

**Minutes of a Meeting of the Kingston Police Services Board
Held on Thursday, March 12, 2020, at 12:00 Noon
Kingston Police Headquarters Boardroom**

IN ATTENDANCE

Councillor Jefferey McLaren, Vice-Chair
Mayor Bryan Paterson
Dr Christian Leuprecht
Mr Jarrod Stearns
Mrs Donna Harrington, Secretary

Chief Antje McNeely
Members of media

Regrets: Ms Andrea Risk

1. The Vice-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 Mayor Paterson and seconded by Dr Leuprecht that the agenda be approved. Carried.

ADOPTION OF MINUTES

4. It was moved by Mr Stearns and seconded by Mayor Paterson that the minutes of Meeting 20-3, held on February 20, 2020, be adopted. Carried.

COMMUNICATIONS

5. It was moved by Mayor Paterson and seconded by Mr Stearns that the communications be received. Carried.

6. The Vice-Chair noted the Ministry correspondence on the ability to complete an online Motorized Snow Vehicle Operator's Course and receive an electronic motorized snow vehicle operator's licence.

7. With respect to the Ministry correspondence on the revised Guidance Note 8, High Visibility Safety Apparel, and new Guidance Note 19, Motor Vehicle Safety for Police Service Workers, Chief McNeely explained that these guidance notes had been relayed to all members and to the Joint Health and Safety Committee. She noted that general orders were already in place about equipping and maintaining police vehicles and directing members to wear high-visibility safety vests in certain situations and conduct inspections of vehicles prior to their use ensure that equipment was working properly.

8. With respect to the Ministry correspondence on telewarrants under the *Provincial Animal Welfare Services Act, 2019*, Chief McNeely noted that a regulation under that act outlined the process for animal welfare inspectors, as well as police, to request telewarrants rather than going before a Justice for the purpose of certain sections of the act. She explained that telewarrants were also used for criminal matters.

9. With respect to the Ministry correspondence regarding firearm data submission under the *Police Services Act*, Chief McNeely relayed that the required report had been submitted.

10. With respect to the Ministry memorandum on the Bill C-75 changes to section 145 of the *Criminal Code*, Chief McNeely explained that the correspondence outlined the renumbering of that section due to Bill C-75, as well as specific wording for related charges. She relayed that this information had been disseminated to members and that the updated numbering had been captured within the records management system.

11. With respect to the correspondence from the OAPSB in relation to sponsorship opportunities for the OAPSB Spring Conference and Annual General Meeting, the Secretary confirmed that the Board traditionally supported this conference within the bronze level. It was moved by Mayor Paterson and seconded by Mr Stearns that the Board contribute \$500 (bronze level) to the 2020 Spring Conference and Annual General Meeting of the Ontario Association of Police Services Boards.

Carried.

(20-10)

12. With respect to the agenda for the Zone 2 meeting to be held on April 24, 2020, the Vice-Chair indicated that he could attend and asked any other members who wished to attend to notify the Secretary.

13. The March 2020 edition of *Blue Line* was noted.

DELEGATIONS

14. Nil.

REPORTS

Report on Annual Audit of Property and Evidence Control

15. Noting that this area of the service was audited annually, Chief McNeely relayed that Sergeant Melanie Jefferies, an officer not routinely or directly connected with the property/evidence control function and thus at arm's length of the unit, had completed this audit. Chief McNeely noted the following highlights from the audit areas.

- a. **Bicycles.** The handling and storage of found bicycles had met continuity requirements, and the next police auction, which would include bicycles with no identified owner, was scheduled for April 4, 2020, at the Portsmouth Olympic Harbour.

- b. **Large Articles / Long-Term Storage (MCM Files).** This area has secure electronic access to limited staff. Any items stored were able to be located.
- c. **Reference Material.** This area is also secure, with limited access. Articles were easily located.
- d. **Flammable/Hazardous Materials.** This involves storage in an external building. Over the past number of years it had been noted that a gap for ventilation near the top of the roof allowed rain, etc., to enter, but the cost to resolve this issue was estimated at \$3,711. If flammable materials were seized in connection with a criminal case, they could be stored at 717 Division Street.
- e. **Main Storage (General Items).** No recommendations had been made regarding this area. All policies and procedures are being followed.
- f. **Main Storage (Firearms).** One recommendation was made regarding succession planning, in that new incumbents would require the Canada Firearms Registry Verifiers Course and training in that area. A posting had been advertised to fill a retirement vacancy at the end of July, and a course will be requested when the successful candidate has been selected.
- g. **Main Storage (Jewellery and Money).** Jewellery and money items were well secured and easily located. No violations of policies or procedures were noted.

16. With respect to safeguarding of property and evidence, Chief McNeely pointed out that this also included oversight of controlled drugs and substances. She explained that one officer was assigned as the Drug Continuity Officer and this officer did most of the tasks in relation to continuity and sending samples for analysis. She noted that the audit also included this area and confirmed adherence to policies and procedures. With respect to procedures in relation to drug seizures, Chief McNeely explained that drugs were secured in Health Canada envelopes annotated with the documented weight and then deposited in a secure lock box, with details recorded in the records management system. She relayed that only the Drug Continuity Officer could retrieve the seized drugs from the lock box. With respect to destruction of seized drugs, Chief McNeely noted that procedures had recently changed and police services could now dispose of drugs at the conclusion of a case, with notification provided to Health Canada within 30 days of disposal.

MOTIONS

17. Nil.

UNFINISHED BUSINESS

18. Nil.

NEW BUSINESS

19. **Retirement of Constable R. Rummell.** Chief McNeely relayed that Constable Robert Rummell would be retiring on April 1, 2020, and provided the following summary of his career with the Kingston Police.

Robb was hired as a cadet in January 1987, having achieved a Law and Security diploma from Sir Sandford Fleming College. Over the years Robb was assigned to Uniformed Patrol, the Training Unit, Criminal Investigations, and the Joint Forces Penitentiary Squad. As well, he was a member of the Emergency Response Unit from March 1998 to May 2006 and thus involved with many high-risk incidents over the years. At the 1996 awards ceremony, Constable Rummell was awarded a Commendation of Merit for saving the life of a person who had climbed onto a high ledge in an attempt to commit suicide. Robb also acquired several special qualifications over the years, particularly with respect to his role on the tactical team. In 2001 he received marksmanship awards for his performance on the RCMP Basic Firearm Instructor Course; as evidence of that he has crossed pistol and crossed rifle crests on his uniform. Since January 2017, Robb has been seconded to the Ontario Police College as an instructor for the Basic Constable Training Course. We know that our new recruits have greatly benefited from his wealth of knowledge and experience. At last year's awards ceremony, Robb was presented with a Commendation of Merit for his courageous actions in regaining control of a motor vehicle on the OPC Police Vehicle Operations track after the driver had succumbed to medical distress. Thanks to Robb's calm and immediate response to this tense situation, all occupants of the vehicle were saved from potentially serious injury. Robb 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 we wish him all the best as he commences his retirement on April 1, 2020.

The Vice-Chair asked that a letter be prepared to express the Board's appreciation to Constable Rummell for his many years of service.

MOVE TO IN-CAMERA SESSION

20. It was moved by Mr Stearns and seconded by Mayor Paterson that the Board move in camera at 12:21 p.m. Carried.

Chair

Secretary