

**Minutes of a Meeting of the Kingston Police Services Board
Held on Thursday, July 16, 2020, at 12:00 Noon
Via Webinar Hosted at Kingston Police Headquarters**

IN ATTENDANCE VIA ELECTRONIC PARTICIPATION

Councillor Jefferey McLaren, Vice-Chair
Mayor Bryan Paterson [from 12:06 p.m.]
Dr Christian Leuprecht
Jarrod Stearns
Mrs Donna Harrington, Secretary

Chief Antje McNeely
Deputy Chief Christopher Scott
Members of staff and media

Regrets: Ms Andrea Risk

1. The Vice-Chair called the meeting to order at 12:00 noon.

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 Dr Leuprecht and seconded by Mr Stearns that the agenda be approved. Carried.

ADOPTION OF MINUTES

4. It was moved by Dr Leuprecht and seconded by Mr Stearns that the minutes of Meeting 20-8 held on June 18, 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 correspondence on the reopening of Ontario courts to in-person hearings, Chief McNeely noted that in-person hearings had started on July 6, 2020, with a measured approach and this communication provided details on how officers were to prepare for trial and how subpoenas would be issued, etc., as well as how processes would unfold.

7. With respect to the Ministry memorandum regarding interim guidance on the Court of Appeal decision in *R. v. Pascal*, Chief McNeely confirmed that this decision would have minimal impact on the Court Services Unit.

8. The Vice-Chair noted the Ministry correspondence on the reopening of Ontario's Drive Test Centres and the ongoing suspension of enforcement related to driver and vehicle renewal requirements until further notice.

9. With regard to the Ministry memorandum on enforcement of the *Provincial Animal Welfare Services Act, 2019*, Chief McNeely explained that this was to remind police services, particularly during the hot summer months, that police officers could take action in an emergency involving animals, instead of waiting for inspectors appointed under the Act.
10. With regard to the Ministry memorandum on the Firearms Reference Table, Chief McNeely explained that the Order in Council issued in May 2020 had resulted in several changes to the Firearms Reference Table used by police services to report firearms in their inventory and this memorandum was to relay the work being done by the Canadian Firearms Program to update the Firearms Reference Table as quickly as possible.
11. With respect to the Ministry correspondence on the suspension of existing Next Generation 9-1-1 deadlines due to COVID-19, Chief McNeely explained that deadlines had been extended from June 30, 2020, to March 30, 2021, for providing NG9-1-1 voice services; from December 30, 2020, to March 30, 2022, for providing NG9-1-1 text messaging; and from June 30, 2023, to March 30, 2024, for decommissioning the 9-1-1 network in favour of NG9-1-1. She noted that these changes affected all PSAPs (public safety answering points), including the Kingston Police Communications Centre. She relayed that the Kingston Police had been working diligently with the City to prepare and were in good shape for the change. With respect to implementing these items ahead of deadlines, Chief McNeely explained that delays were being experienced by everyone, including manufacturers. [Mayor Paterson joined the meeting at 12:06 p.m.]
12. The Vice-Chair noted the Ministry memorandum on the availability of Centre of Forensic Sciences experts for remote testimony.
13. With respect to the Ministry correspondence on court entrance screening and compliance monitoring, Chief McNeely explained that these measures were being put in place where courts were reopening. She noted that officers were not involved in the screening processes but did assist with ensuring physical distancing.
14. With regard to the Ministry memorandum on a survey of police services on mental health-related demands and police response in Ontario, Chief McNeely confirmed that the survey was being completed by the service and this item was only for the information of the Board.
15. With respect to the Ministry correspondence on electronic Sudden Death Reports and Coroner Investigation Reports, Chief McNeely relayed that the service was scheduled to move to this system sometime this summer. She relayed that the York Regional Police had successfully utilized the system.
16. The Vice-Chair noted the letter from the OAPSB Chair and Executive Director to the Solicitor General regarding composition of police services boards for OPP detachments.

DELEGATIONS

17. Nil.

REPORTS

18. **Semi-Annual Report on O.Reg. 58/16.** Staff Sergeant Lillian Murdock was invited to present the report. She explained that officers had been complying with this regulation, Collection of Identifying Information in Certain Circumstances, for several years now and the nil report reflected the education and training received.

19. **Semi-Annual Report on the Administration of Public Complaints.** In reviewing her report, Staff Sergeant Murdock noted that 14 complaints had been received, with 7 of them screened out by the Office of the Independent Police Review Director. She noted that the number of complaints had increased from the same period in 2019 but was in line with the same reporting period in 2018. Staff Sergeant Murdock explained that seven local inquiries had also been received in the first half of 2020.

MOTIONS

20. Chief McNeely explained that the Kingston Police had been participating in the Ontario Strategy to End Human Trafficking for the past two years. It was moved by Mayor Paterson and seconded by Mr Stearns that the Board endorse the agreement with the Province regarding funding from April 1, 2020, to March 31, 2021, under Ontario's Strategy to End Human Trafficking, as outlined in the correspondence from the OPP Counter Exploitation and Missing Person Section.

Carried.

(20-28)

UNFINISHED BUSINESS

21. Nil.

NEW BUSINESS

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

- a. Special Constable Randy Plumb was hired by the Kingston Police in December 1987 to work as a custodial officer in the Court Services Unit and subsequently appointed as a special constable for the purpose of transporting and guarding prisoners; providing court security; and serving summonses and subpoenas. With this designation, Randy had the status of a peace officer in the province of Ontario, and in recent years his duties also included the collection of DNA samples for the national DNA databank. As a special constable providing court security and prisoner transportation, over the years Randy has dealt with many different circumstances, and his personable manner has been a great asset. He has received letters of commendation from members of the local judiciary and legal counsel with respect to taking quick and effective action in the face of volatile situations. As the most senior special constable in the unit, Randy's leadership in ensuring that court operations ran smoothly despite the fast pace of

prisoner movement for courts was greatly appreciated by all involved. At the 2018 Awards Ceremony, Randy and a fellow special constable, Kevin Weir, received a Chief's Commendation for administering CPR to a man who had suffered a heart attack and then driven into a ditch on the side of Hwy 401 in November 2017. It is our opinion that this man survived thanks to the timely and adept administration of CPR by Randy and Kevin until emergency services arrived. Randy starts his retirement on July 30, 2020, and we wish him all the best in the years ahead.

- b. Janet Smith was hired by the Kingston Police in December 1990 as a part-time employee in the Communications Unit. In October 1991 she became a full-time communications operator, and in 1995 she transferred to her current position in the Property and Stores Unit. She was awarded the 2004 Kingston Police Community/Partnership Award for her tireless volunteer work in the community and during Kingston Police community events, as well as the 2008 Kingston Police Core Award for her outstanding loyalty, hard work, and dedication to the Kingston Police. Janet has been a positive influence on the Kingston Police with her wealth of expertise, pleasant demeanour, and compassion in interactions with members of the public. She is well known for her perseverance and tenacity in locating owners of found items, especially those of obvious sentimental value. In fact, in Janet's early days in the Property Unit, a large handmade gold ring bearing names and dates was found on the dance floor in the Stages Nightclub. Seventeen years later, in 2012, Janet was able to locate living relatives and return this "mourning ring" to the family. As part of her duties Janet also handled firearms and completed the required Canada Firearms Registry Course to be an Approved Firearm Verifier. In addition to her diligent handling of property and evidence items, she conscientiously looked after the clothing and equipment needs of our front-line members. She has also acted as a civilian director on the Kingston Police Association and has taken part in numerous community activities sponsored by the Association and the Kingston Police. In her off-duty time Janet has been a firm supporter of the Humane Society and has been a generous caretaker for numerous injured and unwanted pets. In 2007 the *Whig* featured an article about Janet and her sisters taking in a young puppy and having him fit with a wheelchair due to paralysis in his back legs. Janet will be sorely missed but we wish her all the best as she commences her retirement on August 1, 2020.

The Vice-Chair asked that letters be prepared to thank Special Constable Plumb and Ms Smith for their many years of service.

23. **August Meeting.** It was noted that a regular meeting was not normally held in August due to the scheduling of conferences. Mayor Paterson confirmed that the annual conference for the Association of Municipalities of Ontario was being held virtually at that time and therefore his availability was not certain. The Vice-Chair suggested that the meeting be scheduled, and, at the call of the Chair, could be cancelled if she decided there was nothing major or important that could not be delayed until September.

MOVE TO IN-CAMERA SESSION

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

Chair

Secretary