

**Minutes of a Meeting of the Kingston Police Services Board
Held on Thursday, June 17, 2021, at 12:00 Noon
Via Webinar Hosted at Kingston Police Headquarters**

IN ATTENDANCE VIA ELECTRONIC PARTICIPATION

Mr Jarrod Stearns, Chair
Councillor Jefferey McLaren, Vice-Chair
Councillor Bridget Doherty
Dr Christian Leuprecht
Mr Jamshed Hassan [from 12:08 p.m.]
Mrs Donna Harrington, Secretary

Chief Antje McNeely
Members of staff and media

1. The 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 Councillor McLaren and seconded by Dr Leuprecht that the agenda be approved. Carried.

ADOPTION OF MINUTES

4. It was moved by Councillor McLaren and seconded by Councillor Doherty that the minutes of Meeting 21-11 held on May 20, 2021, be adopted. Carried.

COMMUNICATIONS

5. With respect to the Ministry memorandum on the Provincial Antigen Screening Program, Chief McNeely relayed that police services were now able to apply for free rapid antigen tests and that Inspector Funnell was coordinating the on-site Wednesday morning screenings. She reported that just under six hundred tests had been administered in the month since the program had been initiated.
6. With respect to the Ministry correspondence on the launch of the Service-by-Service Page on the Office of the Independent Police Review Director website, Chief McNeely explained that this site had been activated and provided the public with access to statistical information on police services across Ontario in relation to the administration of public complaints as at December 20, 2020.
7. The Chair noted the Ministry memorandum on collection of occurrence data related to animals left in motor vehicles. Chief McNeely explained that, with the passage of the *Provincial Animal Welfare Services Act*, animal welfare inspectors were appointed but police officers also had authority to enforce this legislation. She noted that members of the public were encouraged to call 9-1-1 if they saw an animal in distress in a hot car and that police and animal welfare

inspectors were authorized to enter motor vehicles to remove animals in distress. With respect to the Ministry memorandum, Chief McNeely explained that the Ministry was seeking a one-time voluntary submission of occurrence data related to animals in distress left in hot vehicles for the years 2018, 2019, and 2020.

8. With respect to the Ministry memorandum on the 2021 Promotional Exams, Chief McNeely relayed that Kingston had been designated as a writing site and that approximately forty members from Eastern Ontario police services, including the Kingston Police, had written the exam on June 13, 2021, at St. Lawrence College.

9. With regard to the Ministry correspondence on the Basic Constable Training Program allocation request for the September intake, Chief McNeely relayed that five spots had been requested to cover the next round of retirements occurring from August to December. [Mr Hassan joined the meeting at 12:08 p.m.]

10. The Chair noted the Ministry memorandum on the expansion of the Legal Advice for Victims of Sexual Assault Program. Chief McNeely explained that this program had started as a pilot in Toronto, Ottawa, and Thunder Bay and was now being expanded across the province. She noted that the program provided access, via an online platform or a toll-free number, to up to four hours of free, confidential legal advice to victims of sexual assault regardless of how much time had passed since the assault. She confirmed that this information was being shared with agencies who worked with these victims.

11. With respect to the Ministry correspondence on Ontario Police Health and Safety Committee Guidance Note 15, Respiratory Protection Policy and Program, Chief McNeely explained that this guidance note had been developed to raise awareness about respiratory hazards and to provide suggested practices for the development of a respiratory protection policy and program. She noted that Regulation 833 under the *Occupational Health and Safety Act* was especially designed for industries with a potential for specific chemical and biological exposures that may be present based on the nature of their work. In terms of policing, Chief McNeely relayed that, when a risk assessment determined a potential exposure, officers may be required to wear an approved respirator. She noted that this could commonly include members of the Drug, Forensic Identification, and Emergency Response units, where an ongoing risk assessment and use of personal protective equipment could lead to the use of an N95 mask. She explained that the Designated Substances regulation mainly applied to the use, storage, and handling of lead and in this respect the range area was regularly cleaned and the air quality and HVAC systems regularly tested. Chief McNeely relayed that policies and procedures to adapt the requirements of Regulation 833 to the police service would be developed and presented to the Joint Health and Safety Committee for review.

12. The Chair noted the Ministry memorandum on increasing awareness about the Youth Cannabis Diversion Program. Chief McNeely relayed that this education and prevention program for youth had been approved by the Attorney General and launched in February 2019. She explained that this allowed enforcement officers to refer youth aged 12 to 18 to this program when officers had reasonable grounds to believe that a person under the age of 19 had contravened section 10 of the *Cannabis Control Act* (consume, possess, distribute, purchase, attempt to purchase, etc.). She noted that the Ministry had produced a short promotional video

on the referral process and that Kingston Police officers could access this program by making a referral through the local Youth Diversion Program. She added that this program used an online course that took about an hour to complete.

13. With respect to the Ministry correspondence announcing the 2021/22–2022/23 Victim Support Grant call for applications, Chief McNeely confirmed that this grant opportunity was being reviewed for a local program to support victims of intimate partner violence and human trafficking. She noted that such a program had to be administered in collaboration with a local agency, e.g., Victim Services, Sexual Assault Centre Kingston, Interval House, or any number of partners, with funding limited to \$100,000 per year over a two-year period.

14. With respect to the Ministry memorandum on the Class A manual transmission restriction, Chief McNeely explained that, effective July 19, 2021, individuals who completed the Class A or A Restricted road test in an automatic vehicle would be restricted from operating such vehicles with a manual transmission and would have this restriction noted on their driver record.

15. The Chair noted the Ministry correspondence on the update to O.Reg. 141/21, Pilot Project for Cargo Power-Assisted Bicycles. Chief McNeely explained that a minimum weight requirement of more than 55 kg add been added but that this change would not have a local impact because the City was not participating in the pilot project.

16. The Chair noted the e-mail from OAPSB Zone 2 regarding meetings planned for September 2021 (hosted by the Prince Edward County Police Services Board) and for November 2021 (hosted by the Ottawa Police Services Board).

DELEGATIONS

17. Nil.

REPORTS

18. **Emergency Response Unit.** Sergeant Harry Brewer was invited to make a presentation on the Emergency Response Unit and the background for the replacement of the armoured rescue vehicle currently held within the fleet inventory [presentation and commentary filed with minutes]. With respect to the current and previous armoured vehicle, Sergeant Brewer clarified that the vehicle obtained in 1995 had been destroyed by Kimco and the one obtained in 2013 was being held but not used since 2017 because it was deemed not to be safe. Sergeant Brewer noted that the manufacturer of new vehicle had indicated a usage guideline of 15 years, depending on how it was used, maintained, etc.

19. **Report on RFP 21-02, Used Armoured Rescue Vehicle.** Chief McNeely reviewed the RFP process used to acquire the used Cambli armoured rescue vehicle. She relayed that the RFP had closed on May 17, 2021, and two submissions had been received, with the Cambli proposal having the lowest price and achieving the highest score pursuant to the evaluation process outlined in the RFP. She noted that, pursuant to Board policy, there was an RFP process and, since the selected proponent had the lowest price and the highest score, the report was being

submitted for the Board's information. Chief McNeely added that the selected proponent had met the criteria and that a measured approach had been taken with this purchase of a used vehicle, which nevertheless had very low mileage and no operational deployments. She noted that, in consultation with members who were the subject matter experts in this area, the Cambli had been selected. She confirmed that the purchase was within the capital budget envelope of \$470,000 for replacement fleet vehicles and noted that it had been hoped to fund this replacement through grant funding but this had not been possible. Chief McNeely reviewed the evaluation criteria noted in the report to the Board, and it was confirmed that both proposals had included a warranty. With respect to the threshold for Board approval, Chief McNeely explained that the Chief of Police could approve purchases up to \$500,000. The Chair thanked Sergeant Brewer for his presentation.

MOTIONS

20. It was moved by Councillor McLaren and seconded by Mr Hassan that, subject to the approval of the Ministry of the Solicitor General, the Board reappoint Christopher Daniel Nadeau and Gary Kevin Joseph Weir as special constables 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.

(21-39)

UNFINISHED BUSINESS

21. Nil.

NEW BUSINESS

22. Nil.

MOVE TO IN-CAMERA SESSION

23. It was moved by Councillor Doherty and seconded by Councillor McLaren that the Board move in camera at 12:46 p.m. Carried.

Chair

Secretary