Food Bank will be the beneficiary of the funds and the distributing agency.

The current balance in the Contingency Account will support this donation.

I would recommend that the Board approve the above noted resolution to donate \$250.00 to support this worthwhile event.

I invite any questions or comments from the Board.

Sincerely,


Shawn Devine
Chief of Police

November is Domestic Violence Awareness Month

100³

Nov 7th to Nov 10th, 2016

**100 women
100 dollars
100 hours**

We are looking for 100 women to make a difference with this woman's based initiative that will make you feel great while making a positive contribution to our community. Please join us in supporting mother care and children's supplies at the North Bay Food Bank by donating to this exciting initiative!
We are asking for \$100 from 100 women in 100 hours starting Monday, Nov 7th & ending Thursday, Nov 10th, 2016.

**We invite you to join us at the 100³ Launch
Monday, November 7th at 1:30pm at the North Bay Food Bank**

Donations can be made:

In person at: North Bay Food Bank, 1016 Fisher St

Online at: PayPal: <http://bit.ly/1No921i> or CanadaHelps: <http://bit.ly/1FDnxYI>

**Contacts: North Bay Food Bank- 705-495-3290 nbayfoodbank@gmail.com
Katharine Strang - 705-499-7191 Katharine@unac.ca
Wendy Abdallah- mummers@bell.net
Shelly Dubreau- rdubreau3@cogeco.ca**



North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8
705-497-5555 FAX 705-497-5591
Website: www.northbaypolice.on.ca

Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

November 1, 2016

CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – October 2016

Dear Sir:

The following two (2) individuals were issued with a Taxi Licence. It is recommended that these Licence Applications be approved.

TAXI #	DRIVER NAME	TAXI STAND
87	Peter McNeil	UNAC
89	Tyler Ladouceur	UNAC

Sincerely,

Shawn Devine
Chief of Police

/kp

2016-10-03

**NORTH BAY POLICE SERVICE
CONDENSED MONTHLY STATISTICAL REPORT**

MONTH OF SEPTEMBER

During the month of September 2015, police activity for the North Bay Police Service resulted in 2668 calls as compared to 2650 calls in 2015.

Of these calls, 90 were to investigate motor vehicle accidents. Fifteen of these accidents involved injuries, with 20 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2015.

	Year to Date				Cleared to Date	
	2016	2015	2016	2015	2016	2015
Homicide	-	-	-	-	-	-
Sexual Offences	-	7	41	70	31	48
Assault	13	39	264	340	242	292
Robbery	-	3	14	18	7	9
Break, Enter & Theft	12	24	108	145	15	32
Stolen Vehicles	1	6	18	29	4	4
Stolen Bicycles	12	19	75	92	3	2
Recovered Bicycles	13	10	57	48	2	4
Theft Under	47	61	610	647	111	191
Theft Over	-	-	3	14	1	2
Wilful Damage	8	45	215	373	54	107
Drug Charges	3	16	97	146	111	150
Criminal Offences Total			2059	2524		
Calls for Service			20032	18937		
Police Activity			22904	22001		

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments:

Shawn Devine
Chief of Police

2016-10-26

***** R E V I S E D *****
NORTH BAY POLICE SERVICE
CONDENSED MONTHLY STATISTICAL REPORT
MONTH OF SEPTEMBER

During the month of September 2015, police activity for the North Bay Police Service resulted in 2668 calls as compared to 2650 calls in 2015.

Of these calls, 90 were to investigate motor vehicle accidents. Fifteen of these accidents involved injuries, with 20 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2015.

	Year to Date		Cleared to Date	
	2016	2015	2016	2015
Homicide	-	-	-	-
Sexual Offences	1	7	42	70
Assault	20	39	272	340
Robbery	-	3	14	18
Break, Enter & Theft	35	24	131	145
Stolen Vehicles	3	6	20	29
Stolen Bicycles	12	19	75	92
Recovered Bicycles	13	10	57	48
Theft Under	76	61	637	647
Theft Over	1	-	4	14
Wilful Damage	20	45	226	373
Drug Charges	10	16	104	146
Criminal Offences Total			2179	2524
Calls for Service			20032	18937
Police Activity			22904	22001

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.

Shawn Devine
 Chief of Police



North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: November 2, 2016

Date of Meeting: November 9, 2016

Chair Mr. D. O'Connor and members of the
North Bay Police Services Board

**Subject: Chief and Deputy Chief Monthly Activity Report – October to
November 2016**

Recommendation: Information.

The following are items of interest and special events that Deputy Chief Scott Tod and I represented the North Bay Police Service at since our last Board meeting that does not merit separate reporting.

13Oct2016 – One Pledge Strategy meeting with Nipissing University, Mayor McDonald and Jeannine Lafrenniere.

17Oct2016 – Telephone conversation with Hyacinthe Miller reference facilitating promotional agreement.

18Oct2016 – St. Joseph Scollard Hall National Teen Driver's Safety Week media event.

18Oct2016 – Deputy Tod – Cyber meeting in Toronto, CBC News interview.

21Oct2016 – Domestic Violence Committee meeting at Headquarters.

21Oct2016 – Meeting with Hyacinthe Miller on the facilitation of promotional agreement.

26Oct2016 – Planning meeting with Brent Kalinowski on Strategic Business Plan.

26Oct2016 – Deputy Tod – Meeting in Sudbury on Sex Trafficking.

27Oct2016 – Annual Police Advisory Committee meeting at Canadore College.

27Oct2016 – Tiered Response meeting at Ambulance Service.

Subject: Chief and Deputy Chief Monthly Activity Report – October to November 2016

28Oct2016 – OPP Awards Lunch for recognition of Constable St. John.

01Nov2016 – Meeting with Marc Picard, Ambulance Communication Supervisor.

03Nov2016 – Strategic Planning meeting with Brent Kalinowski.

04Nov2016 – Stakeholder engagement session with Chair O'Connor

09Nov2016 – 100 Women's Food Bank event.

I invite any comments or questions from the Board.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Devine', written over a horizontal line.

Shawn Devine
Chief of Police

**NORTH BAY POLICE SERVICES BOARD
BOARD POLICY BY-LAW #24**

**Collection of Identifying Information in Certain Circumstances – Prohibition
and Duties – Street Checks**

INDEX NUMBER: LE-048

DATE: November 9th, 2016

PREAMBLE

The following is the By-Law of the North Bay Police Services Board with respect to the “Collection of Identifying Information in Certain Circumstances – Prohibition and Duties” – Street Checks. This By-Law is made pursuant to Regulation 58/16 of the *Police Services Act* (the “Regulation”).

DEFINITIONS

1. For the purpose of this By-Law, the following definitions apply:
 - a. **Annual Report** – means the annual report provided by the Chief of Police to the Board under section 31 of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the *Police Services Act*
 - b. **Community interactions** – means on-duty police contact with member(s) of our community meant to:
 - i. foster positive relationships; and/or
 - ii. assist members of the public (without gathering personal information for an investigative or intelligence purpose);
 - c. **Database** – means the paper or electronic filing system under the control of the Chief of Police where identifying information about an individual collected by a police officer from the individual within a Street Check (but does not include a database where intelligence notes information is stored or other criminal/intelligence based databases);
 - d. **Prohibited grounds** – under the Ontario Human Rights Code include: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
 - e. **Racial/biased profiling** – means the practice of a member linking a person or persons to an unlawful incident or incidents and/or relating to public safety concerns, based primarily or predominantly

on prohibited grounds or stereotypes relating to those prohibited grounds;

- f. **Record of Street Check** – means the document contemplated in section 7 of the Regulation; and
- g. **Street Check** - means the interactions and documentation of such by an officer regarding an “attempt to collect identifying information about an individual from the individual by asking the individual”; that is, attempt to collect identifying information by asking the individual, in a face-to-face encounter, to identify himself or herself or to provide information for the purpose of identifying the individual and includes such an attempt whether or not identifying information is collected as governed by Regulation.

GENERAL

- 2. The Chief of Police shall ensure that all Street Checks are done in a manner that is consistent with the Regulation and, particularly, shall not be based on racial/biased profiling or be done in an arbitrary way.
- 4. The Chief of Police shall have a Procedure that complies with the duties and obligations imposed by the Regulation and this By-Law to ensure there is direction and assistance provided to officers regarding Street Checks.
- 5. The Chief of Police shall ensure that there is a database created or adapted that allows for the recording, analysis and reporting required by the Regulation.
- 6. For the purpose of reporting to the Board as part of the annual report and for other analytic reasons as directed by the Board and/or the Ministry of Community Safety and Correctional Services, the Chief of Police shall establish:
 - a. Age groups;
 - b. Racialized groups;
 - c. Neighborhoods or areas; and
 - d. Appropriately sized random sample of entries of identifying information for the purposes of section 9(6) of the Regulation or, if the Chief believes it would be assistive and feasible, the entire dataset.

7. When establishing racialized groups as set out in 6(b), the Chief shall do so in a manner that allows the information required by the Regulation (that is, the number of attempts to collect information from individuals perceived by a police officer to be within a racialized group - see paragraph 14(2)8 of the Regulation) relating to the racialized groups to be comparable to the data referred to below (in sub paragraphs a and b), as released by the Government of Canada on the basis of its most recent National Household Survey preceding the period covered by the Chief of Police's Annual Report:
 - a. For each derived visible minority group set out in the National Household Survey, the number of individuals who identified themselves as being within that group; and,
 - b. The number of individuals who claimed Aboriginal identity.
8. This By-Law does not apply to community interactions or lawful interactions in which a person is either detained or required to provide personal information.

RECORD OF STREET CHECK

13. The Chief of Police shall have a procedure requiring, as of January 1st, 2017, that all police officers engaged in Street Checks shall:
 - a. Offer to give the individual a Record of Street Check that provides a record of the attempt; and
 - b. Give the individual such a Record of Street Check if the individual indicates that he or she wants it unless one of the exemptions in the Regulation applies (i.e., might compromise the safety of an individual or delay the officer from responding to another matter that should be responded to immediately, and is able to articulate the reason with details).
14. The Chief of Police shall ensure that the Record of Street Check contains the mandated information required by the Regulation and that the Record of Street Check and any amendments thereto are provided to the Board for its information and input (if any) before use.

TRAINING

15. Commencing January 1st, 2017, the Chief of Police shall ensure that every police officer who attempts to collect identifying information about an individual from the individual, or anyone who acts as the designate of the

Chief of Police for the purpose of reviewing the database (within 30 days of data entry and/or on an annual basis pursuant to section 9 of the Regulation), has successfully completed the required training within the previous 36 months.

ANNUAL REPORT

16. The Annual Report as it relates to Street Checks shall be provided by the Chief of Police to the Board in the first quarter (unless an extension is approved by the Board Chair) of the year commencing in 2018 and annually thereafter.
17. The contents of the Annual Report as it relates to Street Checks shall include, at a minimum, the following:
 - a. The number of attempted collections and the number of attempted collections in which identifying information was collected;
 - b. The number of individuals from whom identifying information was collected;
 - c. The number of times each of the following provisions was relied upon to not advise the individual of his/her right that he/she is "not required to provide identifying information to the officer" and/or the reason "why the police officer is attempting to collect identifying information about the individual":
 - i. Might compromise the safety of an individual (subsection 6(2)),
 - ii. Would likely compromise an ongoing police investigation (clause 6(3)(a)),
 - iii. Might allow a confidential informant to be identified (clause 6(3)(b)), and
 - iv. Might disclose the identity of a person contrary to law, including the YCJA (clause 6(3)(c));
 - d. The number of times an individual was not given a record of Street Check because the individual did not indicate that they wanted it;
 - e. The number of times each of the following clauses was relied upon to not offer or give a record of Street Check:
 - i. might compromise the safety of an individual (subsection 7(2)(a)) and,

- ii. might delay the officer from responding to another matter that should be responded to immediately (clause 7(2)(b));
- f. The number of attempted collections from individuals who are perceived, by a police officer, to be within the following groups based on the sex of the individual:
 - i. male individuals, and
 - ii. female individuals;
- g. For each age group established by the Chief of Police, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group;
- h. For each racialized group established by the Chief of Police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group;
- i. A statement, based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on (a) the sex of the individual, (b) a particular age (c) racialized group, or (d) a combination of groups and, if so, any additional information that the Chief of Police considers relevant to explain the disproportionate number of attempted collections;
- j. The neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area;
- k. The number of determinations made by the Chief (or designate) as to whether the information entered into the database:
 - i. Complied with limitations on collection set out in section 5 and 9(4)(a) of the Regulation, and
 - ii. The results of the review(s), done at least once a year, of an appropriately sized random sample of entries of identifying information included in the *database* to estimate within a margin of error of plus or minus 5 percent, at a 95 percent confidence level, whether it appears that sections 5 (limitations on collection of information), 6 (duties to inform of rights and reasons before collecting, with exceptions) or 7

(document for individual – record of Street Check, with exceptions) were complied with;

- I. The number of times, if any, members of the police service were permitted to access identifying information to which access must be restricted by virtue of one or more of the following:
 - i. For the purpose of an ongoing police investigation,
 - ii. In connection with legal proceedings or anticipated legal proceedings,
 - iii. For the purpose of dealing with a complaint under Part V of the *Police Services Act* or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the *Police Services Act*,
 - iv. In order to prepare the annual report or a report required due to disproportionate collection (under section 15 of the Regulation),
 - v. For the purpose of complying with a legal requirement, or
 - vi. For the purpose of evaluating a police officer's performance.

DISPROPORTIONATE REPORT

18. If disproportionate collection is identified based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on the sex of the individual, a particular age, a racialized group, or a combination of groups, in addition to the statement required in the *annual report*, the Chief of Police shall:

- a. Review the practices of the police service; and
- b. Shall prepare a report to the Board setting out the results of the review and his or her proposals, if any, to address the disproportionate attempted collection of information.

19. The Board, upon receipt of the disproportionate report shall:

- a. Publish the report on the Internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the board considers appropriate; and

- b. Consider the report and the proposals, if any, set out in the disproportionate report and consider whether to give directions under clause 31(1)(e) of the *Act* to direct the Chief of Police and monitor his or her performance.

RETENTION, ACCESS and DISCLOSURE

20. The Chief shall have a Procedure dealing with retention, access and disclosure of identifying information that provides, at a minimum, as follows:

- a. Identifying information entered into the database 5 or more years ago and identifying information gathered and/or entered into the database that is determined to have been collected in non-compliance with the Regulation shall have restricted access as follows:
 - i. No person shall have access to the information without the permission of the Chief (or designate);
 - ii. A member may be permitted to access the information only if the Chief or a Street Checks Verifier is satisfied that access is needed,
 - a) For the purpose of an ongoing police investigation,
 - b) In connection with legal proceedings or anticipated legal proceedings,
 - c) For the purpose of dealing with a complaint under Part V of the *Police Services Act* or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the *Police Services Act*,
 - d) In order to prepare the *annual report* or a report required due to disproportionate collection (under section 15 of the Regulation),
 - e) For the purpose of complying with a legal requirement, or
 - f) For the purpose of evaluating a police officer's performance.
- b. Access to, and disclosure of identifying information collected on or after January 1, 2017, including the retention of identifying information collected contrary to this Regulation, shall be restricted to the Chief and Street Check Verifiers in order to comply with the Regulation and subject to the exemptions set out in 20(a).
- c. Nevertheless, identifying information collected contrary to the Regulation shall not be retained longer than is reasonably necessary to

ensure the information is available in the circumstances in which access may be permitted (under paragraph 2 of subsection 9 (10)), being:

- i. For the purpose of an ongoing police investigation,
- ii. In connection with legal proceedings or anticipated legal proceedings,
- iii. For the purpose of dealing with a complaint under Part V of the Act or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the Act,
- iv. In order to prepare the *annual report* or a report required due to disproportionate collection (under section 15 of the Regulation),
- v. For the purpose of complying with a legal requirement, or
- vi. For the purpose of evaluating a police officer's performance.

21. The Chief shall ensure identifying information and records relating thereto that was collected before January 1, 2017 shall be accessed, retained and/or disclosed pursuant to the Chief's Adequacy Standard mandated Procedure on the retention of records and should any of the data be determined to have been collected in violation of the law as it existed at the time of collection, its access and disclosure shall be subject to the restrictions in the Regulation.

BY-LAW CONSISTENT WITH REGULATION

22. Where this By-Law is inconsistent with Regulation 58/16, the Regulation shall apply and any inconsistent provision shall be deemed to be modified to render it consistent.

This By-Law is a new Board By-Law number 24 dated November 9th, 2016.

Read a first time this 9th day of November 2016.

Read a second time this 9th day of November 2016.

Read a third time this 9th day of November 2016.

Signed:

Dennis O'Connor
Chair

Carol Miller
Secretary