

**Minutes of a Meeting of the Kingston Police Services Board  
Held on Thursday, February 20, 2020, at 12:00 Noon  
Kingston Police Headquarters Boardroom**

**IN ATTENDANCE**

Mayor Bryan Paterson, Acting Chair  
Dr Christian Leuprecht  
Mr Jarrod Stearns  
Mrs Donna Harrington, Secretary

Deputy Chief Christopher Scott  
Members of staff and media

Regrets: Ms Andrea Risk, Councillor Jefferey McLaren

1. The Secretary called the meeting to order at 12:01 p.m. and noted that the Chair and Vice-Chair were not able to attend the meeting. It was moved by Mr Stearns and seconded by Dr Leuprecht that Mayor Paterson be appointed to chair the meeting. Carried.

**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 Dr Leuprecht and seconded by Mr Stearns that the agenda be approved as amended by the addendum. Carried.

**ADOPTION OF MINUTES**

4. It was moved by Mr Stearns and seconded by Dr Leuprecht that the minutes of Meeting 20-2, held on January 16, 2020, be adopted. Carried.

**COMMUNICATIONS**

5. It was moved by Dr Leuprecht and seconded by Mr Stearns that the communications be received. Carried.

6. With respect to the Ministry memorandum on the in-force date of the *Special Investigations Unit Act*, Deputy Chief Scott explained that the *Comprehensive Ontario Police Services Act, 2019*, created stand-alone legislation for the Special Investigations Unit as opposed to its current inclusion within the *Police Services Act*. He noted that the new legislation clarified timelines and when the SIU's mandate would be invoked, e.g., vis-à-vis the mandate of the Office of the Independent Police Review Director and in disputable cases such as those surrounding deaths after administration of naloxone by police.

7. The Acting Chair noted the Ministry correspondence on the new design of licence plates effective February 1, 2020, and that a Kingston Police officer had raised a concern about the visibility of these plates at night. Deputy Chief Scott relayed that the Province was looking into a resolution of this issue.

8. With respect to the Ministry correspondence on annual reporting requirements under the Violent Crime Linkage Analysis System and Major Case Management, Deputy Chief Scott explained that submission of these annual reports by the required deadline was overseen by the Inspector in charge of the Criminal Investigations Unit.

9. The Acting Chair noted the Ministry correspondence regarding the 2019 novel coronavirus. Deputy Chief Scott confirmed that the Kingston Police had a pandemic plan integrated with the City's pandemic plan, KFL&A Public Health influenza plan, and the Ontario Health Plan for an Influenza Pandemic.

10. With respect to the Ministry correspondence on the 2020 Crimes Against Women Conference, Deputy Chief Scott confirmed that members from Criminal Investigations and Street Crime would be selected to attend. He noted that it was an excellent conference that addressed the important issues of sexual violence, human trafficking, and violence against Indigenous women.

11. With respect to the correspondence from the OAPSB in relation to the development of regulations under the *Community Safety and Policing Act, 2019*, and its participation on the associated Policing Engagement Table, Deputy Chief Scott noted that, with Chief McNeely's position on the Board of Directors for the Ontario Association of Chiefs of Police, the service was well positioned to provide input on any administrative or operational implications of the new regulations.

12. The Acting Chair noted the scheduled dates for OAPSB Zone 2 meetings in 2020: 24 April (Lanark); 18–19 June (Deep River); and 17–18 September (Ottawa).

13. With respect to the correspondence from the Director of Financial Services on the requirement to report remuneration of Council members and others appointed by the municipality to the Board (applicable to Mayor Paterson, Councillor McLaren, and Ms Risk), the Secretary confirmed that the required report had been submitted.

14. The Acting Chair noted the presentation by Jason Wadden of Goodmans LLP at the CAPG Governance Summit on Legal Issues for Boards.

## **DELEGATIONS**

15. Nil.

## **REPORTS**

16. **Vehicle Purchases.** Mr Howes was invited to present his report on vehicle purchases made through purchasing cooperatives in 2019. He noted that three vehicles had been purchased through the Police Cooperative Purchasing Group, which number was lower than usual. Mr Howes explained that six patrol vehicles had been ordered in March 2019 (including two hybrid vehicles) but the manufacturer was behind in production. He relayed that some additional vehicles had been purchased in 2018 due to a forecast delay. Mr Howes noted that current front-line sport utility vehicles were lasting four years, as opposed to three years in the past for cars. He added that any vehicles in reasonably good condition were transferred to other units for

further use and vehicles leaving the fleet were sent to auction. Mr Howes pointed out that the sport utility vehicles were performing well and also provided a higher vantage point for officers. Deputy Chief Scott added that these vehicles also had more room and were better suited ergonomically for officers to complete reports.

17. **Budget Report.** Mr Howes noted that the 2019 budget had a small surplus of \$653, with expenditures of \$38,276,193 against a budget of \$38,276,846. He pointed out that revenues had been higher due to an additional \$53,000 for the Court Security and Prisoner Transportation Grant, \$207,000 from the Ontario Cannabis Legalization Implementation Fund, and \$15,000 for the Youth in Policing Initiative that had not been budgeted, although this grant funding also meant increased operating expenditures. He added that other favourable variances were realized in alarm licensing, background checks, auction proceeds, and expense recovery (with the latter due to expense recovery for equipment to detect impairment and an additional secondment position). Mr Howes relayed that there was an unfavourable variance of \$470,000 in operating expenditures, with an unfavourable variance of \$888,000 in salaries and wages having the biggest impact, including an unfavourable variance of \$294,000 in overtime. He explained that there were several components to overtime costs, including statutory holidays, RIDE checkpoints (covered by a provincial grant), and court attendance on days off. Mr Howes noted that wages were unfavourable by \$557,000 due to the impact of WSIB premiums (30% administration fee) and retiring allowances; part-time wages were unfavourable due to backfilling of civilian absences; and paid duty was unfavourable due to fewer demands. For supplies and materials, Mr Howes explained that the \$440,000 favourable variance was due to holding back on some items in light of pressures on the overtime budget. He noted that the fuel expense line was favourable due to lower prices, as well as the investigative services line due to limited new projects. Mr Howes explained that the unfavourable variance in the education and training line was the result of the number of tuition payments made for recruits (which tuition was eventually recovered), including five hired in December. He noted that the insurance line was unfavourable due to increased premiums and that this line had been increased for the 2020 budget. Mr Howes confirmed that the City Treasurer was satisfied with the year-end results. With respect to any unexpected results, Mr Howes relayed that the additional funding from Queen's University to defray actual costs had been appreciated. He noted that overtime had also been a concern but it was hoped that the additional officers being hired for 2020 would help to address increasing overtime costs so that they could be kept in the \$1 million range rather than the 2019 level of \$1.3 million. He pointed out that major events, such as the homicide and airplane crash in 2019, could nevertheless impact overtime.

18. **Secondary Activities.** Deputy Chief Scott explained that members were required to report secondary activities based on the parameters of section 49 of the *Police Services Act* for decision by the Chief of Police as to any conflict of interest or contravention of that section. He noted that nine sworn and two civilian members had received permission to undertake activities such as part-time jobs in the retail and hospitality fields, resiliency-based scenario training, personal defence training, insurance claim review, aerial videography services, and teaching services. With respect to any activities posing a potential health hazard, Deputy Chief Scott noted that this aspect was also reviewed, including exposure to trauma. With respect to a similar reporting policy for City employees, Deputy Chief Scott explained that the *Police Services Act* mandated such reporting for both civilian and sworn members of police services.

19. **Annual Use of Force Report.** Deputy Chief Scott noted that 88 reports had been filed in 2019, with 80 being individual reports and 8 being team reports. He explained that a deployment of the Emergency Response Unit would result in one report filed for the entire team, whereas, if four officers arrived at a scene and engaged use of force options, four individual reports would be required. He noted that one event could result in multiple reports. In comparison with the 72 individual reports and 4 team reports filed in 2018, Deputy Chief Scott noted that there had been a slight increase in 2019. He reported that the conducted energy weapon had been displayed or pointed 13 times and deployed 6 times and pointed out that this was an intermediate option that provided protection both for officers and subjects and also was a good deterrent. Deputy Chief Scott noted that a conducted energy weapon and a firearm had been deployed during the active attacker incident in 2019. With respect to gauging the appropriate level of use of force, Deputy Chief Scott noted that all use of force reports were reviewed by senior officers and the Training Unit to identify any training issues. He explained that the conducted energy weapon provided a level of comfort for officers, subjects, and bystanders and pointed out that de-escalation measures were always applied first.

20. **Public Sector Salary Disclosure Act and Funding Requirements.** Deputy Chief Scott explained that under this legislation the Board was required to disclose salaries above \$100,000 if the funding requirement was met, which was \$1 million for the Board. He noted that the required level of provincial funding had been exceeded and thus relevant salaries would be reported.

## MOTIONS

21. Deputy Chief Scott explained that the Customer Agreement with HealthIM related to an enhancement of the joint initiative with Addiction and Mental Health Services in implementing the COAST (Crisis Outreach and Support Team) and MCRRT (Mobile Crisis Rapid Response Team) models. He noted that HealthIM was in place in 18 jurisdictions and allowed officers to access the HealthIM app on their issued smartphones and do a quick screening assessment as to whether an individual should be apprehended under the *Mental Health Act*. He added that historical information would also be accessible so that officers could be aware of any triggers. Deputy Chief Scott relayed that officers could also use the app to notify the hospital when someone was being taken to the hospital under the *Mental Health Act*. He noted that funding for this system was being provided through the Community Safety and Policing Grant. Deputy Chief Scott pointed out that this aspect had been discussed during a presentation on the COAST and MCRRT models at a previous Board meeting as a tool for leveraging community resources and noted that other communities had experienced a 30% to 35% reduction in apprehension rates by connecting individuals with appropriate services. He added that the HealthIM application also facilitated the use of clinical language for hospitals. With respect to current tracking methods, Deputy Chief Scott explained that a template was completed within the records management system but it was not as comprehensive as the HealthIM application and also required a hard copy document to be handed over. With respect to data security, Deputy Chief Scott confirmed that the company had satisfied federal requirements for the highest level of security and maintained the data on Canadian servers. He noted that the software was protected by encryption and multiple agencies across the country used it. He advised that the Director of Information Services had been involved in the process and had confirmed that the security measures exceeded the required standards. It was moved by

Mr Stearns and seconded by Dr Leuprecht that the Kingston Police Services Board endorse the agreement with HeathIM Incorporated to provide the Kingston Police with a secure mental health reporting system to standardize communication between officers and health practitioners and that signing authority be delegated to the Chief of Police and Deputy Chief for any future contractual amendments after review and approval by City of Kingston Legal Services.

Carried.

(20-8)

## **UNFINISHED BUSINESS**

22. Nil.

## **NEW BUSINESS**

23. **Police Chief's Gala in Support of Special Olympics and Local United Way Youth Programs.** Deputy Chief Scott invited Board members to join members and Senior Administration at the Police Chief's Gala taking place at the Four Points Sheraton on April 25, 2020. He noted that Kingston was also hosting the Special Olympics Ontario School Championships in June. With respect to staff time on these endeavours, Deputy Chief Scott relayed that some staff resources would be provided but most was covered by off-duty volunteer work.

## **MOVE TO IN-CAMERA SESSION**

24. It was moved by Dr Leuprecht and seconded by Mr Stearns that the Board move in camera at 12:39 p.m. Carried.

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Chair

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Secretary