

**Minutes of a Special Meeting of the Kingston Police Services Board
Held on Wednesday, April 1, 2020, at 10:00 a.m.
Room 207, Kingston Police Headquarters**

IN ATTENDANCE

Andrea Risk, Chair (electronic participation)	Chief Antje McNeely (electronic participation)
Councillor Jefferey McLaren, Vice-Chair	Deputy Chief C. Scott (electronic participation)
Mayor Bryan Paterson (electronic participation)	Media (electronic participation)
Dr Christian Leuprecht	
Mr Jarrod Stearns	
Mrs Donna Harrington, Secretary	

1. The Chair called the meeting to order at 10:01 a.m.

DISCLOSURE OF CONFLICT OF INTEREST

2. The members confirmed that there were no conflicts of interest to report.

APPROVAL OF AGENDA

3. The Chair suggested that the agenda item on the Rules of Procedure By-Law be moved to the beginning of the meeting to ensure that it was addressed, considering that some were participating by electronic means. It was moved by Councillor McLaren and seconded by Mr Stearns that the agenda be approved as amended. Carried.

RULES OF PROCEDURE BY-LAW

4. The Chair explained the purpose of the proposed changes to the Rules of Procedure By-Law in light of emergency measures being taken to address the current pandemic and asked members whether they had any questions or concerns about the amendments being proposed. She noted that a motion was first required to forego section 9.1.3 of the current by-law (the requirement to give notice at a prior regular meeting), since the Board was not in a position to hold such regular meeting under the present circumstances.

5. It was moved by Councillor McLaren and seconded by Mr Stearns that, in light of emergency measures being taken to address the current pandemic, section 9.1.3 of the Board Rules of Procedure By-Law (the requirement to give notice at a previous regular meeting of the Board as to a proposed amendment to the by-law) not be followed for this meeting.

Carried.

(20-13)

6. The Chair noted that the proposed amendments included the expanded allowance for electronic participation in meetings by Board members and advised that the current meeting was being placed on YouTube to facilitate public access. [Secretarial Note: YouTube suspended live streaming, stating “This stream has been stopped because we detected copyrighted audio or video or because we received complaint of a Community Guidelines violation.”] The Chair also

noted that a section on voting by telephone and/or e-mail poll was being added and that the notice provision was being removed.

7. It was moved by Councillor McLaren and seconded by Mayor Paterson that the Board accept the proposed additions and deletions to the Kingston Police Services Board Rules of Procedure By-Law and approve the revised by-law as drafted.

Carried.

(20-14)

COMMUNICATIONS

8. The Chair noted the Ministry correspondence on measures being taken in adult correctional facilities to try to stop the spread of COVID-19. She pointed out that the memorandum reflected steps being taken as of March 14, 2020, and that the Ministry was aware of concerns in relation to transmission of the virus within correctional facilities and was taking necessary steps.

9. The Chair noted the Ministry correspondence on information to support police operations during the novel coronavirus, including precautions in the course of policing duties, transportation of persons in custody, and court-related processes. Chief McNeely confirmed that members who had travelled outside Canada were self-isolating for 14 days as recommended and that signage had been posted at the building entrances for self-identifying any fever, new or existing cough and difficulty breathing, or travel outside Canada within the 14 days since the onset of illness or contact with a person with this travel history who was ill. She noted that active screening of anyone entering the building was also being done and answers to these questions were being documented. Chief McNeely noted that members were also being reminded to abide by social distancing within the building and ensure frequent hand washing. She relayed that other measures included working from home when possible and additional placement of hand sanitizer within the building. Chief McNeely confirmed that the service was following recommendations to, when appropriate, extend the first appearance date for charged persons and release persons with conditions. She explained that Crown attorneys were available 24/7 to provide advice on release options for accused persons. The Chair noted that the situation was changing daily, with additional direction and recommendations. Chief McNeely relayed that members had been issued with personal protective equipment and that enhanced cleaning of areas, including police vehicles, was being undertaken. She noted that restrictions had been placed on the number of members of the public allowed to be in the front lobby at one time and pointed out that staff members in this area were protected by Plexiglas barriers. With respect to addressing any potential contagion amongst an entire shift, Chief McNeely explained that plans under review included maintaining a contingent of healthy officers by managing deployments. She added that the local Medical Officer of Health had been very helpful in providing information and that the Senior Management Team and Association representatives had been meeting every day to discuss ongoing changes. Chief McNeely explained that officers could be redeployed from other areas of the organization to fulfil uniformed patrol duties as required.

10. The Chair noted the Ministry correspondence on the provincial Declaration of Emergency Under the *Emergency Management and Civil Protection Act* (EMCPA) and the enforcement of emergency orders. She commented that most members of the community were

respecting the precautionary measures but the memorandum outlined enforcement options if necessary. Chief McNeely relayed that Staff Sergeant Armstrong and Sergeant Koopman had been tasked with working with the City in this respect. She noted that the most recent Kingston Police media release explained the emergency orders issued to date under the EMCPA, the *Quarantine Act*, and the City of Kingston State of Emergency. She noted that the media release included instructions on how to file an online report if suspected violations were witnessed. Chief McNeely relayed that so far 32 complaints had been received, with reports ranging from people not practising social distancing (not enforceable) to certain stores being open. She added that some complaints had also been received in relation to the *Quarantine Act* and travellers not self-isolating, which had been documented and shared with KFL&A Public Health. She explained that a measured approach was being taken in concert with City By-Law and KFL&A Public Health, with education and dialogue as first measures and enforcement as a last measure. She acknowledged the seriousness of the measures being taken by all levels of government. With respect to the Government of Canada order effective March 25, 2020, under the *Quarantine Act* requiring any person entering Canada by air, sea, or land to self-isolate for 14 days, Chief McNeely explained that in these cases the service would be working closely with KFL&A Public Health and concurred that offences under this order were serious, with maximum penalties including a fine of \$750,000 and/or imprisonment for six months and, for someone who caused a risk of imminent death or serious bodily harm, a fine of up to \$1 million or imprisonment of up to three years. She noted that spot checks would be conducted in conjunction with KFL&A Public Health, who would have the information from the Canada Border Services Agency.

11. The Chair noted the Ministry correspondence regarding the set fines for provincial offences under the EMCPA.
12. The Chair noted the Ministry memorandum on the extension of expiry of driver, vehicle, and carrier products and services during the COVID-19 crisis.
13. The Chair noted the Ministry correspondence on efforts being taken by the Ontario Police College to safely conclude the Basic Constable Training Program that had been under way, as well as the rescheduling or cancellation of other courses. Chief McNeely reported that the newly graduated recruits had just arrived and had passed the COVID-19 screening. She noted that the status of the May intake for the Basic Constable Training Program was still under discussion.
14. With respect to the Ministry memorandum on operations for the Ontario Court of Justice, the Chair noted that proceedings were on hold, both at the Ontario Court of Justice and the Superior Court of Justice, until it would be possible to implement electronic hearings. Chief McNeely noted that audiovisual means were being used to minimize in-person contact between institutions and the courts and confirmed that the Kingston Police were no longer transporting prisoners from the Quinte Detention Centre to the courts at this point.
15. Regarding the Ministry correspondence on the prioritization of police record checks so that any related to essential workers (such as health care personnel, social service workers, child care workers, and individuals involved in food supply or the maintenance of critical infrastructure) could be expedited, Chief McNeely confirmed that the service was complying with this direction.

16. With respect to the Ministry correspondence providing guidance to police services boards in relation to convening meetings during the pandemic, including the use of virtual meetings, the Chair noted that the Board had addressed this aspect by amending the Rules of Procedure By-Law earlier in the meeting.

17. The Chair noted the Ministry memorandum outlining strategies to protect front-line correctional workers and inmates during the COVID-19 pandemic and to enable the Ontario Parole Board to conduct hearings by electronic or written means.

18. With respect to the Ministry memorandum on the use of facial protection for front-line policing personnel, the Chair noted that there had been much discussion on personal protective equipment for hospital and other front-line workers and recommended that any guidelines be monitored to ensure that officers were appropriately equipped. Chief McNeely confirmed that thus far surgical masks had been deemed appropriate for police and that goggles and gloves were also provided. She relayed that adequate supplies of disinfecting wipes and hand sanitizer were also being monitored.

19. The Chair noted the correspondence from the OAPSB giving notice of the cancellation of the 2020 Spring Conference.

ADJOURNMENT

20. Further to the Ministry correspondence on the declaration of a provincial emergency and the enforcement of emergency orders, Dr Leuprecht noted that on March 24, 2020, the Government of Canada had issued an Order in Council under the *Quarantine Act* requiring any persons entering Canada to isolate themselves in accordance with instructions and remain in isolation for 14 days. He commented that this could be enforced without an individual order.

21. With respect to imposed limitations on movement resulting in a lower number of calls for service, Chief McNeely cautioned that it was too early to know how long restrictions would need to be in place and relayed that, while many people were staying at home, other calls were being received in relation to emergency measures. She noted that increased patrol was being required to monitor the potential for increased break-ins to businesses required to be closed. With respect to domestic violence, Chief McNeely concurred that the current situation could result in increased incidents.

22. With respect to the impact of the closing of some shelters, Chief McNeely noted that the warming centre had closed but other shelters (including those required for safety) were seeking larger accommodations to allow better personal distancing. She relayed that now persons accessing shelter services and exhibiting possible COVID-19 symptoms were referred to an isolation centre until it could be ascertained that they did not have the virus. Chief McNeely noted that the City was working very hard to limit the spread of the virus. Mayor Paterson noted that there were two facilities, one for use as an isolation centre and the other to provide a shelter with more space for social distancing.

23. It was moved by Mayor Paterson and seconded by Councillor McLaren to adjourn the meeting at 10:39 a.m. Carried.

Chair

Secretary