

**Minutes of a Meeting of the Kingston Police Services Board
Held on Thursday, August 20, 2020, at 12:00 Noon
Via Webinar Hosted at Kingston Police Headquarters**

IN ATTENDANCE VIA ELECTRONIC PARTICIPATION

Ms Andrea Risk, Chair	Chief Antje McNeely
Councillor Jefferey McLaren, Vice-Chair	Deputy Chief Christopher Scott
Mayor Bryan Paterson	Members of staff and media
Dr Christian Leuprecht	
Mr Jarrod Stearns	
Mrs Donna Harrington, Secretary	

1. The Chair called the meeting to order at 12:08 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 McLaren and seconded by Mayor Paterson 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 20-9 held on July 16, 2020, be adopted. Carried.

COMMUNICATIONS

5. It was moved by Mr Stearns and seconded by Dr Leuprecht that the communications be received. Carried.
6. With respect to the Ministry call for applications under the Anti-Human Trafficking Community Supports Fund and Indigenous-Led Initiatives Fund, Chief McNeely confirmed that this notification had been shared with service providers.
7. Regarding the Ministry memorandum on an updated in-force date for the *Special Investigations Unit Act*, the Chair noted that the *Comprehensive Ontario Police Services Act, 2019*, included this stand-alone statute to establish the SIU as a fully independent provincial agency and to expand its mandate, including the requirement to investigate any discharge of a firearm at a person; the ability to investigate potential criminal conduct; and the requirement to report publicly on investigations that took more than 120 days to complete, with further updates released every 30 days thereafter. She noted that the latter would be helpful because investigations had often taken a long time, which was sometimes difficult for the officers involved. With respect to feedback on the proposed in-force date, Chief McNeely confirmed that no issues had been identified.

8. The Chair noted the Ministry correspondence on the Stage 3 Reopening of Ontario and pointed out that Kingston had been in Stage 3 for some time due to the good work of the City and KFL&A Public Health.

9. With respect to the Ministry memorandum related to service of automated speed enforcement summonses, Chief McNeely explained that this only pertained to municipalities with automated speed enforcement systems.

10. Regarding the Ministry correspondence on the expiry of Emergency Order O.Reg. 120/20 (Access to COVID-19 Status Information by Specified Persons), the Chair noted that some emergency orders were expiring with the end of the provincial declaration of emergency. Chief McNeely relayed that the First Responders COVID-19 Risk Look-up Tool Web Portal had been in place from April 3 to July 20, 2020. As to its usefulness, Chief McNeely relayed that the active screening tool had been used to good effect, where call takers would ask questions of callers as to whether they had any contact with COVID-19 or any symptoms. For the web portal tool, Chief McNeely relayed that it could give a false sense of security and its implementation had also had been contentious. She noted that, with the concerns raised regarding privacy, it was doubtful that the portal would be restored in the event of a second wave.

11. With regard to the Ministry memorandum on the Basic Constable Training allocation request for the September 16–December 10, 2020, intake, Chief McNeely relayed that seven positions had been requested but any not needed would be released for use by other services.

12. The Chair noted the Ministry memorandum regarding the gradual rollout of Ontario driver's licences and photo cards with updated 2D barcodes.

13. With regard to the Ministry's call for applications under the 2020–22 Safer and Vital Communities Grant, Chief McNeely noted that this was a grant opportunity for community partners and the Kingston Police would provide letters of support as needed.

14. With respect to the Ministry correspondence on the two-year extension to the Tobacco Enforcement Grants Pilot Program, Chief McNeely relayed that the Kingston Police had not been involved in this program.

15. With regard to the Ministry memorandum confirming the process for police releases as a result of Bill C-75, Chief McNeely explained that as of December 2019 there were only three forms of release (by summons, appearance notice, or undertaking). She noted that all three required a confirmation process through a justice but proof of service could be effected three different ways by an officer, to provide flexibility. Deputy Chief Scott noted that another change had been the removal of the recognizance before a peace officer. He added that the revised processes provided clarity and removed ambiguity.

16. With regard to the Ministry correspondence on resumption of use of force and firearms training following the end of the provincial declaration of emergency, Chief McNeely confirmed that the temporary extension of the requirement to requalify in use of force and firearms from every 12 months to every 24 months had not impacted the Kingston Police because annual

training had been completed by the middle of March 2020. She relayed that a request had been made to the Ontario Police College regarding training for additional use of force instructors.

17. With respect to the Ministry memorandum on amendments to the *Provincial Offences Act* to allow for electronic delivery of documents and video appearances for matters under this act, Chief McNeely noted that the memorandum also requested the assistance of officers in providing this information when serving notices.

18. The Chair noted the Ministry correspondence providing an update on Stage 3 of Reopening Ontario and changes to orders continued under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

19. With respect to the Ministry correspondence on the Ontario Court of Justice using Zoom Conferencing Services for trials, Chief McNeely relayed that, thanks to the foresight of the Director of Information Services, Zoom capabilities had already been installed in two rooms within police headquarters.

20. With regard to the Ministry memorandum on access to and use of the Alert Ready System in Ontario for public safety (policing) emergency alerts, Chief McNeely explained that police services could initiate public safety alerts via the OPP Provincial Operations Centre when certain criteria were met in relation to urgency, severity, certainty, and a threat being neither isolated nor contained. She pointed out that these public safety alerts could be demographically targeted.

21. The Chair noted the Ministry call for applications under the Ontario Closed Circuit Television Grant Program for fiscal year 2020–21. Chief McNeely relayed that the service would not be pursuing an application.

22. With respect to the Ministry memorandum on its review of the Court Security and Prisoner Transportation Program, the Chair noted that this was a major issue in Kingston and that the Ministry's correspondence indicated that a consultant would be retained to review the program and make recommendations. Chief McNeely noted that this review would not impact 2020 funding.

23. With regard to the Ministry memorandum on the cessation of weekly reporting of staffing resources, Chief McNeely explained that police services had been required to track active staff and the number who were unavailable due to a positive COVID-19 test, self-isolation or a presumptive positive case, or child/elder care responsibilities, etc. She noted that the reporting requirement ended on August 11, 2020.

24. The Chair noted the Ministry reminder that the validity of driver and vehicle products and services was still being extended.

25. The Chair noted the release by the Ontario Human Rights Commission of *A Disparate Impact*, a report that studied whether members of the black community had a higher rate of interaction with officers of the Toronto Police Service. She pointed out that this was a very important issue and much could be learned from the report and applied to police services.

Chief McNeely concurred that recommendations flowing from the OHRC review should be studied for incorporation in Kingston Police procedures.

26. The Chair noted the Special Investigations Unit Annual Report for 2019.

27. The Chair noted that the message from the CAPG President spoke to systemic racism and how recent events had resulted in a wake-up call on how to address systemic racism within Canadian police services.

28. The Chair noted the materials provided for the CAPG 2020 Annual General Meeting, being held on October 29, 2020, using a virtual platform. She encouraged members to participate, particularly since it would be possible to do so without travelling.

29. The Chair noted the OAPSB report from the Zone 2 Director regarding the May and June 2020 meetings of the Board of Directors, as well as the letter thanking the Board for its sponsorship of the 2020 Annual General Meeting.

30. With respect to the communication from the Zone 2 Chair regarding residency and appointments to police services boards, the Chair noted that a board had contested the eligibility of someone who had been appointed by the Province while residing outside the municipality covered by the police services board and was subsequently advised by the Province that the appointee was still eligible. [Secretarial Note: The Ministry of the Solicitor General web page states “To qualify as a board member, you must: be a resident of the municipal area served by the board, [but] consideration may be given to applicants who live outside of the municipal area served by the board, if there are no other qualified applicants.”]

DELEGATIONS

31. Nil.

REPORTS

32. Nil.

MOTIONS

33. It was moved by Mayor Paterson and seconded by Councillor McLaren that, subject to the approval of the Ministry of the Solicitor General, the Board reappoint Jean Paul Victor Gagnon as a special constable of the Kingston Police for the purpose of searching, guarding, and controlling of prisoners; providing security at premises or places occupied or utilized as courts; service of summonses, subpoenas, and other legal documents in the counties of Frontenac and Lennox & Addington; transporting prisoners and executing warrants of committal within the province of Ontario; providing crime scene security; and assisting with traffic direction under the supervision of a police officer.

Carried.

(20-29)

UNFINISHED BUSINESS

34. Nil.

NEW BUSINESS

35. **Staffing Updates.** Deputy Chief Scott relayed that two long-serving civilian members would soon be retiring and provided the following comments.

- a. Janice Allen commenced employment with the Kingston Police in July 1999 but came to us with extensive experience in the policing and justice environment, having worked as a legal secretary from 1978 to 1985 and then as a member of various detachments and units of the Ontario Provincial Police in our area from 1985 to 1999. Described as “meticulously accurate,” Janice has been key to the success of the Special Services Unit, where she has provided administrative support for the past two decades. Her colleagues came to rely on her vast expertise and knowledge in this highly confidential role that often required time-sensitive action. Janice is well known as a very enthusiastic, well-motivated individual who can be relied on to work autonomously. She demonstrated an impressive level of expertise in not only dealing with a group of diversified individuals in her work area but also assisting in other areas within the police service and within other policing agencies. Janice is a long-term dedicated professional with the perseverance to get things done correctly, while demonstrating respect for colleagues, partners, and clients. She never hesitated to offer assistance with a friendly smile, despite a demanding workload. One of many such examples was captured in her employment record in relation to a case for which she combed through available resources to quickly identify an accused person from another area and ultimately saved officers several hours of investigative time. In addition to her work with the Special Services Unit, for several years she volunteered for call-out as one of our qualified scribes for Incident Commanders at serious and major incidents, and since June 2017 she has been appointed as a commissioner for taking affidavits. Janice was awarded the 2006 Kingston Police Core Award for demonstrating a tireless dedication to the Kingston Police in her everyday activities, as well as the 2007 Teamwork Award. Janice has made a positive impact on our workplace and has many qualities that we should all emulate. She will be sorely missed, but we wish her all the best as she commences her retirement at the end of August.
- b. Christine Peters started her professional career in 1978 and has been a communications operator with the Kingston Police since October 1991. She has earned not only the respect of her co-workers for her diligent handling of emergency calls but also the thanks of many members of the public for helping them in their time of need. Chris is well known as an exceptional communications operator who is highly proficient, calm, and professional at all times. Over the years she has been involved in training new communications operators, and with her mature, confident, and intelligent manner she has been an excellent mentor for everyone in her unit. Her recognition as a mainstay of the

Communications Centre is evidenced by her receipt of the 2006 Teamwork Award, when her peers nominated her for being a great contributor to both her unit and her co-workers. Our communications operators are usually the first contact for members of our community facing what is often the worst time of their lives. During the 2018 Awards Ceremony, Chris received a Chief's Commendation for her part in providing assistance during a particularly volatile situation: Chris had answered a 9-1-1 call from a woman whose estranged son-in-law was screaming threats and breaking into her home; in fact, he was very unpredictable and had armed himself with kitchen knives. The woman had to take refuge in a locked room with her six-year-old granddaughter and conveyed to us that she would be forever grateful not only to the officers for their speedy response but also to Chris for remaining professional, calm, and kind, which gave her the strength to reassure her granddaughter through this very frightening experience. Chris's employment record also contains a note from many years ago where her intuition made an undeniable difference in another incident: at that time, someone called but did not speak, and Chris made the correct assumption that the phone was being left off the hook so that the call could be traced and police could respond. These are but two examples from the untold number of times that Chris has helped to successfully resolve life-threatening situations. We wish Chris all the best as she commences her retirement at the end of this month and would also like to thank her for being the calm and reassuring voice at the other end of the line for almost three decades.

The Chair asked that letters be prepared to thank Ms Allen and Ms Peters for their many years of service.

36. Expansion of Board Information on Kingston Police Website. The Chair noted the memorandum from the Secretary in relation to placing more information on the Board's web page about public meeting agendas, approved minutes, and available recordings. She noted that many police services boards already provided this information on their web pages. The Secretary explained that, if the *Community Safety and Policing Act, 2019*, came into force as drafted, boards would be required to post agendas and approved minutes on the Internet. She noted that the Board's procedural by-law would need to be reviewed regarding certain deadlines to allow time for posting the agenda, with the proposed legislation calling for posting one week ahead of a meeting. It was noted that recordings were now possible with virtual meetings via Zoom but, when in-person meetings recommence, the Board's boardroom on the first level was not equipped for recording and therefore consideration would need to be given to pursuing either a built-in or a portable system if the Board wished to continue recordings. It was agreed that this aspect would be studied in relation to options and associated costs as part of the 2021 budget process. It was moved by Councillor McLaren and seconded by Mr Stearns that the Kingston Police Services Board pursue the enhancement of its web page to incorporate Board public meeting agendas and associated information, approved minutes, available live-streamed or video-recorded meetings, and non-confidential policies and by-laws.

Carried.

(20-30)

MOVE TO IN-CAMERA SESSION

37. It was moved by Mayor Paterson and seconded by Dr Leuprecht that the Board move in camera at 12:38 p.m. Carried.

Chair

Secretary