

**Minutes of a Meeting of the Kingston Police Services Board
Held on Thursday, November 21, 2019, at 12:00 Noon
Kingston Police Headquarters Boardroom**

IN ATTENDANCE

Ms Andrea Risk, Chair
Councillor Jefferey McLaren
Dr Christian Leuprecht
Mr Jarrod Stearns
Mrs Donna Harrington, Secretary

Chief Antje McNeely
Deputy Chief Christopher Scott
Members of staff, media, and the public

Regrets: Mayor Bryan Paterson

1. The Chair called the meeting to order at 12:00 noon.

DISCLOSURE OF CONFLICT OF INTEREST

2. The members confirmed that there were no conflicts of interest to report.

APPROVAL OF AGENDA

3. It was moved by Mr Stearns and seconded by Dr Leuprecht that the agenda be approved as amended by the addenda. Carried.

ADOPTION OF MINUTES

4. It was moved by Dr Leuprecht and seconded by Councillor McLaren that the minutes of Meetings 19-9 and 19-11, held on October 17, 2019, and November 4, 2019, respectively, be adopted. Carried.

COMMUNICATIONS

5. It was moved by Mr Stearns and seconded by Councillor McLaren that the communications be received. Carried.
6. The Chair noted the Ministry correspondence announcing the appointment of the new Director of Criminal Intelligence Service Ontario.
7. The Chair noted the Ministry correspondence regarding a call for applications under the Proceeds of Crime—Front-Line Policing Grant Program for a three-year term for projects to address gun and gang violence; sexual violence and harassment; and human trafficking. Chief McNeely noted that the deadline was December 16, 2019, and that a project related to training on trauma-informed interviewing techniques was being considered.
8. The Chair noted the appointment of Marc Bedard as interim Assistant Deputy Minister of the Ministry's Public Safety Division and Public Safety Training Division.

9. With respect to the Ministry correspondence on the introduction of the Provincial Animal Services Act, the Chair noted that the Ontario Court of Appeal had overturned the recent lower court ruling regarding investigations into animal welfare by the OSPCA. Chief McNeely noted that the proposed legislation included a new enforcement model that would establish a provincial enforcement team with a chief inspector, locally deployed provincial inspectors, and specialized inspectors for agriculture, zoos, aquariums, and equines, as well as assigning a regional specialized capacity to the OPP for supporting major and criminal investigations. She added that the Province intended to establish a multidisciplinary advisory table comprised of a wide range of experts to provide ongoing advice to improve animal welfare.

10. The Chair noted the Ministry correspondence on Police Services Adviser assignments, including the assignment of Graham Wight to Zone 2.

11. With respect to the Ministry correspondence on a new process for search warrants that included control numbers, Chief McNeely confirmed that the service had already utilized this process, which had come into effect on November 12, 2019.

12. The Chair noted the Ministry correspondence advising that the Board had been unsuccessful in its application under the 2019/20–2021/22 Community Safety and Policing Grant, Provincial Priorities Funding Stream. Chief McNeely pointed out that an application could be filed in the next call for applications under this grant for the 2020/21–2021/22 period. With respect to the budget impact, it was noted that, for the 2019 budget, increased revenues under the Prisoner Transportation and Court Security Grant and lower fuel costs would help to address this shortfall in long-term grant funding. Chief McNeely relayed that revenues under this grant funding had been retained for the 2020 budget estimate and contact would be made with the Ministry to ascertain if anything was missing from the last grant application. She added that many other police services had not been successful in receiving this grant for 2019/20. Councillor McLaren noted from previous presentations that the Ministry would be requiring qualitative data. Chief McNeely noted that the grant application had been for increasing officer resources for investigating Internet child exploitation and human trafficking crimes, including community education outreach to Kingston’s post-secondary institutions, which would have resulted in data for performance indicators.

13. The Chair noted the CAPG 2019 Conference Report, which had been e-mailed to members, as well as the information on the Governance Summit “Legal Issues Impacting Police Governance Bodies” taking place on February 3, 2020. She encouraged members who wished to attend to advise the Secretary.

14. With respect to the information received from the OAPSB on the Next Generation 911 Interagency Advisory Panel, Chief McNeely relayed that representation on this committee was covered by the Ontario Association of Chiefs of Police, the Association of Municipalities of Ontario, the Ontario Association of Fire Chiefs, the Ontario Association of Paramedic Chiefs, and the Ontario Association of Police Services Boards. She noted that the panel was looking at different ways of funding this technology.

15. The Chair noted that the next OAPSB Zone 2 meeting would be held in Gananoque on November 29, 2019, with Chief McNeely as one of the guest speakers.

16. The October and November 2019 editions of *Blue Line* were noted.

DELEGATIONS

17. Nil.

REPORTS

Queen's 2019 Homecoming Deployment

18. Inspector Corcoran was invited to speak to her report on the 2019 Homecoming weekend. She noted that, in many respects, the operational response had been similar to that of the last few years, with continued collaboration with City By-Law, Kingston General Hospital, Frontenac Paramedics, Kingston Fire and Rescue, and Queen's University. She relayed that the overall cost for overtime and support-related items was \$64,265, which was approximately \$30,000 lower than the 2018 cost due to a slight reduction in overtime from rearranging resources and the purchase of some equipment in 2018. With respect to tickets, Inspector Corcoran reported that 128 had been issued (up by 43 from 2018), mostly for *Liquor Licence Act* violations but also for 9 by-law infractions (8 under the Nuisance Party By-Law). In addition, she reported that 21 people had been arrested, mostly for being intoxicated in a public place. Inspector Corcoran reported that the street had to be closed from 11:00 a.m. to 5:00 p.m., similar to 2018, and therefore different strategies would be examined for next year's deployment. She noted that Part I summonses had been issued for the infractions, with court dates for these and other cases from move-in and Frosh Week being held earlier in the week, for a total of 186 matters heard over two days. She reported that, of these, 138 guilty pleas had been submitted, 34 trials had been set in absentia, and 14 matters were still to be spoken to or trial to be set. With respect to repeat offenders, Inspector Corcoran reported that she did not have a statistical breakdown but any under the Nuisance Party By-Law had been noted and an officer would be more likely to lay a charge if a CPIC check revealed a history of similar infractions.

19. With respect to after-action reports, Inspector Corcoran explained that a debrief had been held with the 33 community partners to discuss pros and cons of the deployment and how to move forward. She noted that, as a result of the most recent debrief, Queen's University had proposed that working groups be set up going forward. Inspector Corcoran explained that a debrief had also been held with the incident commanders. With respect to a written record, Inspector Corcoran noted that there were notes from the debrief and incident command notes but no formal report. Chief McNeely confirmed that a number of strategies had been adopted this year based on the 2018 after-action discussions. Dr Leuprecht noted that a record would be beneficial to ensure that corporate memory was not lost when members retired. Inspector Corcoran confirmed that such information had been captured in minutes and other reports and noted that new strategies based on previous experience had been discussed at meetings with community partners. She noted that some new strategies had included using the Nuisance Party By-Law more effectively to clear the street and using City trucks to close off a street to protect students when necessary. Chief McNeely reiterated that Incident Command records were kept and would always be available for review.

20. With respect to successful prosecution of offences, Inspector Corcoran pointed out that having 138 guilty pleas entered for the cases heard so far would indicate that there was sufficient

evidence. She noted that the Crown Attorney had recommended increased fines but this had not been granted and concurred that bigger fines were always more of a deterrent. She added that some charged persons had been observed congratulating each other in the parking lot. Chief McNeely noted that there were other impacts, such as the accountability for having to attend court and some cases not being heard on the scheduled day, and pointed out that there would be further repercussions through Queen's internal system. Deputy Chief Scott added that By-Law had directed letters to landlords regarding the Nuisance Party By-Law, which would again have an impact. The Chair thanked Inspector Corcoran for her report and noted that some positive changes had been made in recent years for a made-in-Kingston solution.

21. **Quarterly Budget Report.** Mr Howes was invited to present the budget report for the third quarter of 2019. He pointed out that the surplus indicated at the end of September was misleading due to the budget being divided into 12 months but the last quarter having another pay period. Mr Howes noted that the service would be on budget at year-end even with a shortfall in grant funding of \$100,000. With respect to revenues, Mr Howes pointed out that there had been \$44,000 of unbudgeted insurance recoveries and there had been a small increase in revenues from alarm licensing and background checks (which line had been increased for the 2020 budget). He noted that the revenue line for government grants was unfavourable, since some funding was normally paid towards the end of the year. Mr Howes pointed out that, while the salaries and wages line showed a favourable variance, the budget line for overtime was unfavourable due to staff shortages; overtime over the St. Patrick's Day weekend and Queen's Frosh Week and move-in; an RCMP investigation; a drugs and firearms project; and a cold case investigation. He added that the last quarter would also include overtime costs for Homecoming. Mr Howes explained that the part-time wages line was unfavourable due to backfilling civilian absences and that the unfavourable variance in fringe benefits was due to the timing of statutory benefit costs. With respect to the supplies and materials line, Mr Howes noted that the favourable variance reflected fuel costs that had been lower than anticipated, which would help offset the lost grant funding. He pointed out that the unfavourable variance in the education and training line related to tuition paid to the Ontario Police College for several new recruits, although this expense was eventually repaid over three years. Mr Howes noted the efforts of the Facility/Fleet Supervisor to enhance conservation and thus lower the cost of utilities.

Quarterly Statistical Report

22. Chief McNeely noted that there had been a slight increase in the Crimes Against Persons category while Crimes Against Property had remained the same. She explained that the increase in Other *Criminal Code* Offences related to increased charges being laid for breach of probation. She noted that the number of reported sex offences had decreased to 2017 levels, with the higher number in 2018 potentially related to victims being encouraged by the Me Too movement to come forward. With the reduction in break-ins, Chief McNeely noted that officers assigned to property crime investigations had undertaken some initiatives in that area. With respect to the increase in frauds, Chief McNeely pointed out that this was not unique to Kingston, with common CRA scams, online scams, identity theft, and credit card thefts. She noted that efforts were made to educate the public via media releases about these crimes. With respect to the increase in calls for service, Chief McNeely explained that better tracking of calls was now in place for the Communications Unit.

23. With respect to charges for breach of probation, Chief McNeely explained that information was provided by Probation and Parole as to conditions, which included issues complex in nature such as drug addiction or mental health. With respect to investigating the number of frauds caused by cybercrime, Chief McNeely relayed that additional resources had been assigned to the Fraud Unit. She noted that the Kingston Police website now provided for online reporting of frauds of any value rather than just those under \$5,000 but that, if the caseload continued to increase, a limit may need to be set. With respect to a method of allocating resources, Chief McNeely relayed that the Crime Analyst was used to forecast trends. She relayed that a major fraud investigation had just been concluded but there were still complex issues to address in that the process for restitution of victims had just started. Dr Leuprecht noted that the National Crime Agency had an algorithm to help ascertain the greatest impact for available resources and that some private sector agencies could be contracted to investigate certain frauds. Chief McNeely relayed that the Kingston Police enjoyed a good relationship with the OPP, with whom work could be done on high-end frauds, such as the multijurisdictional case involving Next Level Investments.

24. With respect to the quarterly Use of Force Report, Chief McNeely explained that the 25 reports submitted covered 15 incidents from 1 July to 30 September, with 24 of the reports being filed by Patrol officers, and pointed out that often more than one report was filed per incident. She noted that the major incident in September was included, which involved four officers pointing their firearms at the attacker, as well as other high-risk incidents involving the arrest of persons known or suspected to have weapons such as knives, firearms, a hammer, and a machete. With respect to discharge of firearms, Chief McNeely relayed that the report included the major incident in September and three incidents related to injured animals. She noted that a conducted energy weapon had been deployed by two officers in the September incident and had been displayed in other incidents involving an assaultive male resisting arrest and a person threatening self-harm. Chief McNeely pointed out that, in addition to all of these methods, verbal interactions and de-escalation tactics had been used. With respect to when the Duty Officer would be called, Chief McNeely explained that most of the incidents related to routine calls under the supervision of the Watch Commander or other supervisors but that the Duty Officer had been notified of the major incident in September. Chief McNeely confirmed that any members carrying use of force options, including firearms, must be qualified, including senior officers. The Chair noted from the report that officers were following the recommended progression of use of force options and not over-applying these options.

MOTIONS

25. Chief McNeely relayed that the Ontario Police College had requested that the secondment of Constable Rummell be extended to the conclusion of the next intake for the Basic Constable Training Program and that the service was agreeable to this. It was moved by Councillor McLaren and seconded by Mr Stearns that the Board agree to extend the agreement dated January 3, 2017, with the Ministry of the Solicitor General regarding the secondment of Constable Robert Rummell to the Ontario Police College as an instructor, to the conclusion of the next Basic Constable Training Program intake on or about April 3, 2020, as outlined in the letter dated November 18, 2019, from the Director of the Ontario Police College.

Carried.

(19-41)

UNFINISHED BUSINESS

26. **2020 Budget.** The Chair noted that she, Chief McNeely, Deputy Chief Scott, and Director of Finance Howes would be attending Monday's City Council meeting to present the Kingston Police budget.

27. **Staffing and Salary Progression Predictions.** The Chair noted that Dr Leuprecht had enquired during a previous meeting as to staffing and salary progressions. Dr Leuprecht relayed that it would be helpful, in light of current resource stresses on the organization and demographic changes and retirements, to have a more detailed overview of members' deployment, time in rank, and other metrics, so that a proactive staffing strategy could be developed. He noted that hiring entry-level officers had been discussed but might not always serve organizational needs. The Chair reminded members that the Board needed to be mindful of its governance role in terms of oversight and acting through policies rather than becoming involved in operational matters. Dr Leuprecht clarified that he was referring to a descriptive assessment of overall staffing and what strategic staffing plan was in place for projected vacancies. The Chair interpreted this to mean a summary of current staffing and how to address the anticipated status in a few years. Deputy Chief Scott noted that perhaps a three- to five-year projection could be made but it would be difficult to predict within a more immediate time-frame because members could choose to work beyond their unreduced pension date. Chief McNeely relayed that the OMERS retirement projections could be provided. With respect to promotions, she explained that the new promotional process could be described once finalized but promotional opportunities depended upon retirements. Dr Leuprecht relayed that it would be beneficial to see the trend in recent years or any anticipated challenges in light of recent WSIB changes so that the uniformed complement could be optimized, to minimize shortfalls, e.g., hiring an experienced officer as opposed to an entry-level recruit. The Chair noted that the Board would not want to overburden staff if compiling such information would require significant time. Chief McNeely relayed that there was ongoing monitoring of OMERS retirement dates and that an analysis based on OMERS data could be done in the new year.

NEW BUSINESS

Staffing Update

28. Chief McNeely relayed that Inspector Helene Corcoran and Constable Brenda Lavigne would be retiring in the new year and that Constable Chris Murdock would be concluding his employment with the Kingston Police in December. She provided the following summary of Inspector Corcoran's career with the Kingston Police.

Helene is a graduate of the Loyalist College Law and Security Administration Program and holds a Bachelor of Applied Arts degree in Criminal Justice Studies from the University of Guelph. She is also a graduate of the Rotman School of Management at the University of Toronto and most recently participated in the 2018 Canadian Association of Chiefs of Police Global Studies Program, which examined equity, inclusion, and fundamental respect in diverse policing organizations. Joining the Kingston Police in December 1988, her initial assignments included being a front-line officer in Uniformed

Patrol; an investigator and sergeant in Criminal Investigations; and the service's first Victim Services and Diversity Officer. As a staff sergeant in 2007, she first oversaw front-line operations as a Patrol Platoon Commander and then was chosen to head the Professional Standards Office. Upon her promotion to inspector in January 2014, Helene assumed command of the Operational Support Division, which includes Professional Standards, Quality Assurance, Traffic Safety, Crime Prevention, and Media Relations. She participates in several boards and committees within both policing and community environments, including as a board member of the Elizabeth Fry Society. Helene's operational assignments have made good use of her exceptional skills in mediation, negotiation, and conflict resolution, as well as her ability to smoothly adapt to changing environments and to successfully promote innovative strategies. She has received the first bar to the Police Exemplary Service Medal. We wish her well in her upcoming retirement.

29. The Chair acknowledged the presence of Inspector Corcoran and expressed the appreciation of the Board for all that she had done for the Kingston Police and the Kingston community.

30. Chief McNeely also summarized the policing careers of Constables Murdock and Lavigne.

- a. Chris was hired by the Kingston Police in 2006 as a nine-year veteran from the Waterloo Regional Police Service. While with Waterloo, he gained five years of experience as a full-time member of the Emergency Response Unit and Explosive Disposal Unit. He began his career with us as a member of the Uniformed Patrol Division and in 2007 received a commendation of merit, along with fellow platoon members, pertaining to a stolen tow truck and towed vehicle. This investigation resulted in multiple criminal charges and seizure of stolen property, some of which came from the Durham region. His training as a hostage/crisis negotiator proved essential in another commendation of merit related to his successful apprehension of a woman who suffered from a dissociative identity disorder who was then held in hospital for a 72-hour assessment. Constable Murdock was transferred to the Crime Prevention Unit in 2008 and worked in Street Crime, where his surveillance skills were utilized, such as when the team arrested a parolee who had robbed a bank. He was subsequently transferred to the Drug Unit in 2011, where he performed duties as an acting sergeant and participated in Capital Assistance, the successful joint forces project involving street-level drug dealers in Kingston in which 26 drug dealers were arrested and charged with almost 100 drug and *Criminal Code* charges. In 2015 Chris was transferred to the Repeat Offender Parole Enforcement Unit, and he returned to Uniformed Patrol in 2018, where he remained until retirement. He has volunteered in events in support of Special Olympics and has received the Police Exemplary Service Medal in recognition of 20 years of loyal and exemplary service to public safety in Canada.
- b. Brenda began her career with the Ottawa-Carleton Regional Police in 1989, working in civilian positions ranging from data entry, information desk, and CPIC

operator to a special constable position for court security. In 1997 she became a sworn member of the Ottawa Police Service and moved to the Pembroke Police Service in 1999. In July 2002, Brenda was hired by the Kingston Police. During her 17-year career with the Kingston Police, Brenda has worked in Uniformed Patrol, as well as in Criminal Investigations. Very early on she demonstrated her strengths in working with the public, as well as in treating victims and accused persons with dignity and respect. She has received many letters of thanks from the community and has been additionally recognized by her supervisors for work well done. In 2016 Brenda was assigned to her current position in Criminal Investigations, where she completed her career in the Sexual Assault / Child Abuse Section. Her collaborative work with external stakeholders and members within our organization, her commitment to the core values of the Kingston Police throughout her career, and her dedication to those who have been victimized are her greatest assets. We thank Brenda for all that she has done for our community and wish her well in retirement.

31. The Chair asked that letters be prepared to thank these officers for their service.

MOVE TO IN-CAMERA

32. It was moved by Councillor McLaren and seconded by Mr Stearns that the Board move in camera at 1:01 p.m. Carried.

Chair

Secretary