

**Minutes of a Meeting of the Kingston Police Services Board  
Held on Thursday, July 15, 2021, at 12:00 Noon  
Via Webinar Hosted at Kingston Police Headquarters**

**IN ATTENDANCE VIA ELECTRONIC PARTICIPATION**

Mr Jarrod Stearns, Chair	Chief Antje McNeely
Councillor Bridget Doherty	Members of staff and media
Dr Christian Leuprecht	
Mr Jamshed Hassan [from 12:08 p.m.]	
Mrs Donna Harrington, Secretary	

Regrets: Councillor Jefferey McLaren

1. The Chair called the meeting to order at 12:03 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 Councillor Doherty and seconded by Dr Leuprecht that the agenda be approved as amended by the addendum. Carried.

**ADOPTION OF MINUTES**

4. It was moved by Councillor Doherty and seconded by Dr Leuprecht that the minutes of Meeting 21-12 held on June 17, 2021, be adopted. Carried.

**COMMUNICATIONS**

5. It was moved by Councillor Doherty and seconded by Dr Leuprecht to receive the communications. Carried.
6. With respect to the Ministry memorandum on proposed regulations under the *Community Safety and Policing Act*, Chief McNeely noted that the Ministry was seeking public input for the latest draft regulations, being on codes of conduct for police officers, municipal police service board members, and members of the Ontario Provincial Police Governance Advisory Council; investigations; active attacker incidents; alternative provision of policing functions; and the Ontario Police Arbitration and Adjudication Commission.
7. With respect to the Ministry correspondence on requests for occurrence reports by the Private Security and Investigative Services Branch, Chief McNeely explained that this branch of the Ministry performed background checks on all individuals and agency owners/partners, etc., as part of the licence application process for those involved in private security and investigative services. She relayed that, since the background check included a police record check, police

services could be contacted for copies of occurrence reports through the process outlined in the Ministry correspondence.

8. The Chair noted the Ministry memorandum regarding approved amendments to the Exemption Regulation under the *Police Record Checks Reform Act, 2015*. Chief McNeely explained that these amendments reflected input from the Ontario Provincial Police, the Indigenous Police Chiefs of Ontario, the Ontario Association of Chiefs of Police, and the public.

9. With respect to the Ministry memorandum on provincial strategies/frameworks that aligned with community safety and well-being planning, Chief McNeely relayed that City Council had approved its plan on June 22, 2021, and that the committee had included, in addition to City staff and members of several agencies, Councillor McLaren on the Board's behalf, Councillor Neill on Council's behalf, and herself. She noted that the Ministry correspondence had provided a resource document outlining broad overarching provincial strategies and frameworks that aligned with community safety and well-being planning and could be used to support municipal efforts. Chief McNeely confirmed that this document had been passed along to the committee.

10. The Chair noted the Ministry correspondence on the Ontario Closed Circuit Television Grant Program call for applications for fiscal year 2021/22. Chief McNeely explained that this was part of the provincial Guns, Gangs and Violence Reduction Strategy and that agencies could use the funding to install closed-circuit television in areas where such violence was occurring. She noted that agencies were required to fund 50 percent of any projects, with maximum grant funding per project being \$200,000. With respect to how to determine camera placement, Chief McNeely suggested that a strategic crime analysis would identify problem areas. She relayed that the Kingston Police would not be applying for this grant at this time.

11. With respect to the Ministry memorandum on the Use of Force and Firearms Training Order under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, Chief McNeely explained that, during the pandemic, police services had been permitted to deliver use of force and firearms training despite restrictions placed on public health units and had also been given an extended period to complete training. She noted that the service had been able to continue training by using smaller numbers to allow for physical distancing and therefore had continued to be in compliance with the required use of force and firearms training under the Equipment and Use of Force Regulation.

12. With respect to the Ministry correspondence on amendments to the *Highway Traffic Act* and O.Reg. 455/07, Races, Contests, and Stunts, Chief McNeely explained that amendments had been made to six sections of the act, with some of the most important related to racing and high speeds. She pointed out that vehicles involved in stunt driving could now be impounded for 14 days instead of 7 and that stunt driving would now include exceeding the speed limit by 40 km/h on roads with a speed limit of less than 80 km/h. Chief McNeely noted that these amendments were in response to the phenomenon seen across the province of increased racing and stunt driving during the pandemic. She relayed that complaints of this nature, as well as those related to excessive noise, were being received in Kingston and that the Traffic Unit had been targeting these areas as part of the Selective Traffic Enforcement Program (STEP). She

added that notification of this targeted enforcement was being conveyed via social media and media releases.

13. The Chair noted the e-mail from the Canadian Association of Police Governance on the call for nominations to the Board of Directors and the notice of the 32nd Annual Meeting. He pointed out that two directors were being sought for Ontario.

14. The Chair noted the following communications from the Ontario Association of Police Services Boards:

- a. an e-mail from Zone 2 regarding meetings planned for September 2021 and November 2021;
- b. notification from the Executive Director regarding the conclusion of his tenure and his move to the Halton Police Board as Chief Governance Officer, as well as his consultancy work with Governedge; and
- c. a note of thanks to the Board for its sponsorship of the 2021 Spring Conference and Annual General Meeting.

## DELEGATIONS

15. Nil.

## REPORTS

16. **Semi-Annual Report on O.Reg. 58/16.** Chief McNeely relayed that Sergeant Jeff Thompson, who was the service's Regulated Interaction Verifier, had confirmed that there had been no collections or attempted collections of identifying information triggering O.Reg. 58/16 during the first six months of 2021.

17. **Report on RFP 21-01, Microsoft 365 Licences and Included Services.** Chief McNeely reviewed the RFP process regarding the acquisition of Microsoft 365 licences and other services and noted that this project had been approved for the 2021 operational budget. She explained that this was an information report to the Board since the selected vendor had achieved the highest score based on evaluation criteria and noted that this project would enable the service to migrate e-mail from on-premises storage to cloud storage, use SharePoint hosted by Microsoft, and update and keep current Office applications on workstations.

## MOTIONS

18. Nil.

## UNFINISHED BUSINESS

19. Nil.

## NEW BUSINESS

### Staffing Update

20. Chief McNeely noted the upcoming retirements of Inspector Carolyn Rice, Staff Sergeant Jody Armstrong, and Constable Lisa Damczyk, as well as the conclusion of employment for Constable Jason Hawley, and provided the following career summaries.

- a. **Inspector Carolyn Rice.** Carolyn started her policing career in September 1988 with the Toronto Police Service and joined the Kingston Police in January 1997. She was promoted to sergeant in 2002 and to staff sergeant in 2010. As a constable, sergeant, and staff sergeant, Carolyn worked in the Uniformed Patrol and the Criminal Investigations units. Her final assignment as staff sergeant was in the Professional Standards Branch from January 2015 until her promotion to the rank of inspector and assignment as the Patrol Division Commander in January 2017. Since January 2019 she has been overseeing operations in the Investigative Services Division, encompassing criminal investigations, forensic identification, and undercover operations. She has distinguished herself as an accomplished investigator, and she was entrusted with a wide variety of challenging cases. Over the years, she conducted investigations into sexual assaults, child abuse, pornography, criminal harassment, homicides, sudden deaths, and serious assaults, all complex and sensitive investigations that are emotionally demanding. In 2005 she received commendations from the Kingston Police Services Board and the local Crown Attorney's Office for her hard work and thorough investigation of two particularly difficult cases, and she was awarded the 2008 Kingston Police Core Award by her peers for how she exemplified professionalism and led by example. A supervisor once commented that "Carolyn's strength comes from a combination of work ethic, experience, ability and compassion for all persons she comes in contact [or] works with." In addition to her regular duties, in more recent years Carolyn also acted as one of our Incident Commanders who are called out to provide qualified and knowledgeable on-scene leadership at major incidents, major emergencies, and serious incidents. Carolyn has been a member of the Board of Directors for Family and Children's Services of Frontenac, Lennox and Addington and has also been a major contributor to various protocol agreements with community partners. She has been part of the administrative group for the Kingston Frontenac Anti-Violence Coordinating Committee, a network of 30 justice and community organizations that work together at the local level to end domestic and sexual violence. Prior to commencing her policing career, Carolyn attained a Bachelor of Science degree from Saint Francis Xavier University, and she is also a graduate of the Rotman School of Management at the University of Toronto. She is a recipient of the Police Exemplary Service Medal and first bar, in recognition of 30 years of loyal and exemplary service to public safety in Canada. Her expertise, wisdom, and quiet confidence will be sorely missed, but we thank Carolyn for her excellent service to the Kingston Police and our community and wish her all the best in the years ahead.
- b. **Staff Sergeant Jody Armstrong.** Jody joined the Kingston Police in March 1989 after graduating from the Algonquin College Law and Security Administration program. He was a front-line officer in the Patrol Division until September 2002, when he was assigned as the Policy and Planning Sergeant, having been promoted to that rank in December 2001. From 2001 to 2013 he served as the sergeant and then staff sergeant in charge of the Emergency Response Unit, where he coordinated all training, administered the unit budget, and led the team in high-risk operations, including a 33-hour standoff.

His role as Staff Sergeant of the ERU deserves special merit, for he concurrently oversaw tactical operations while assigned to full-time duties in Policy and Planning, Quality Assurance, and Patrol. Throughout his tenure, Jody accepted challenging assignments without question. When the service embarked on a one-year pilot project in 2003 to collect race and ethnicity data on police stops, Jody was assigned with compiling and presenting a training package on the project and was crucial to the success of in-house training on bias-free policing. He has been Co-Chair of the Health and Safety Committee; he helped to organize Kingston's hosting of the 2010 annual conference of the Ontario Association of Chiefs of Police; and he has participated in the service's Clothing and Equipment, Incident Command, Emergency Management, and Awards committees. Jody was awarded the 2007 Teamwork Award by his peers for the way in which he approached his myriad roles and for consistently contributing to a positive work environment by encouraging teamwork and increasing morale through a positive attitude, conflict resolution, and patience. In 2017 he received a Chief's Commendation for his outstanding and tireless efforts in overseeing all aspects of several major events and key projects in honour of our service's 175th anniversary in 2016. The list of events included the 2016 International Police Hockey Tournament, the inaugural Kingston Police gala, the 2016 Great Lake Police Motorcycle Training Seminar, the 2016 North American Police Equestrian Championships, and, of course, an official celebration on the anniversary date. The planning and logistics required for organizing events that involved hundreds of participants needed strong leadership to ensure successful outcomes. Lots of fundraising and charitable donations were also done as part of the events. In his policing career he has consistently exceeded expectations and has been a true proponent of engagement with the community, both in work-related and volunteer pursuits, and he is closing out his career with his second assignment as the Staff Sergeant in charge of the Community-Oriented Response and Engagement Unit. He was instrumental in the creation of the Kingston Police Pipe Band, which has expanded to form the Kingston Police Youth Pipe Band in partnership with the Boys and Girls Club of Kingston & Area. Jody has been a member of the Board of Directors for the Boys and Girls Club of Kingston & Area, and he has also been recognized by Special Olympics Ontario for his energetic and dedicated support of the program and its athletes, as well as being a regular participant in the Law Enforcement Torch Run. Jody has been awarded the Police Exemplary Service Medal and first bar, in recognition of 30 years of loyal and exemplary service to public safety in Canada, and he was appointed in 2017 as a Member of the Order of Merit of the Police Forces for his remarkable work ethic and dedication to his profession, his flexibility in addressing multiple tasks, his respect for others, and his personal acceptance of responsibility in providing exceptional policing to the Kingston community. We wish Jody all the best in the years ahead.

- c. **Constable Lisa Dameczyk.** Lisa joined the Kingston Police as a cadet in July 1991, after graduating with a Queen's University Bachelor of Arts degree in Psychology. She has become known as an energetic and enthusiastic worker who shows a great deal of initiative and who puts in the extra effort to do a superior job. In June 1999 Lisa was assigned to Criminal Investigations and was quickly recognized for her tenacity in investigations, including being part of a team of officers responsible for recovering approximately \$30,000 worth of stolen property, clearing several break-in cases, and helping another police service recover two stolen vehicles. From 2003 to 2004 Lisa was the Officer-in-Charge of the Court Services Unit, where she directed the operations of that unit and coordinated court security and liaison with the Crown's office for cases before the courts. For her efforts in the area of bail safety, Lisa received an Excelsior Award for Excellence in Teamwork from the Ministry of the Attorney General as a

member of the Bail Safety Project. In February 2007 Lisa assumed the duties of the Domestic Violence and Youth Justice Coordinator. She excelled in this assignment as well, undertaking special projects to enhance victim services in addition to ensuring a consistent and appropriate application of legislation and protocols related to domestic violence and youth justice. She was integral to the poignant dedication ceremony in 2009 for the Kingston Police Memorial to Victims of Domestic Violence, and she has also been successful several times in obtaining grant funding for such enhanced services as safety plan handbooks for victims of domestic violence. Lisa returned to Uniformed Patrol in 2013, where she was quickly recognized as a valuable resource for junior officers on her platoon. She never hesitated to share her vast experience and connections with community agencies to assist her peers. In 2017 she was transferred to her current assignment in Criminal Investigations, where she has worked in the Sexual Assault and Vulnerable Sector units. Lisa has dedicated much of her career to supporting victims of intimate partner violence. She participated in the Molly Golf Tournament in support of Interval House and was a member of the Kingston Frontenac Anti-Violence Coordinating Committee, whose mandate is to contribute to the eradication of violence by promoting individual and community awareness of issues relating to domestic and sexual violence and to support a coordinated community response to these issues. She has had a remarkable career and she has been very well thought of by all of her supervisors and by community stakeholders. Lisa is a recipient of the Police Exemplary Service Medal, and, with her years of service upon retirement, she will be receiving her first bar to the medal, in recognition of 30 years of loyal and exemplary service to public safety in Canada.

- d. **Constable Jason Hawley.** Jay came to the Kingston Police in 1999 as an experienced officer from the Ontario Provincial Police Madoc Detachment, and it should be noted that Jay grew up in Kingston's west end and is a graduate of Holy Cross Secondary School. Before entering policing, he worked in the field of children's mental health. Very early on in his career with the Kingston Police, he received numerous letters of appreciation from citizens on his professionalism and courteous response to calls for service, as well as a Kingston Police Services Board commendation in recognition of his selfless and heroic actions in rescuing an unconscious occupant of a burning house. For this heroic act he was also awarded an Award of Excellence from the Canadian Police Association; he was recognized by the Kingston Downtown Chamber of Commerce in the annual Red and White Parade held on July 1, 2000; and he was awarded the Ontario Medal for Police Bravery, which was presented to Jay by Lieutenant Governor Hilary Weston and Solicitor General David Tsubouchi at Queen's Park. Constable Hawley is known as being a genuine, friendly, honest officer, who never loses sight of his professional responsibilities. A member of our community described him as a stellar example of what law enforcement can be. He was nominated for the Core Award by his peers in 2006 as a result of going above and beyond what most officers would consider reasonable. He was also recognized for his contributions to the successful conclusion of a number of homicide investigations. Constable Hawley was truly known as being empathetic to all parties involved in a situation, whether victim, accused, or witness. A member of our community wrote about his gentle guidance through the first hours of that terrible day when he responded to a sudden death of a child and provided comfort and guidance with dignity and compassion. Throughout his career he has been consistently recognized for his professionalism, compassion, and leaving a positive impression with those in our community with whom he interacted. He really has the ability to de-escalate situations and to make people feel at ease. Constable Hawley worked in Uniformed Patrol as well as in Criminal Investigations during his tenure with the Kingston Police. In 2018 he received the Police Exemplary Service Medal in recognition of 20 years of loyal and

exemplary service to public safety in Canada. We thank Jay for his service to our community and wish him all the best in the next phase of his life.

21. The Board conveyed its best wishes for the officers and thanked them for their service.

22. **August Meeting.** It was noted that some Board members would not be available for certain times during August. It was moved by Mr Hassan and seconded by Councillor Doherty that the status of the August meeting be reviewed by August 13, 2021, regarding member availability and agenda items to be addressed.

Carried.

(21-43)

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

23. It was moved by Dr Leuprecht and seconded by Mr Hassan that the Board move in camera at 12:37 p.m. Carried.

---

Chair

---

Secretary