

**Minutes of a Meeting of the Kingston Police Services Board  
Held on Thursday, June 18, 2020, at 12:00 Noon  
Via Webinar Hosted at Kingston Police Headquarters**

**IN ATTENDANCE VIA ELECTRONIC PARTICIPATION**

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

Chief Antje McNeely  
Deputy Chief Christopher Scott  
Members of staff and media

Regrets: Mr Jarrod Stearns

1. 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 Mayor Paterson and seconded by Councillor McLaren that the agenda be approved. Carried.

**ADOPTION OF MINUTES**

4. It was moved by Mayor Paterson and seconded by Councillor McLaren that the minutes of Meeting 20-7 held on May 21, 2020, be adopted. Carried.

**COMMUNICATIONS**

5. It was moved by Dr Leuprecht and seconded by Councillor McLaren that the communications be received. Carried.
6. With respect to the Ministry correspondence on the temporary eHub for electronic intake of court information, Chief McNeely explained that this process initially started with WASH court and was now fully implemented and working very well.
7. The Chair noted the Ministry memorandum outlining guidance on restrictions for organized gatherings. Chief McNeely noted that it included directions for vehicle gatherings for religious purposes, which had commenced in some communities.
8. With respect to the Ministry correspondence on training obligations for policing functions under the *Police Services Act*, Chief McNeely explained that specific initial training was required prior to a member undertaking certain duties, e.g., major case management and others listed in the correspondence, while others required refresher training, e.g., Collection of Identifying Information in Certain Circumstances, which was completed online. She noted that

this correspondence underlined the training requirements mandated by legislation, including for a drug recognition expert.

9. The Chair noted the Ministry memorandum regarding measures being taken to contain the spread of COVID-19 in the areas of discretionary bench warrants, DNA orders, reporting to a police service for bail and parole conditions, and verification of identification for the purpose of release.

10. With regard to the Ministry memorandum on new standards for reporting collisions on Ontario's roads involving electric kick-style scooters, Chief McNeely noted that the City had not pursued a by-law to allow e-scooters on roads and that the memorandum explained how to identify an e-scooter on the standard motor vehicle collision report.

11. The Chair noted the Ministry correspondence on exemption amendments to O.Reg. 366/09 under the *Highway Traffic Act* (display screens and hand-held devices).

12. The Chair noted the Ministry memorandum regarding the Serious Fraud Office, a collaborative project created 18 months ago and led by the Ontario Provincial Police. She noted that police services could request an investigation by the Serious Fraud Office in relation to particularly complex and/or egregious offences.

13. With respect to the Ministry correspondence enclosing an interpretive bulletin on funeral services during the COVID-19 pandemic as at May 26, 2020, Chief McNeely noted that restrictions were continuing to be gradually loosened.

14. The Chair noted the Ministry memorandum on measures being taken to ensure that the Ontario Police College could conduct a Basic Constable Training Program intake in a safe and efficient manner. Chief McNeely relayed that the seven newest recruits were currently completing prerequisite work while in 14 days of self-isolation and that they had been sworn in by Justice Mew via teleconference. She noted that this was the first time a swearing-in had been conducted in this manner and that families had been able to view the ceremony as well.

15. The Chair noted the Ministry correspondence regarding the scheduled date for the delayed 2020 promotional exams and changes put in place to address public health measures. Deputy Chief Scott relayed that the Kingston Police would also be hosting writers from Belleville, Brockville, and Gananoque and that COVID screening would be conducted. He noted that normally results would already have been received from the March exam date. With respect to failure rate, Deputy Chief Scott relayed that exam results were analysed each year and exams were changed every couple of years but the average provincial result was 75 percent. With respect to the value of the promotional exam mark in a promotional process, Deputy Chief Scott explained that candidates had to have a passing mark to enter a process but the mark itself was not calculated in the total score.

16. With regard to the Ministry call for applications for the 2020/21–2021/22 Reduce Impaired Driving Everywhere Grant, Deputy Chief Scott confirmed that an application would be filed, with the maximum allocation being \$38,000 for the size of the Kingston Police.

17. The Chair noted the Ministry memorandum regarding audits of the First Responders COVID-19 Risk Look-up Tool web portal and the discovery of some searches outside its restricted use. Chief McNeely confirmed that the strict parameters had been conveyed to users and this memorandum had been forwarded as a reminder.

18. The Chair noted the Ministry correspondence regarding COVID-19 testing being available for police personnel, even if asymptomatic.

19. The Chair noted the CAPG notification of the appointment of Micki Ruth as CAPG President and Ms Ruth's extensive background with police governance bodies and the CAPG.

20. The Chair noted the amended Call for Nominations for the CAPG Board of Directors, including one vacancy in Ontario. She relayed that if any member wished to apply for the vacancy the Board could put forward the nomination.

21. The Chair noted the cancellation of the in-person CAPG and First Nations conferences.

22. The Chair noted the information updates from the OAPSB Zone 2 Chair, including the cancellation of Zone 2 meetings for the remainder of the year and a reduced schedule for 2021.

23. The Chair noted the report from the OAPSB on the Annual General Meeting held on May 29, 2020, in virtual format.

## DELEGATIONS

24. Nil.

## REPORTS

25. **Annual Report Required by O.Reg. 182/19 under the *Missing Persons Act, 2018*.** Chief McNeely explained that the *Missing Persons Act* allowed police agencies to make urgent demands for records to assist in locating a missing person and required an annual report to be filed detailing the number of times urgent demands were used. She noted that the report before the Board was for the period July 1, 2019, to December 31, 2019, and that the service had not been required to make an urgent demand for records during that time.

26. **Accident Support Services International Ltd.** Steve Sanderson, President of Accident Support Services International Ltd., was invited to provide information on the Kingston Collision Centre [presentation filed with minutes]. Dr Leuprecht asked for clarification on how the City through the Kingston Police effectively provided the company with free rent in the location, how many centres located within police facilities paid no rent, and what services paid rent when collocated other than utilities, which was part of the Kingston CRC reimbursement. Mr Sanderson explained that the reason for showing the value of the CRC in his presentation was to understand why the honorarium was so low. He noted that the CRC provided substantial savings and free labour and, as such, the honorarium paid was roughly \$1,500 per service per year. He relayed that there was one service that was paid slightly more but its volume was approximately 30,000 collisions per year and the centre took up much more space. Dr Leuprecht asked what honorariums were paid to police services comparable to the size of the

Kingston Police and in what range, given the difference in property values between Kingston and the GTA. Mr Sanderson explained that the company had been providing this service for 25 years and always started at \$1,500 a year with a CPI increase every year. He noted that for Kingston it was currently approximately \$2,000 and explained that there was no difference between Kingston or Barrie or North Bay and that this could be confirmed with the respective board chairs. With respect to the “honorarium” or “utility reimbursement” terminology, Mr Sanderson explained that, when the amount was examined, it basically covered utilities. He confirmed that this was the arrangement for each collocated CRC (honorarium and not rent) and that there were similar arrangements in Alberta. The Chair thanked Mr Sanderson for his presentation. Mr Sanderson relayed the positive experience the CRC staff has had with members of the Kingston Police.

## **MOTIONS**

27. It was moved by Mayor Paterson and seconded by Councillor McLaren that the Board extend the agreement with Kingston Accident Support Services Ltd. regarding the Kingston Collision Reporting Centre for a five-year term up to and including September 30, 2025, by giving notice as outlined in article A4 of the agreement.

Carried. (20-25)

28. It was moved by Councillor McLaren and seconded by Mayor Paterson that the Kingston Police Services Board ratify a motion passed by a poll of a quorum of Board members on June 8, 2020, pending the next regular meeting, to appoint Roberto Bernardino, Richard Fawcett, Mariah Bouwers, Jesse Hearon, Heather Young, Ashley Knapp, and Rachel Daggitt as officers of the Kingston Police effective June 8, 2020, creating a temporary overage in the sworn complement that will be reduced by attrition.

Carried. (20-26)

29. Deputy Chief Scott provided the following bios for the new recruits.

- a. Roberto Bernardino was born and raised in Kingston and graduated from Holy Cross Catholic Secondary School. From there he attended St. Lawrence College in Kingston and received his diploma in the Police Foundations Program. He has worked as an accounts manager with Findlay Foods for the past eight years and has also been an Assistant Coach for the men’s soccer team at RMC. It was through soccer that he prepared the team to be the best they can be, both on and off the field. He has extensive community volunteer involvement, including Victim Services of Kingston and Frontenac, Cataraqui Clippers Soccer Club, and assisting at the Santa Claus Parade, as well as supporting neighbouring seniors where he resides. Roberto is very family-oriented and likes to spend time with his family and his close group of friends. He enjoys the outdoors and updating his home.
- b. Mariah Bouwers was born in Burlington and grew up in Belleville, where she graduated from Quinte Secondary School. From there she attended Brock

University and graduated with a Bachelor of Arts degree with a major in Psychology. She has been employed part-time with her family-owned business in Belleville and prior as a Harbour Attendant with Myers-Pier-Belleville from May 2018 to October 2019. Since March 2018, Mariah has volunteered with the Niagara Regional Police Service as an Auxiliary Constable, where she attended public events and performed foot patrols, point duties, and ride-alongs with officers. In addition, she has volunteered her time with Little Hoops Basketball. Mariah loves the outdoors and has obtained certifications in open water, advanced, and rescue scuba diving. Her other favourite past-times are cross-fit and horseback riding.

- c. Rachel Daggitt was born and raised in the Kingston area and graduated from Frontenac Secondary School. She became interested in policing at a young age and furthered this interest by applying to Trent University, where she graduated with a Bachelor of Science in Forensic Science (Honours). During her program, she completed a placement with the Peterborough Police, where she researched and developed a policy on police cell phone usage as well as another on records management. Rachel has done volunteering with Kingston Animal Rescue, where she has helped plan and organize fundraising events, as well as with the Kingston Humane Society. In her spare time, Rachel has a passion for working out and staying active, especially in the outdoors.
- d. Richard (RJ) Fawcett was born and raised in Kingston and is a graduate of Regiopolis–Notre Dame High School. He then continued his education at St. Lawrence College to pursue a career in policing, where he received his diploma with distinction in Police Foundations. In addition, he has completed his certification as a Fitness Clinician from the International Association of Resistance Trainers. RJ has been very active in community volunteering; he currently instructs off-ice training for Kingston AAA Peewee Hockey and volunteers at Providence Care, where he does in-patient activities and programs. Through his work as the Director of Business Development for the Prescribed Exercise Clinic, he encouraged gym clients to bring donations for the Salvation Army Food and Toy Drive. During his leisure time, RJ enjoys spending time with family and friends, playing hockey during the winter months, and reading books for personal development.
- e. Jesse Hearon was born and raised in the Kingston area and graduated from Holy Cross Catholic Secondary School. He then attended Humber College in Toronto, where he obtained his diploma in Police Foundations. After graduation he was hired as a Protection Officer with Kingston Hospitals Protection Services, where he has worked for the past three years with individuals in crisis. He has also worked as a team member with “Me to We,” which uses a sustainable development model to help empower people with the tools to lift themselves out of poverty. Through this program he has led youth groups in countries such as Ecuador, Kenya, Tanzania, and China. During his time with “Me to We” Jesse was exposed to a different kind of life in several countries, giving him an appreciation for cultural differences and finding his passion for social justice.

During his leisure time, Jesse enjoys spending time with his friends and family, and his hobbies include photography and dog agility, as well as spending time in the gym.

- f. Ashley Knapp was born in Inverness, Scotland, and grew up in Kingston, where she graduated from Bayridge Secondary School. She attended Carleton University and graduated with a Bachelor of Arts in Criminology with a concentration in Sociology, following which she completed the Social Service Worker Fast-Track Program at St. Lawrence College here in Kingston. Her prior work experience has been with Community Living and Innovative Community Services, where she worked with adult clients who have dual diagnosis. Ashley has volunteered in the United Way Homelessness Count, organized a fundraiser within St. Lawrence College for the Kingston Youth Shelter, and was the class representative for the fast-track program while at St. Lawrence College. In her spare time Ashley enjoys hiking in the outdoors, as well as photography. She is also kept busy with her young daughter.
- g. Heather Young was born in the Barrie area, and her family subsequently moved to Belleville, where Heather graduated from St. Theresa Catholic Secondary School. From there she attended Western University, where she received a Bachelor of Health Sciences degree. Heather then attended St. Lawrence College here in Kingston and graduated from the Pre-Service Firefighter Program. After moving to Calgary with her husband, Heather applied for jobs in the City of Calgary Emergency Service, initially accepting a position as a recruit constable with the Calgary Police and then being hired as a full-time firefighter with the City of Calgary in 2018. Her husband is employed with Corrections Canada and has received a permanent transfer to work here in Kingston. Heather volunteers her time as a swim coach with Special Olympics, is a sponsor with World Vision Canada, and participated in the Calgary Fire Department Toy Drive. In her spare time, Heather enjoys hiking, swimming, reading, and coaching with Special Olympians.

Deputy Chief Scott noted that the diverse group of candidates had already begun their work while in self-isolation prior to attending the OPC. With respect to advertising of opportunities, Chief McNeely relayed that applications were advertised and accepted via the Njoyn application on the Kingston Police website and also advertised via a recruitment network. Dr Leuprecht asked if the service was following best practices utilized by the larger police agencies. Chief McNeely relayed that Kingston Police representatives also attended job fairs, including one in the GTA attended by the Diversity Officer. With respect to the number of applications from which the recruits were selected, Chief McNeely noted that in 2019 there had been over 300 applications during the process, which had been greatly streamlined through the Njoyn platform. She explained that the new OACP certification process was striving to break down barriers and make it easier for candidates to apply and that a pre-background questionnaire was used in screening, e.g., for drug use, in addition to an in-depth background check as part of a rigorous selection process. With respect to the time-frame, Chief McNeely relayed that on average the process took three months from start to finish, which was timely in comparison with many. [Chief McNeely confirmed later in the meeting that the recruitment network used was

Indeed.ca, which had enabled a much greater volume in applications, including for civilian postings. She relayed that the recruitment sessions held regularly at the station and the outreach efforts of the Diversity Officer helped to draw candidates to the service.]

## UNFINISHED BUSINESS

30. Nil.

## NEW BUSINESS

31. **Board Policy Manual Proposed Amendments.** The Chair noted the proposed amendments to the Board Policy Manual regarding delegated signing authority and approval limits for approved budget items. It was explained that currently Board approval was required for the Chair to execute agreements and it was becoming more common for agreements to be drawn up for lower-cost day-to-day operational items. It was also noted that the \$25,000 signing authority limit for directors and senior managers was not always sufficient. With respect to the level set for competitive contracting, it was confirmed that items of a value of over \$50,000 required a tender or request for proposal process unless they had already been subject to a tendering process (e.g., Police Cooperative Purchasing Group). Mayor Paterson confirmed that the referenced delegated signing authority levels were parallel to those for City departments. It was moved by Mayor Paterson and seconded by Councillor McLaren that the Board's policy manual be amended in section 3.4 (Financial Condition and Administrative Activities) to include that signing authority for contracts and agreements related to budgeted items of an operational nature of a value of less than \$50,000 be delegated to the Chief of Police and Deputy Chief; and that the approval limit for making financial decisions and commitments for approved budget items as defined in section 3.4.3 be increased from \$25,000 to \$50,000 for inspectors and the directors of Finance, Human Resources, and Information Technology.

Carried.

(20-27)

32. **Staffing Update.** Chief McNeely relayed that Barbara Webb would be retiring at the end of the month and provided the following comments.

Barbara started her career in 1977 and worked in several administrative roles in different fields before entering the policing environment in 1991 with the Prescott Police Service. Barb was hired as a full-time communications operator in our Communications Unit in May 1998, having already worked in the unit on a part-time basis since November 1995. In February 2000, Barb commenced her current duties as one of our Information Desk attendants, an assignment that has expanded over the years to include direct entry of occurrence reports and taking oaths and affirmations as a Commissioner for Taking Affidavits. In addition to her regular duties, Barb has also acted as a scribe during incident command operations in response to a major incident, major emergency, or serious incident. Barb is well respected in our organization for her professional, caring manner and sound judgment. We thank her for all of her contributions to the Kingston Police and our community and wish her all the best in her retirement.

The Chair asked that a letter be prepared to thank Ms Webb for her many years of service.

33. **Chief's Advisory Council / Working Group.** Chief McNeely made a presentation to the Board (copy filed with minutes) that included a proposal to research and develop a Chief's working group to provide a more consistent method for community dialogue and a collaborative approach for informed decision making. She noted that such a working group would be very helpful as the service moved ahead. Councillor McLaren requested a copy of Chief McNeely's presentation so that he could respond to some community enquiries. Mayor Paterson voiced his support for pursuing such a working group and noted from the recent town hall discussion on racism the importance of continuing that conversation. He thanked Chief McNeely for the summary of policies and procedures in place and noted that not everyone would be aware of them. He relayed that he had shared how the Board was kept informed on use of force and noted that having the ability to expand that conversation would be very valuable. Dr Leuprecht noted the value of harnessing community resources in generating institutional change. Chief McNeely concurred that community consultation helped to inform the service and enabled solutions to be found together with the community rather than having a one-sided approach. She relayed that internal cultural change had been spearheaded in 2013 with psychological wellness in the workplace sessions and the Peer Support Program, which was being further augmented by initiatives to foster organizational resiliency. Chief McNeely pointed out that ensuring inclusivity within the police service made it natural to practise inclusivity in the broader community. The Chair commented that this was a great initiative and on the work that had been done over the past few years. She commended Chief McNeely for showing leadership in pursuing a way to work together with the City and involved organizations to make progress in community issues.

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

34. Dr Leuprecht asked to revisit the Mounted Unit discussed during the May meeting, in particular the site where the horse was kept, whether that site had been contracted or had any relationship to the Kingston Police, and the subsequent cost of that contract. Chief McNeely relayed that horses were owned by and leased from Deb and Brad Wicklam, former officers of the Kingston Police. In answer to Dr Leuprecht's query as to a competitive process for the contract, Chief McNeely explained that the Mounted Unit had been developed through Brad Wicklam many years ago and that he and Deb owned the horses. The Chair recalled that, during 2020 budget discussions at Council, many members of the community had expressed concern about the cancellation of the Mounted Unit in light of its value for community policing, children, and tourists, which then generated a discussion about fundraising. She noted that the Mounted Unit was subsequently retained but the pandemic had made fundraising efforts difficult for all organizations. The Chair pointed out that this situation was unknown at the time but the Board still had an obligation to see the contract through. With respect to whether the contract award and the former relationship of the horse owners was publicly disclosed, Chief McNeely confirmed that this had been publicly known. She pointed out that caring for police horses was much different than just boarding horses at a stable and the evolution of the Mounted Unit had been very public, with the Mounted Unit patrolling the streets and parks and used for civil disturbance / crowd control, search and rescue, and traffic enforcement (especially distracted driving). Chief McNeely noted that, while the initial budget had removed the Mounted Unit, there had been much community support for keeping it. She pointed out that it might be premature to discount total fundraising since things could change in the weeks ahead. The Chair noted that there had been an extensive article published by the *Whig* in November 2019 that

relayed the history of the Mounted Unit and provided details on the former retired officers. Chief McNeely relayed that the leasing arrangement had initially been discussed during the public portion of the Board meeting of May 18, 2017.

35. It was moved by Mayor Paterson and seconded by Councillor McLaren that the Board move in camera at 1:29 p.m. Carried.

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Chair

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Secretary