

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

**IN ATTENDANCE**

Ms Andrea Risk, Chair  
Mayor Bryan Paterson, Vice-Chair  
Councillor Jefferey McLaren  
Mrs Donna Harrington, Secretary

Chief Antje McNeely  
Deputy Chief Christopher Scott  
Members of staff and media  
David Tilley, Police Services Adviser

Regrets: Mr William Hackett, Dr Christian Leuprecht

1. The Chair called the meeting to order at 12:10 p.m.

**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 Mayor Paterson and seconded by Councillor McLaren that the agenda be approved as amended by the addendum. Carried.

**ADOPTION OF MINUTES**

4. It was moved by Councillor McLaren and seconded by Mayor Paterson that the minutes of Meeting 19-2, held on February 14, 2019, be adopted. Carried.

**COMMUNICATIONS**

5. It was moved by Mayor Paterson and seconded by Councillor McLaren that the communications be received. Carried.
6. The Chair noted the Ministry correspondence on additional webinars to assist municipalities with the community safety and well-being planning process. Councillor McLaren relayed that he had registered for one of the sessions.
7. With respect to the new Youth Cannabis Diversion Program pursuant to the *Cannabis Control Act, 2017*, Chief McNeely relayed that this information had been disseminated to members and confirmed that this initiative was separate from the regular program for youth diversion.
8. The Chair noted the Ministry correspondence regarding drug-impaired driving detection training, to build up law enforcement capacity in Standardized Field Sobriety Testing (SFST) and Drug Recognition Expert (DRE) training, as well as measuring the effectiveness of trained officers in roadside detection and the prosecution process. Chief McNeely relayed that the goal was to have sixty officers trained in SFST and to have two more DREs by the end of the year and

noted that five approved drug screening equipment (ADSE) devices had been purchased, with a reimbursement request submitted to the Ministry as outlined in the noted correspondence. She advised that a Kingston Police officer had completed the ADSE Train the Trainer course, which would enable the service to host courses on site and thus at less expense. She clarified that training costs were being reimbursed except for any collective agreement items (e.g., salary and/or overtime) and that, while initial procurement costs for the ADSE were being reimbursed, the service would need to replenish consumable supplies (e.g., swabs). Chief McNeely added that SFST training would continue so that all officers would be trained within three years.

9. With respect to the Ministry correspondence on the Tobacco Enforcement Grants Pilot Program, Chief McNeely relayed that this information had been forwarded to the Special Services Unit for review as to the feasibility of an application, since it was focussed on contraband tobacco investigations.

10. Chief McNeely confirmed that the Approved Drug Screening Equipment Train the Trainer course referenced in the next Ministry correspondence item was the course discussed earlier and that the allowed reimbursement would be sought.

11. With respect to the Ministry correspondence on Ontario Police Health and Safety Committee Guidance Note 17, Infection Prevention and Control, Chief McNeely relayed that this would be reviewed with the two officers trained and designated as Communicable Disease Coordinators for the Kingston Police, as well as with the Joint Health and Safety Committee.

12. With respect to the Ministry correspondence seeking confirmation of contact e-mails for the All Chiefs Memo distribution list, the Secretary advised that [kpsb@kingstonpolice.ca](mailto:kpsb@kingstonpolice.ca) had been set up as a contact e-mail for the Board so that communications would continue despite any change in position incumbents.

13. The Chair noted the Ministry correspondence enclosing the Order in Council to appoint Christian Peter Leuprecht to the Kingston Police Services Board for a three-year term commencing March 7, 2019. She advised that Dr Leuprecht had been sworn in as a Board member the previous Friday but, due to previously arranged commitments, would be out of the country until the end of July. The Chair noted that the Board's procedural by-law was being reviewed for an amendment that could allow Dr Leuprecht to participate while off-site and relayed that Dr Leuprecht was cross-appointed to the RMC Department of Political Studies and the Queen's University School of Policy Studies. She commented that Dr Leuprecht was highly qualified, with his expertise on security and defence sought locally and internationally, and noted that he had frequently provided presentations on policing issues.

14. With respect to the CAPG e-mail on membership renewal for 2019, the Chair noted that the Board had maintained membership in the association for some time and had benefited from the information provided and advocacy on behalf of police services boards. It was moved by Mayor Paterson and seconded by Councillor McLaren that the Board continue its membership in the Canadian Association of Police Governance for 2019.

Carried.

(19-14)

15. The Chair noted the call for resolutions for the 2019 Annual General Meeting of the Canadian Association of Police Governance.
16. With respect to the correspondence regarding OAPSB Zone 2 meetings scheduled for 2019, Councillor McLaren confirmed that he would attend the meeting scheduled for April 26, 2019, in Carleton Place. The Chair relayed that normally the Board representative attending a Zone 2 meeting would be asked at the subsequent Board meeting to provide a report.
17. The Chair noted the OAPSB correspondence providing an update on the tabled Bill 68, the Comprehensive Ontario Police Services Act, 2019, and noted that this omnibus bill would establish an Inspector General of Policing under the Ministry and would also impact several aspects of policing, including changes that would impact the status quo under the *Police Services Act*, the Special Investigations Unit, and the Office of the Independent Police Review Director. Chief McNeely noted that the Ontario associations of Chiefs of Police and Police Services Boards had made submissions to the Government regarding the proposed legislation.
18. The Chair noted the OAPSB submission to the Standing Committee on Justice Policy regarding Bill 68, Schedule 1, Community Safety and Policing Act, 2019. She pointed out that this submission expressed support for but also concerns with certain aspects of the proposed legislation.
19. With respect to the correspondence from the Chief Financial Officer and City Treasurer regarding the requirement to report remuneration of Council members and others appointed by the municipality, the Secretary confirmed that the required report had been submitted.
20. The February and March 2019 editions of *Blue Line* were noted.

## DELEGATIONS

21. Nil.

## REPORTS

22. **Report on Annual Audit of Property and Evidence Control.** Chief McNeely relayed that Sergeant Melanie Jefferies had completed the audit and noted that, while the audit revealed that this area was being handled very well, follow-up would be done on the recommendations made. Chief McNeely noted that tablets had been recommended to assist in verifying property status but, before pursuing this recommendation, a review of best practices across the province would be effected to ensure a holistic approach. She explained that there were several aspects under consideration on the quartermaster side of this operation, such as assignment of conducted energy weapons and AEDs. Chief McNeely pointed out that there were still issues with the current system to provide ventilation for the building housing flammable/hazardous materials, despite past repairs/renovations, and thus another approach would be pursued. She relayed that succession planning was also being reviewed, since both employees in the Property Unit were eligible to retire in 2020, as well as the staffing model and hours of operation. Chief McNeely explained that, while definitive staffing action could not be taken until retirement notices were given, this was a high-risk area and preparatory work could be done until then. With respect to

the recommendation related to disposition of property, Chief McNeely explained that evidence required for court was signed out by officers but eventually could be marked for disposal once court processes had been completed. She relayed that officers just needed to be reminded to bring back any items to the Property Unit once designated for disposal.

23. **St. Patrick's Day Deployment 2019.** With respect to his report on the St. Patrick's Day weekend deployment, Deputy Chief Scott noted that a deployment plan had been put in place for the entire weekend based on the experience of past years and pointed out that this year the University District Safety Initiative was in place for officers to use. He advised that Saturday evening was not as busy, with 15 officers and additional By-Law officers deployed to the area and 8 Part I Summonses being issued, but Sunday activities had picked up fairly quickly. He noted that 51 officers had been deployed for Sunday, with the crowd peaking at 3,500 to 4,000 people, but pointed out that, unlike last year, Johnson Street was not blocked. He commented that, although Aberdeen was blocked for a period, with the support of community partners and the University District Safety Initiative a new direction was being taken, particularly now that those responsible for infractions had to appear in court. Deputy Chief Scott explained that there were fewer tickets issued in comparison with 2018 because officers had taken a measured approach in applying the University District Safety Initiative. He noted that this year's overtime cost of \$39,564.45 was much lower than the 2018 cost of \$56,307.95 and pointed out that the Duty Officer and Incident Commanders had ensured that resources were used efficiently, with officers relieved of duty once additional staffing was no longer necessary.

## **MOTIONS**

24. Nil.

## **UNFINISHED BUSINESS**

25. Nil.

## **NEW BUSINESS**

26. **Ministry Inspection.** David Tilley introduced himself as the Ministry's Police Services Adviser for Zone 2. With respect to how the Ministry chose areas for the inspection program, Mr Tilley noted that items of provincial interest were considered and discussions with stakeholders also helped to determine areas on which to focus. Mr Tilley provided a PowerPoint presentation regarding the upcoming inspection related to Major Case Management (presentation filed with minutes). With respect to sexual assault cases falling within this inspection, Mr Tilley clarified that the inspection only related to the application of the Major Case Management System and not with respect to the recent procedural changes in classifying founded and unfounded cases. The Chair thanked Mr Tilley for his presentation. Mr Tilley advised that the team planned to arrive on April 8, 2019, and would likely be able to provide a debrief on the following Wednesday afternoon. He relayed that if no Board member was available on that day a separate debrief could be arranged for the Board.

27. **Staffing Update.** Deputy Chief Scott reported that Constable Corbin Maxwell had tendered his resignation and provided the following summary of Corbin’s accomplishments.

Corbin is a graduate of the University of Ottawa Telfer School of Management and was appointed as a sworn officer in April 2017. Corbin grew up in Ottawa, but both of his parents are from Kingston and he has many family members still in Kingston. Prior to joining us, he had worked for TD Canada Trust as a financial service representative and for Quantum Murray Environmental as a hazmat technician. With Corbin’s experience in public relations and in hazardous materials emergency response, along with his passion for helping others (as evidenced by his volunteer work as a defensive line coach with the University of Ottawa football team, as well as for food and clothing drives for Christmas hampers for families in need), Corbin has been a great asset to the Kingston Police during his tenure with us. Last autumn, his speedy response and quick assessment of an apartment building fire enabled appropriate emergency resources to be dispatched without delay, which undoubtedly prevented fatal consequences. While Corbin is concluding his employment with us on March 30, 2019, to pursue a move to Ottawa for family reasons, he noted in his resignation letter that it had been an honour to work with all members of the Kingston Police and specifically singled out Staff Sergeants Lillian Murdock and Geoff Dempster for their excellent leadership. We wish Corbin all the best as he embarks on a new career with the Ottawa Fire Service.

The Chair asked that a letter be prepared to thank Constable Corbin for his service.

28. **Rules of Procedure By-Law.** The memorandum dated March 20, 2019, from the Board Secretary providing notice of the intended amendment to the Board’s Rules of Procedure By-Law at the next regular meeting was noted.

**MOVE TO IN CAMERA**

29. It was moved by Councillor McLaren and seconded by Mayor Paterson that the Board move in camera at 12:47 p.m. Carried.

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Chair

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Secretary