

BOARD OF POLICE COMMISSIONERS  
MINUTES

March 17, 2014

PRESENT: Commissioner Micki Ruth, Chair  
Commissioner Phillip Read, Vice Chair  
Commissioner Fred Honsberger  
Commissioner Michael Moreash  
Commissioner Linda Mosher  
Commissioner Barry Dalrymple  
Commissioner Tim Outhit

STAFF: Ms. Ashley Dutcher, Solicitor  
Chief Jean Michel Blais, Halifax Regional Police  
Deputy Chief Bill Moore, Halifax Regional Police  
Chief Superintendent Roland Wells,  
Mr. Richard Butts, Chief Administrative Officer  
Mr. Liam MacSween, Legislative Assistant

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**1. CALL TO ORDER**

The Chair called the meeting to order at 12:30 p.m. in Halifax Hall, 1841 Argyle Street, 2<sup>nd</sup> Floor.

**2. APPROVAL OF MINUTES – January 13, 2014**

Commissioner Mosher noted a typo on page 7 of the January 13, 2014 minutes to be corrected.

**MOVED by Commissioner Mosher and seconded by Commissioner Read that the minutes of January 13, 2014 be approved as amended. MOTION PUT AND PASSED.**

**3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

Additions – Item No. 10.1 – In Camera – Personnel Matter

Commissioner Read requested that Item No. 9.2.2 – Commissioner Read - Update regarding the progress on the establishment of the Police Foundation be deferred to next meeting.

**MOVED by Commissioner Honsberger and seconded by Commissioner Read that the agenda be approved as amended. MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES – None**

**5. CONSIDERATION OF DEFERRED BUSINESS – Date**

**6. CORRESPONDENCE, PETITIONS & DELEGATIONS**

**6.1 Correspondence – None**

**6.2 Petitions – None**

**6.3 Presentation**

**6.3.1 Accident Support Services International**

The following documentation was before the Board:

- A presentation dated March 10, 2014

Deputy Chief Moore provided an overview of the Accident Support Services International system (ASSI). He commented that initiative to examine the system was brought about by a need to enhance the ability to record accident data. He noted that the current system that is used is paper based and involves a great deal of transcription and the transfer of data to other systems. He asserted that the current system is a number of years behind and moving to a fully electronic accident reporting system would be more efficient and will provide for better analysis.

Deputy Chief Moore explained that the system began as a pilot project with the Toronto Police Service and six insurance companies in 1994 and that it is currently being used by 27 agencies Across Ontario and Alberta.

Deputy Chief Moore commented that the ASSI Business model is based on providing information to the insurance industry and the content that they provide is free. He remarked that the ASSI model provides the staffing and technological resources required which is funded by Insurance Companies and that there is no cost to the Police Service.

Deputy Chief Moore outlined several benefits of the ASSI system citing increased integrity from a data integration point of view. He commented that ASSI staff will take photographs at collision centres which will lessen the chance of fraud. He further stated that the system also provides faster claim processing for accident victims.

In terms of data collection, Deputy Chief Moore explained that a subset of the ASSI report will transfer to the Police Records Management System. He commented that the data will be placed into the Collision Reporting and Occurrence Management System (CROMS) which will allow for better quality analysis. He further noted that this will assist Police Services to look for causal factors, times of day and mapping in real time.

Deputy Chief Moore stated that the ASSI system is compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA) and that no information that is collected is stored or processed outside of Canada. Further to this, Freedom of Information and Protection of Privacy concerns will be addressed through the use of a waiver.

Deputy Chief Moore noted several challenges with respect to the ASSI system in that HRM's large geographical area prohibits establishing a single collision reporting centre and that Motor Vehicle Accident volumes do not justify ASSI placing an employee in each Divisional Office/Metro Detachment.

Deputy Chief Moore concluded his presentation by commenting that the Business model that ASSI is proposing is modified to set up a single staffed office at Halifax Regional Police Headquarters. He commented that ASSI will put software in other areas in HRM where there is accident reporting. He asserted that initial commitment to the ASSI system will be for 12 months and that the pilot program will commence in June.

The Chair thanked Deputy Chief Moore for his presentations. Deputy Chief Moore commented that he would be glad to answer questions from the Board.

Commissioner Moreash inquired if there is involvement of ASSI staff at accident scenes. Deputy Chief Moore commented that the role of ASSI staff is primarily to collect the data and would not be present at the accident scene.

Commissioner Moreash asked a follow up question regarding whose consent is sought with respect to FOIPOP requests. Deputy Chief Moore stated that the driver's consent would be sought by ASSI to collect data. In response to Commissioner Moreash, Deputy Chief Moore commented that if there is refusal of consent by a driver, there will be no detriment to the public, the information regarding the accident would be processed in accordance with the Motor Vehicle Act.

Commissioner Read asked if an accident requires reporting in the ASSI system if there is no damage to a car, pedestrian, or an insurance claim is not filed.

Deputy Chief Moore commented that there are three instances in which an accidents must be reported; Injury, damage or death. With respect to pedestrian accidents, if there is no injury than there may not be a report. He added that this would be a very rare occurrence and noted that all accidents should be reported. Deputy Chief Moore further commented that he believes this system will involve a little more work for front-line officers but will lead to increased efficiency and better data in the long run.

Commissioner Dalrymple expressed his support for the program and noted that moving to an electronic system will be very beneficial. He inquired if there is a way to share the information that will be collected as a result of the initiative.

Deputy Chief Moore commented on ongoing work within HRP to consolidate existing data on pedestrian safety over the past several years. He commented that he is hoping to get the full suite of data complete in the near future which will allow for good data mining.

Commissioner Dalrymple stated that he would be interested in having the ASSI presentation provided to the Crosswalk Safety Advisory Committee. Deputy Chief Moore commented that a presentation can be arranged for the Crosswalk Safety Advisory Committee.

Commissioner Mosher commented that the ASSI program will be beneficial in terms of collecting good data and reducing instances of fraud. She stated that she is looking forward to the outcome of the pilot project to help ensure that the streets are safe. She further commented that she would like to see more emphasis placed on encouraging residents to report accidents, as many accidents go un-reported.

Further discussion ensued.

**7. Terms of Reference for the HRM Board of Police Commissioners and RCMP Advisory Board.**

The following documentation was before the Board:

- A draft report dated February, 2014

Commissioner Honsberger provided a presentation regarding work undertaken on the Terms of Reference for the HRM Board of Police Commissioners and RCMP Advisory Board.

Commissioner Honsberger commented that the project began out of a need to examine the role of the Commission to get greater clarity on its purpose and functions. As such, a subcommittee was formed in the fall of 2013 consisting of several Commissioners and HRP staff to explore this matter.

Commissioner Honsberger explained that the Terms of Reference project started by examining the existing legislation and extracting all information pertaining to the current Board. From here, he commented that the subcommittee expanded on the role of board and added suggested areas for policy development and legislative accountabilities. He further commented that the content of the draft report has been reviewed by Chief Blais and Chief Superintendent Wells and will result in more work from the Commission. He commented that a further discussion will need to take place on implementing a work plan in relation to the Terms of Reference.

Commissioner Honsberger provided background information and commentary on the five functional areas of the Board of Police Commissioners Terms of Reference:

- Community Representation
- Policy Development
- Strategic and Annual Planning
- Evaluation of the Chief
- Budget

Commissioner Honsberger noted that all new policies that are being proposed in the Terms of Reference will be reviewed by the Board. He commented that this presents itself as a learning opportunity for Board members. He provided further commentary on the roles of the Chief of Police, the Chair of the Board of Police Commissioner and role of the Board as an Advisory Board to the RCMP.

Commissioner Honsberger provided commentary on several specific areas of policy conducted by the Board, such as input on the Budget, and noted that Legislative authority on that matter is quite clear. He commented that a broader role for Board can be found in providing strategic and annual planning support work to assist the Chief. He further stated that the Board can also play an increased role with respect to staff input and engagement.

Further discussion ensued.

Commissioner Dalrymple commended the subcommittee on the hard work put in to the Terms of Reference document. He commented that the document is very easy to understand and would work well on the website. He further noted that a great deal of work will need to be undertaken by the Board and that membership may need to be increased.

Commissioner Honsberger noted that the HRM Board of Police Commissioners is very different than most other police commissions. He commented that the legislation is very clear in some instances and is not clear in others and that the Board can only do as much as there is the person power to deal with. He commented that the next step will be to take the draft Terms of Reference to the next level and determine a work plan.

Commissioner Read commended Commissioner Honsberger for his work on the matter and noted that the subcommittee have done an exemplary job. He stated that the Board now has a road map and clear direction in expanding its role.

Commissioner Mosher expressed her support for the work undertaken by the subcommittee and the Terms of Reference document. She inquired about the provision within the Terms of Reference relating to the operational relationship of HRP and Councillors commenting that Councillors often contact the police to inform them of issues within their districts.

Chief Blais noted that Councillors have a direct line to the Divisional Commanders within their districts. He stated that Councillors, however, do not have the authority to instruct Division Commanders on what they must do within these areas with respect to providing police services. He commented that when it comes to local matters and policing, Councillors and Board input is very beneficial and is often sought. He remarked that the provision in the Terms of Reference which states that Board members will not interfere with the operational matters of Police Services is to ensure that there is a buffer between the Board, elected officials and the professional Police Service.

Commissioner Mosher stated that it is important that the Board liaises with Community Services and youth groups as outlined on page 17 of the document. She commented that this is very important in terms of public outreach and tackling route problems related to criminality in the community. She further commented that there are opportunities at Community Council meetings, during the public participation sessions, to hear from the community on public safety issues. She remarked that this would be a good opportunity for the Board related to community engagement.

Commissioner Dalrymple commended Chief Superintendent Wells and Chief Blais for working with the subcommittee in drafting this document and thanked them for lending their expertise. He asked for their commentary on the Terms of Reference.

Chief Superintendent Wells noted that he has had formal communication with the Chair on this matter and that everything within the document relating to the RCMP has been in consultation with the RCMP. He further commented that he is glad to see the Board expanding their role and setting priorities. He stated that the RCMP is happy to be a part of it.

Chief Blais echoed the comments of C/Supt. Wells. He commented that establishing the accountability framework as set forth in the document is very critical and that Police Boards across the province will be looking at what is being done in HRM.

Further discussion ensued.

**MOVED by Commissioner Honsberger and seconded by Commissioner Moreash that the Terms of Reference document be accepted by the Board of Police Commissioners as presented. MOTION PUT AND PASSED.**

## **8. 2014-2015 HRP BUDGET**

The following documentation was before the Board:

- A report dated January 29, 2014

Chief Blais provided background information with respect to the budget and noted that there have been no changes to the operating budget since the Committee of the Whole meeting held on February 5, 2014.

**The 2014-2015 HRP Budget was received as submitted.**

## **9. REPORTS**

### **9.1 Staff**

#### **9.1.1 HRP Dashboard Reports**

The following documentation was before the Board:

- HRP Dashboard Reports

Deputy Chief Moore commented that the Dashboard Report of February 23, 2013 is mislabelled with respect to domestic calls. He stated that the number on the report is related to 46 calls which have a domestic overture, and that 40 of those call requests were for non-violent matters. Six of the total forty-six calls were for violent assaults. He noted that HRP will change that on a go forward basis to read "violent assaults".

Commissioner Moreash inquired about the status of the Police Blotter.

Deputy Chief Moore stated that over last week he has reviewed a new demo of what the blotter will look like. He noted that the IT resources are the same that are working on the



ASSI project along with 41 other projects and is hopeful that HRP will have a workable model within the next couple of weeks. He noted that there were some working issues with the server.

Chief Blais noted that the Police Blotter underscores the technological side of the budget and the requirement for IT resources as HRP is moving to an intelligence based reporting model. He commented on increased demand for IT professionals.

Commissioner Outhit noted a rash of car break-ins in Bedford and requested further information regarding this trend.

Chief Blais stated that as spring approaches many people leave the doors of their cars unlocked and their windows open. He commented that HRP has been getting the message out to the public to remember to lock the doors of their cars and not leave personal property in visible places within their vehicles.

**The HRP Dashboard Reports were received as submitted.**

**9.1.2 HRP Reports**

The following documentation was before the Board:

- HRP Reports

**The HRP Reports were received as submitted.**

**9.1.3 RCMP Dashboard Reports**

The following documentation was before the Board:

- RCMP Dashboard Reports

Chief Superintendent Roland Wells noted an upcoming "Ask a Mountie" Twitter event that will be take place at the end of March. He commented that participation from the Board would be welcomed and very much appreciated.

Chief Superintendent Wells noted an increase in foot patrols in RCMP areas as a strategic way of impacting pedestrian collisions and hot spots. He commented on a 44% decrease in pedestrian incidents in RCMP district and noted that the RCMP areas are different from that of the urban core.

Chief Superintendent Wells commented that the RCMP is paying closer attention to exit ramps on highways with respect to the enforcement of collisions. He noted that these efforts are being conducted to identify problem areas and reduce the amount of collisions.

Chief Superintendent Wells concluded by stating that the RCMP have no identifiable hotspots with respect to property crime within their districts. He further commented that

March 22, 2014 is the RCMP's National Impaired Driving Initiative and that checkpoints will be increased.

**The RCMP Dashboard Reports were received as submitted.**

#### **9.1.4 RCMP Reports**

The following documentation was before the Board:

- RCMP Reports

**The RCMP Reports were received as submitted.**

#### **9.1.5 HRM Public Safety Office**

The following documentation was before the Board:

- HRM Public Safety Office Report

Staff Sargent Scott MacDonald provided an overview of the HRM Public Safety Office Report.

Commissioner Ruth inquired about the recent academic research project undertaken by Mount Saint Vincent University and whether or not the project was exclusive to HRP or were other departments across the province involved.

Staff Sargent MacDonald commented that the project was exclusive to HRP front line officers but that the RCMP were consulted and expressed interest in participating in a similar project.

Chief Superintendent Wells commented that that the RCMP were given the opportunity to participate but there was some discussion and concern that RCMP members in HRM do not represent the views of 33,000 RCMP members across the country.

**The HRM Public Safety Office report was received as submitted.**

### **9.2 Committee Members**

#### **9.2.1 Updates**

Commissioner Honsberger stated that he wanted to thank Ms. Kathleen Patterson, Ms. Ashley Dutcher, and Commissioner Ruth for the work that they had undertaken with respect to the Terms of Reference project.

Commissioner Moreash noted that Department of Justice Committee on Policing Standards is active again. He commented that his term on the Board is coming up soon, the Committee on Policing Standards will keep him on the list until the end of his term and that he will eventually pass it on to someone else.

Commissioner Ruth provided commentary on term lengths for provincial appointees on the Board of Police Commissioner and noted that Commissioner Read and Commissioner Moreash appointments will be coming to an end soon. She noted that this, along with the Councillor appointments ending at the same time will drastically change the make-up of the Board. She remarked that she had approached the province with respect to extending the length of the terms for the provincial appointees to allow for the transition of new members.

**9.2.2 Commissioner Read - Update regarding the progress on the Establishment of the Police Foundation**

This item was deferred to the next Board of Police Commissioners meeting. Please see page 3.

**10. ADDED ITEMS**

**10.1 In Camera – Personnel Matter**

Please see below.

**11. IN CAMERA**

**11.1 Approval of In Camera Minutes – January 13, 2014**

The following motion was passed in open session:

**MOVED by Commissioner Outhit and seconded by Commissioner Dalrymple that the In Camera Minutes of January 13, 2014 be approved as presented. MOTION PUT AND PASSED.**

**12. ELECTION OF CHAIR AND VICE CHAIR**

Commissioner Ruth noted that she will be leaving Nova Scotia on a permanent basis in June 2014 and that her last meeting as a Commissioner will likely take place in May.

Several Commissioners commented that the election of Chair and Vice Chair should take place at the next meeting pending information from the Province regarding term limits for Provincial appointees to the Board of Police Commissioners.

**MOVED by Commissioner Outhit, seconded by Councillor Read that the Election of Chair and Vice Chair be deferred to the next meeting of the Board of Police Commissioners. MOTION PUT AND PASSED**

**MOVED by Commissioner Read, seconded by Councillor Dalrymple that the Board of Police Commissioners Convene to In Camera to discuss a personnel matter. MOTION PUT AND PASSED.**

The Board convened to In Camera to discuss a personnel matter at 2:34 p.m. and reconvened to public session at 2:39 p.m. No further action was taken.

**13. NEXT MEETING DATE - April 14, 2014**

**14. ADJOURNMENT**

The meeting was adjourned at 2:39 p.m.

Liam MacSween  
Legislative Assistant