

**THE BELLEVILLE POLICE SERVICE BOARD
GENERAL MEETING AGENDA
Thursday, February 27, 2025 10:00 a.m.
Joint Forces Meeting Room, Belleville Police Service**

It is noted that there will be a Police Services Board In Camera (closed session) Meeting at 9:15 a.m. At 9:15 a.m., the Board will be requested to consider approval of the following resolution. This will take place in a very brief Open session, immediately prior to entering into In Camera session.

“THAT the Belleville Police Services Board enter into In Camera session to consider the following items, pursuant to Section 44(2,3) of the Community Safety and Policing Act (CSPA), 2019”

- Discussion regarding personal matters about identifiable individuals (Pursuant to Subsection 44(2)(b) of the CSPA, 2019)
- Discussion regarding labour relations or employee negotiations (Pursuant to Subsection 44(2)(d) of the CSPA, 2019)
- Discussion regarding litigation or potential litigation affecting The Board (Pursuant to Subsection 44(2)(e) of the CSPA, 2019)
- Review of Minutes for the In-Camera Meeting dated January 23, 2025

PAGE

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

3. CONFIRMATION OF AGENDA

RESOLUTION

“THAT the Agenda for the Belleville Police Service Board Meeting of Thursday, February 27, 2025 be confirmed.”

4. RECOGNITIONS

- (a) Civilian Commendation
- (b) Control Room Operators Commendation

6
8

5. DEPUTATIONS, PRESENTATIONS OR APPOINTMENTS

- (a) Promotion Inspector

6. MINUTES

Minutes of the General Meeting dated January 23, 2025 to be approved and signed

1

7. BUSINESS ARISING FROM THE MINUTES

8. REPORTS FOR DECISION

9. CORRESPONDENCE

10. NEW BUSINESS

11. BOARD INFORMATION MATTERS

- (i) The Board may adopt Information items by one resolution, but prior to consideration of such resolution, Board Members may request that specific items be removed from consideration under such resolution, and the Board shall consider such items individually.

RESOLUTION

“THAT the following February 27, 2025 Information items be received”

- (a) NG911 Education and Strategies Report
(b) Priority Response Time Summary

10
15

12. NEXT MEETING DATE

Date: March 20, 2025

Time: 10:00 a.m.

Place: Belleville Police Services Joint Forces Room

13. ADJOURNMENT

**THE BELLEVILLE POLICE SERVICE BOARD
GENERAL MEETING MINUTES
Thursday, January 23, 2025
Joint Forces Meeting Room, Belleville Police Service**

It is noted that there was a Belleville Police Service Board In Camera (closed session) Meeting from 9:00 a.m. to 10:00 a.m. In view of this the Board met very briefly in open session at 9:00 a.m. to consider the following.

1. **ELECTION OF CHAIR AND VICE CHAIR**

Executive Assistant Jennifer McTavish called for nominations for the position of Chair.

Ms. Heather Smith was nominated by Mayor Ellis.

Mr. O'Brien seconded the nomination.

No further nominations were forthcoming and nominations were closed.

Ms Smith accepted the nomination and was elected Chair of the Belleville Police Service Board for 2025 by acclamation. The Meeting was turned over to Chair Smith, who thanked the Board for their support.

Chair Smith called for nominations for the position of Vice Chair.

Councillor Barb Enright Miller was nominated by Mayor Ellis

Mr. O'Brien seconded the nomination.

No further nominations were forthcoming and nominations were closed.

Councillor Enright Miller accepted the nomination and was elected Vice Chair of the Belleville Police Service Board for 2025 by acclamation. Vice Chair Councilor Enright Miller thanked the Board for their support.

Moved By Ms Harnden

Seconded By Councillor Enright Miller

“THAT the Belleville Police Service Board enter into In Camera session to consider the following items, pursuant to Section 44(2,3) of the Community Safety and Policing Act (CSPA), 2019”

- Discussion regarding personal matters about identifiable individuals (Pursuant to Subsection 44(2)(b) of the CSPA, 2019)
- Discussion regarding labour relations or employee negotiations (Pursuant to Subsection 44(2)(d) of the CSPA, 2019)
- Discussion regarding litigation or potential litigation affecting The Board (Pursuant to Subsection 44(2)(e) of the CSPA, 2019)
- Review of Minutes for the In-Camera Meeting

- CARRIED -

2. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

ATTENDANCE

Ms Heather Smith, Chair
Councillor Barb Enright Miller, Vice Chair
His Worship Mayor Neil Ellis

Mr. James O'Brien
Ms Janet Harnden

Murray Rodd, Chief of Police
Sheri Meeks, Deputy Chief of Police
Jennifer McTavish, Executive Assistant

The meeting was called to order at 10:03 Chair Smith stated that the Board's 2025 Chair and Vice Chair Elections were conducted in a very brief General Meeting held prior to today's In Camera Meeting. The 2025 Belleville Police Service Board Chair is Ms Heather Smith and the Vice Chair is Councillor Barb Enright Miller.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF (10:06 a.m.)

There were no declarations of pecuniary interest.

4. CONFIRMATION OF AGENDA

Moved By Mayor Ellis
Seconded By Ms Harnden

RESOLUTION

"THAT the Agenda for the Belleville Police Service Board Meeting of Thursday, January 23, 2025 be confirmed."

- CARRIED -

5. RECOGNITIONS (10:08 a.m.)

(a) Barricaded Male

Deputy Chief Meeks reviewed a high-risk situation encountered in December of 2024 that required coordinated containment and negotiation efforts. With the involvement of Incident Commander and Tactical Commander, additional resources were deployed including the Emergency Response Team, K9 Unit, Crisis Negotiators, Belleville Fire, EMS, and Criminal Investigations. Despite extreme cold temperatures and a prolonged standoff lasting over four hours, the negotiation team de-escalated the situation.

This commendation acknowledged the extraordinary teamwork, discipline and perseverance displayed by all personnel involved. While not all members recognized for their work in this situation could appear before the Board, all names were mentioned and certificates were presented. Chair Smith thanked the members for their bravery, and their service, remarking on the professionalism of the officers involved.

6. DEPUTATIONS, PRESENTATIONS OR APPOINTMENTS

There were no deputations, presentations or appointments.

7. MINUTES

Moved By Councillor Enright Miller
Seconded By Ms Harnden

That the minutes of the General Meeting dated November 21, 2024 and Special Meeting December 12, 2024 be approved and signed.

- CARRIED -

8. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

9. REPORTS FOR DECISION

Mayor Ellis made a motion to adopt all items as read (a) through (g) in one motion.
Seconded by Councillor Enright Miller

- (a) Appointment of Police Constable Isabelle Whittaker

RESOLUTION

“THAT effective January 7, 2025 the Belleville Police Service Board approve the appointment of Isabelle Whittaker as a Police Constable with the Belleville Police Service effective January 7, 2025.”

- (b) Appointment of Police Constable Riley Sandercock

RESOLUTION

“THAT effective January 7, 2025, the Belleville Police Service Board approve the appointment of Riley Sandercock as a Police Constable with the Belleville Police Service effective January 7, 2025.”

- (c) Appointment of Police Constable Kristen Curtis

RESOLUTION

“THAT effective January 7, 2025 the Belleville Police Service Board approve the appointment of Kristen Curtis as a Police Constable with the Belleville Police Service effective January 7, 2025.”

- (d) Appointment of Police Constable Mark Raymond

RESOLUTION

“THAT effective January 7, 2025 the Belleville Police Service Board approve the appointment of Mark Raymond as a Police Constable with the Belleville Police Service effective January 7, 2025.”

- (e) Appointment of Police Constable Chad Peters

RESOLUTION

“THAT effective January 7, 2025 the Belleville Police Service Board approve the appointment of Chad Peters as a Police Constable with the Belleville Police Service effective January 7, 2025.”

- (f) 2025 OAPSB Membership Fees

RESOLUTION

“THAT the Belleville Police Service Board’s 2025 OAPSB membership fees in the amount of \$7,345 be approved for payment.”

- (g) 2025 OAPSB Zone 2 Membership Fees

RESOLUTION

“THAT the Belleville Police Service Board’s 2025 OAPSB Zone 2 membership fees in the amount of \$100.00 be approved for payment.”

- CARRIED -

10. CORRESPONDENCE

There was no correspondence.

11. NEW BUSINESS

- (a) 2025 Appointment of Board Committees - Terms of Reference (Chair)

Moved By Mayor Ellis
Seconded By Mr O’Brien

(1) **RESOLUTION**

“THAT Ms Harnden and Councillor Enright Miller supported by the appropriate personnel, be appointed to the Belleville Police Service Board’s 2025 Budget Committee.”

(2) **RESOLUTION**

“THAT Mr O’Brien supported by the appropriate personnel, be appointed to the Belleville Police Service Board’s 2025 Negotiation Committee.”

(3) **RESOLUTION**

“THAT Ms Harnden and Councillor Enright Miller supported by the appropriate personnel, be appointed to the Belleville Police Service Board’s 2025 Strategic Safety Plan Committee.”

(4) **RESOLUTION**

“THAT Chair Smith and Councillor Enright Miller, supported by the appropriate personnel, be appointed to the Belleville Police Service Board’s 2025 Policy Review Committee.”

- CARRIED -

12. **BOARD INFORMATION MATTERS**

- (i) The Board may adopt Information items by one resolution, but prior to consideration of such resolution, Board Members may request that specific items be removed from consideration under such resolution, and the Board shall consider such items individually.

Moved By Mayor Ellis
Seconded By Councillor Enright Miller

RESOLUTION

“THAT the following January 23, 2025 Information items be received”

- (a) Strategic Plan Initiatives & Outcomes Operations Division
- (b) NG911 Report

- CARRIED -

13. **NEXT MEETING DATE**

Date: February 27, 2025
Time: 10:00 a.m.
Place: Belleville Police Services Joint Forces Room

14. **ADJOURNMENT**

Moved By Ms Harnden
Seconded By Mayor Ellis

That the General Meeting be adjourned at 10:18 a.m.

- CARRIED -

.....
Ms Heather Smith, Chair

.....
Jennifer McTavish, Executive Assistant



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☒ PUBLIC REPORT

☐ IN CAMERA

February 19, 2025

To: Chair and Members
Belleville Police Service Board

Prepared by: Murray Rodd
Chief of Police

Subject: Chief's Commendation – John Duncan

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Financial Implication:

There are no financial implications arising from the recommendation contained in this report.

Statutory Authority:

Community Safety and Policing Act, 2019 promotes community partnerships and engagement in maintaining public safety.

Strategic Plan Alignment:

Prevent crime through community initiatives, awareness, and education.

Recommendation:

This report recommends that the Board receive this report for information.

Information Factors:

On February 3, 2025, a Belleville citizen, John Duncan demonstrated compassion and civic responsibility when he intervened in an ongoing fraud attempt, preventing a vulnerable member of our community from suffering further financial loss.

While visiting a store on Dundas Street West, Mr. Duncan observed an elderly man depositing a significant amount of money into a Bitcoin machine. Recognizing the potential for fraud, Mr. Duncan took the initiative to engage the male in conversation, inquiring about the nature of the transaction. The male, acting on his own discretion,



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disclosed that he had been instructed by an unknown party over the phone to deposit money as payment for supposed taxes on his investments in order to receive a return.

Recognizing the warning signs of a scam, Mr. Duncan requested to speak with the individual on the phone. Upon doing so, he immediately identified the situation as fraudulent. Mr. Duncan then took swift and decisive action, ensuring that the male ceased any further transactions. At the time, the male had already deposited \$1,300 with intentions to deposit an additional \$700. Due to Mr. Duncan's intervention, this additional loss was prevented.

Understanding the gravity of the situation, Mr. Duncan voluntarily accompanied the elderly male to his personal bank to notify them of the incident and secure his accounts against further fraudulent activity. That evening, the male's son, contacted responding officers and revealed that his father had been defrauded of at least \$52,000 over the past six months.

Mr. Duncan's proactive response not only safeguarded a vulnerable individual, but also reinforced the importance of vigilance in protecting others from financial crimes. His willingness to take time out of his day to assist a stranger in need embodies the very essence of what it means to be a responsible and caring citizen.

In recognition of his remarkable efforts in preventing further victimization and demonstrating an unwavering commitment to the well-being of our community, the Belleville Police Service is honored to present John Duncan with this Chief's Commendation.

A handwritten signature in black ink, appearing to read 'M. Rodd'.

Murray Rodd, Chief of Police



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☒ PUBLIC REPORT

☐ IN CAMERA

February 27, 2025

To: Chair and Members
Belleville Police Service Board

Prepared by: Murray Rodd
Chief of Police

Subject: Chief's Commendation – Control Room Operators

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Financial Implication:

There are no financial implications arising from the recommendation contained in this report.

Statutory Authority: Community Safety and Policing Act, 2019

Strategic Plan Alignment: #1 Collaborative Community Safety, #2 Professional and Supportive Workplace, #3 Organizational Effectiveness

Recommendation:

This report recommends that the Board receive this report for information.

Information Factors:

On January 18th 2025, Jordan Ackerley and Patricia Milligan were commencing their night shift with Patricia in training. Also working that night shift were Kallista Davis, who was assigned to the platoon, and Cathy Phillion, who was working an overtime shift.

Approximately two hours into the shift at 1945 hrs, Jordan and Patricia picked up a call from a lady reporting her mother-in-law missing. The caller indicated that her husband was going to make some calls and she would call BPS back. Jordan immediately felt something was off and advised the caller that she was to call him back in a short period of time with an update. When the caller did not reach out, he made the conscious effort to call her back and in doing so obtained additional information.

During the second call, Jordan identified factors that indicated there may have been some form of domestic/family violence occurring in the residence and responding officers were



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updated. While Jordan was speaking to the Sergeant, the caller requested to speak to Jordan again and she confirmed abuse was taking place. She was hiding in the basement to make the call and was fearful of her violent husband who was also in the residence.

While continuing to speak to the caller in a patient and calm manner, Jordan developed a rapport with the caller where further information was obtained about weapons in the residence. Due to the potential for increased violence and risk, a high-level response was necessary involving the Emergency Response Unit and K9. While Jordan continued to focus his attention on the caller, Patricia documented all relevant details into the Computer Aided Dispatch event. Together they spent over two hours engaged with the caller. They also co-ordinated with the Sergeant and other platoon members, including Kallista and Cathy who were providing continuous dispatch to responding officers.

While this incident was occurring, Kallista and Cathy were monitoring the balance of the other incoming calls as well as providing support to front line officers. They also were managing a 911 dropped call that resulted in a potential for a female in need of assistance and were completing multiple 911 ping (cell phone locator) requests for a suicidal individual. The fact that all four team members were simultaneously involved in high priority calls expanding over several hours is highly unusual but these four members did so with expertise and professionalism.

Jordan's quick thinking and experience, coupled with the support of his platoon mates, Kallista, Cathy and Patricia, resulted in the safe removal of the female victim from the home and the safe return of all involved officers. The cell owner of the 911 dropped call was located in good health and the individual in crisis was taken to the hospital for treatment.

The efforts of the communicators that night was by far exceptional, not just in how they performed their duties but as a team working together for the safety and well being of the Service and the citizens of Belleville.

A handwritten signature in black ink, appearing to read 'M. Rodd'.

Murray Rodd, Chief of Police



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☒ PUBLIC REPORT

☐ IN CAMERA

February 18, 2025

To: Chair and Members
Belleville Police Service Board

Prepared by: Deputy Chief Sheri Meeks
Inspector Jeremy Ashley

Subject: 911 Education and Strategies Report

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Financial Implication:

There are no financial implications arising from the recommendation contained in this report.

Statutory Authority:

Community Safety and Policing Act
Adequate and Effective Policing requirement

Strategic Plan Alignment:

Organizational Effectiveness – Manage and deploy resources in a responsible and sustainable manner.

Recommendation:

This report recommends that the Board receive this report for information.

Information Factors:

In 2024, the Belleville Police Service Communications Centre received a total of **4,165** 911 hang up calls which averaged to 11.4 per day. In the month of January alone this year, a total of 288 occurrences were logged.



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The Belleville Police Service is continuing to take steps to address this ongoing issue.

These calls, which are an issue in a number of communities, place a significant demand on police resources. Many are accidental, resulting from misdials, pocket dials, or errors in mobile phone emergency settings; however, each call must still be treated as a potential emergency, requiring verification and response.

Some of the challenges this issue brings for our resources:

- Officers are frequently dispatched to verify the origin of a hang-up call, which can divert assets from other critical incidents.
- In recent years the number of accidental 911 calls have increased due to the prevalence of smartphones with emergency dial functions.
- Many callers are unaware that once a 911 call is made, they should remain on the line to confirm if emergency assistance is needed.

Steps the Belleville Police Service is taking to address the issue:

- Communication strategy involving a local media release and circulation of infographic via social media channels;
- Coordination with City of Belleville communications department to send out notifications via city social media channels;
- Direct communication via our Community Response Unit members to Loyalist College to ensure newcomers to the community are aware of the process and procedure;
- Setting up an information event at Loyalist College to discuss the issue directly with students.

While accidental 911 hang-ups continue to be a challenge, the Belleville Police Service is implementing this education campaign to best mitigate these calls and is actually on a downward trend over the past three years. In fact, 911 hang-ups decreased by **1766** occurrences from 2023 to 2024.



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The Belleville Police Service will continue to educate and provide assistance to the community in order to continue this downward trend so that our officers are available to attend emergency calls for service and keep our community and its members safe.



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Accidentally Call 911?



Step 1

Don't Hang Up!

Dispatchers need to know you're ok. If you hang up, they will call back.

Step 2

Answer the call back (if you hung up)

If you don't answer the callback, dispatchers will leave a message or text you for confirmation that you are ok.

Step 3

Explain your situation

Reassure the dispatcher that your call was an accident and you do not need assistance.

Step 4

Don't beat yourself up

Dispatch centers get thousands of accidental calls every year.





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Respectfully submitted,

Deputy Chief Sheri Meeks



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☒ PUBLIC REPORT

☐ IN CAMERA

February 18, 2025

To: Chair and Members
Belleville Police Service Board

Prepared by: Deputy Chief Sheri Meeks
Kris Gauthier
Director of Communications

Subject: Priority Response Times

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Financial Implication:

There are no financial implications arising from the recommendation contained in this report.

Statutory Authority:

Community Safety and Policing Act, 2019
Adequate and Effective Policing

Strategic Plan Alignment:

Collaborative Community Safety
Address Crime through Effective Call Response

Organizational Effectiveness
Manage and Deploy Resources in a Responsible and Sustainable Manner

Recommendation:

This report recommends that the Board receive this report for information.



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Information Factors:

With the implementation of the new *Community Safety and Policing Act*, one of the main focuses has been on the provision of adequate and effective policing. The Inspector General of Policing has also undertaken data collection from all police services in the province to assess levels of policing in the province.

One of the areas of focus has been on police response times to priority incidents/emergencies.

The Belleville Police Service Policy and Procedure AI-046 Differential Response and Call Priority Procedure identifies and defines Priority Levels for Calls for Services as follows:

Priority Level #0 - Instantaneous Response shall be:

- (a) any bona fide threat to life, danger of serious physical injury;
- (b) any major event that has the immediate risk of causing loss of life or serious physical injury
- (c) any event where unit/officer emergency call button is activated
- (d) when an Intake Officer determines a call to be a priority level #0, he/she will immediately forward the caller to the Communications Centre for dispatch and notify the Officer in Charge of the call for service

All available officers will be dispatched immediately.

Priority Level #1 – Immediate Response shall be:

- (1) any bona fide threat to life, danger of serious physical injury or major property damage
- (2) any crime of violence, including domestic assault
- (3) any crime that recently occurred in which the probability exists that a suspect may be apprehended near the scene or in the immediate area;
- (4) any serious injury that may result in substantial personal harm in which an officer might render immediate aid;
- (5) any unique incident that demands an immediate response



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(6) when an Intake Officer determines a call to be a priority level #1, he/she will immediately forward the caller to the Communications Centre for dispatch and notify the Officer in Charge of the call for service

A minimum of two officers will be dispatched immediately.

Priority Level #2 – Expedited Response shall be:

- (1) any active incident that does not represent a significant threat to life or property;
- (2) any property damage collision that represents a significant hazard to the free flow of traffic;
- (3) any other serious incident that does not qualify as a Priority Level #1 call
- (4) when an Intake Officer determines a call to be a priority level #2, he/she will immediately forward the caller to the Communications Centre for dispatch.

An officer will be dispatched within 10 minutes.

There are Priority 3 and Priority 4 calls as well that are not considered emergent or require an officer on patrol to attend and may be handled by telephone or other means depending on the situation.

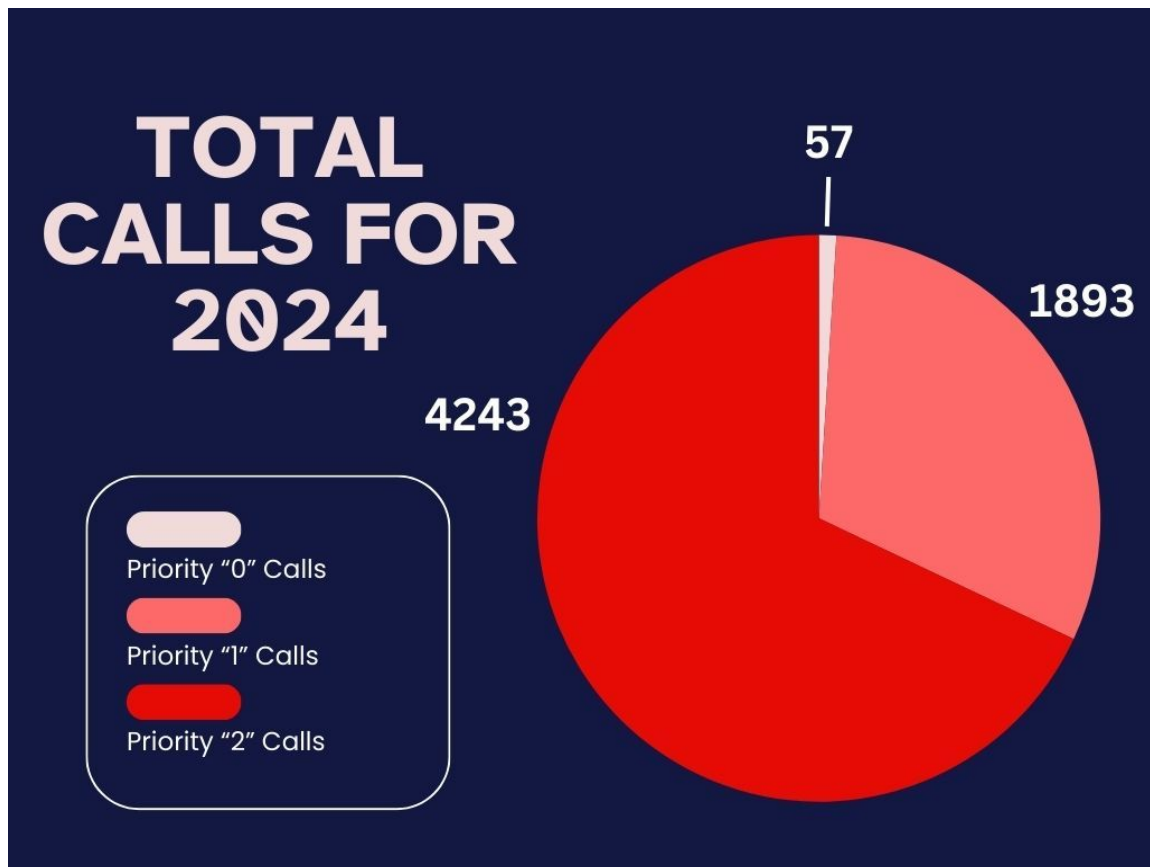
Due to the necessity of police presence and priority response to calls identified as Levels #0, 1 and #2, an analysis and overview of 2024 priority response times was conducted and a summary contained in this report.

It should be noted that the response times were based on the 911 or emergency call being received by the Belleville Police Service, **not the 911 call centre**, and then the call generated, dispatched through to officers' arrival on scene.



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Total Calls for Service for Priority Response

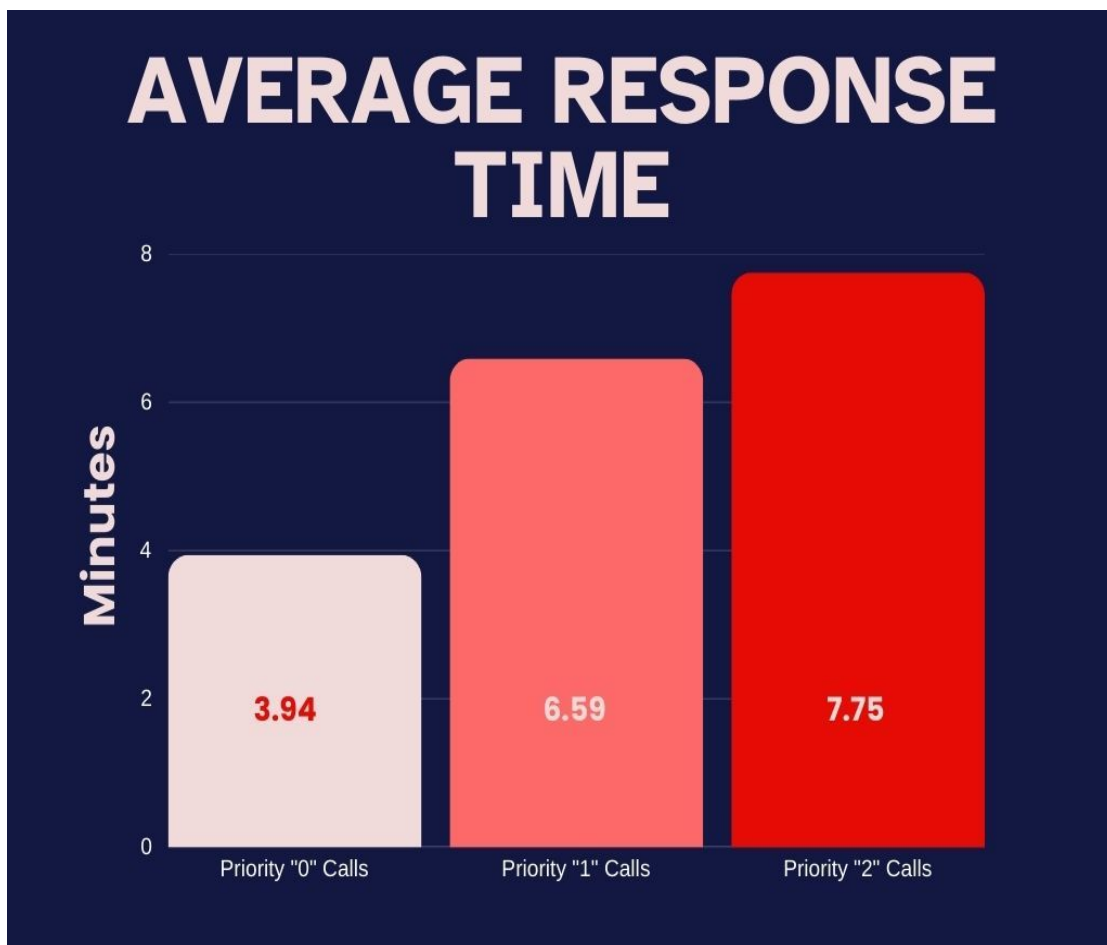


Total is **6,193.**



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Average Response Times



Average Police Response Time to Priority 0 calls:
Average Police Response Time to Priority 1 calls:
Average Police Response Time to Priority 2 calls:

3:94 minutes
4:79 minutes
7:75 minutes



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This average takes into consideration many factors affecting police response, i.e. time of day, i.e. traffic flow and time of year in particular for weather and road conditions.

Examples of Calls:

July 17th – weapons call

Time of call 14:51:03

Entered at 14:51:17

Dispatched at 14:51:26

Officer arrived at 14:51:42

Cleared at 15:25:18

Dispatch Delay 00:00:23

Response Time 00:00:39

Event Duration 00:34:15

November 11th – Bar fight

Time of call 14:58:40

Entered at 14:58:59

Dispatched at 15:00:27

Officer arrived at 15:04:31

Cleared at 16:26:51

Dispatch Delay 00:01:47

Response Time 00:05:51

Event Duration 01:28:11



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In compliance with our policy/procedure and directly aligned with our current strategic plan, Belleville Police Service is committed to attending priority calls for service safely and quickly with community safety and a commitment to assisting victims of crime at the forefront.

Respectfully submitted,

A handwritten signature in black ink that reads 'Sheri Meeks'.

Deputy Chief Sheri Meeks