

**Minutes of a Meeting of the Kingston Police Services Board
Held on Thursday, February 17, 2022, at 12:00 Noon
Via Webinar Hosted at Kingston Police Headquarters**

IN ATTENDANCE VIA ELECTRONIC PARTICIPATION

PRESENT: Jarrod Stearns, Chair
Councillor Bridget Doherty, Vice Chair
Jamshed Hassan
Christian Leuprecht
Councillor Jeff M^cLaren
Antje McNeely, Chief
John Howes, Director of Finance
Lindsey Gray, Police Services Advisor
Fred Kaustinen, Consultant
Lorie Sargeant, Secretary
Members of the Public and Media

1. The Chair called the meeting to order at 12:05 pm.

DISCLOSURE OF CONFLICT OF INTEREST

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

APPROVAL OF AGENDA

3. Moved by Councillor M^cLaren
Seconded by Councillor Doherty

That the agenda be approved.

Carried

ADOPTION OF MINUTES

4. Moved by Councillor M^cLaren
Seconded by Dr. Leuprecht

That the minutes of Meeting 22-03 held on January 20, 2022 be adopted.

Carried

COMMUNICATIONS

5. With respect to the ADM Public Safety Division Memorandum 22-0004 dated January 17, 2022 regarding Annual Reporting Requirements: Violent Crime Linkage Analysis System and Case Management, Chief McNeely relayed that it is a reminder for police services to submit their annual reports on Major Case Management (MCM) and the

Violent Crime Linkage Analysis System (VicClas) to the Ministry of the Solicitor General. She advised that the Criminal Investigations Division submits these report and that they will be submitted by the February 28, 2022 deadline.

6. Regarding the ADM Public Safety Division Memorandum 22-0005 dated January 18, 2022 with respect to amendments to the *Police Record Checks Reform Act, 2015*, Chief McNeely noted that the amendments to the Act will include an established definition of “volunteer” and is intended to remove barriers for volunteers. Bill (13) received Royal Assent on December 2, 2021. She also advised that the amendments would require police to conduct and provide the results of Criminal Record Checks and Criminal Record and Judicial Matters Checks for volunteers at no charge and provide up to five (5) free copies of the results. Chief McNeely relayed that it also expands the Lieutenant Governor in Council’s regulation-making authority to prescribe how police services will conduct police record checks for volunteers and how long a police record check could be relied upon.
7. With respect to ADM Public Safety Division Memorandum 22-0006 dated January 18, 2022 regarding Updated Guidance for First Responders: Integrated Testing, Case, Contact and Outbreak Management-Omicron Surge, Chief McNeely relayed that Dr. Moore issued an updated interim guidance on Integrated Testing and Case and Outbreak Management. She advised that with respect to first responders, including police personnel are now prioritized for PCR testing if symptomatic to ensure a quicker return to work.
8. Chief McNeely explained that the ADM Public Safety Division Memorandum 22-0007, dated January 19, 2022 regarding Independent Police Review Director (OIPRD) Service by Service Statistics that the OIPRD website provides statistical information to the public containing 2021 statistics which is updated annually.
9. Regarding the ADM Public Safety Division Memorandum 22-0008, dated January 20, 2022 regarding 2022/23 – 2023/24 Safer and Vital Communities (SVC) Grant Call for Applications, as reissued on February 1, 2022, Chief McNeely explained that Police Services are not eligible for this grant and that applications are being received from community based, not-for-profit, incorporated organizations and First Nations. She noted that the theme is “Preventing Cybercrime through Community Collaboration” with priority areas being Hate Crimes, Human Trafficking and Fraud. She communicated that letters of support to community applications is integral. The due date for the applications is March 4, 2022 at 4:00 pm.
10. Chief McNeely explained that the ADM Public Safety Division Memorandum 22-0009, dated January 25, 2022 regarding Court Security and Prisoner Transportation (CSPT) Transfer Payment Program Review related to the review of the court security and prisoner transportation in Ontario including the design of the payment program by an independent consultant hired by the Ministry in the fall of 2020. She further explained that the review included a review of the Criminal Justice Digital Design (CIDD) which digitizes criminal case records connected to IT systems to ensure data flows seamlessly

from police, prosecution, courts and corrections and a review of the Criminal Justice Video Strategy (CIVS) which is designed to increase the use of video technology for most types of in-custody court appearances therefore reducing the need to transport the accused between correctional institutions and court houses. Chief McNeely shared that there was a lot of stakeholder input for this review via interviews, survey and on-line feedback. The review confirmed that there would be no changes to the overall funding envelope for the 2022 CSPT TP Program. Chief McNeely shared that some of the issues identified included: fairness of the funding model – First Nations police services are not eligible for funding and assume these expenses; and the model does not reflect real-time expenditures. She stated that the review identified other areas requiring improvements such as infrastructure limitation for virtual appearances; scheduling and coordination of prisoner pick up and drop off at some correctional institutions and courts; court house security; and unique challenges in Northern Ontario and remote locations.

11. With respect to the ADM Public Safety Division Memorandum 22-0010, dated January 26, 2022 regarding Revised Contact Information for Firearm Data Submission under the Police Services Act, Chief McNeely explained that this is a reminder to Police Services to file a year-end report on the firearms that have come into the possession of the police service during the preceding calendar year by January 31, 2022 and that personal information is only required in instances where individuals are under investigation of, or charged with, or convicted or found guilty of an offence. She confirmed that Kingston Police has submitted the mandatory report.
12. Regarding the ADM Public Safety Division Memorandum 22-001, dated February 1, 2022 with respect to Supplementary Training on the Missing Persons Act, 2018, Chief McNeely explained that a supplementary training video on the *Missing Person's Act* is available on the Ontario Police College website and was created by the OPP's Ontario Centre for Missing Persons and Unidentified Remains, and provides additional guidance and situational examples for officers regarding the application and use of the Act.
13. Chief McNeely explained that the ADM Public Safety Division Memorandum 22-0012, dated February 1, 2022 regarding new Mandatory Blood Testing Act regulations posted for feedback was an opportunity for police services to provide feedback on regulations related to the new *Mandatory Blood Testing Act* (which is part of the *Comprehensive Ontario Police Services Act, 2019*). She further explained that, if approved, these amendments would allow faster access to information that could help personnel decide the best way to reduce the chances of getting sick should they be exposed to a serious disease.
14. With respect to the ADM Public Safety Division Memorandum 22-0013, dated February 4, 2022 regarding Building a Case Against Hate 2022 – Virtual Conference, Chief McNeely relayed that a number of Kingston Police members attended the virtual conference which was a training developed in partnership with “Friends of Simon Wiesenthal” and the Ontario Police College.
15. Chief McNeely explained that the ADM Public Safety Division Memorandum 22-0014,

dated February 7, 2022 regarding Missing Persons Act – 2021 Annual Report and Training Supports is a reminder to police services to report annually on their use of “urgent demands” under the Act and that Police Services Boards are required to make this report public. She noted that the report to the Board is due April 1, 2022 and the Board must make the report public on their website by June 1, 2022, being the same date that the annual report is due to the Ministry. She further noted that it is also a reminder about the new training video on Missing Persons located on the OPC website.

16. The Chair noted that following communications:

a. Canadian Association of Police Governance

- (1) Email of January 18, 2022, Reminder: 2023 Conference Host Proposals due March 31, 2022.
- (2) Report – Defunding the Police: Defining the Way Forward for HRM.
- (3) Email dated January 25, 2022, Promotional Opportunity for Members through the CAPG bi-monthly Community News.
- (4) CAPG Membership Renewal for 2022/23 (See Motion 1).

b. Ontario Human Rights Commission

- (1) Email dated January 24, 2022, International Day of Education: Transforming education to be equitable for all.
- (2) Statement dated February 1, 2022, on Black History Month: Using the past to build an equitable future.

c. City of Kingston

- (1) Email dated January 18, 2022, on behalf of the Director of Financial Services regarding the requirement to report remuneration of Council members and others appointed by the municipality.

d. Ontario Association of Police Services Boards

- (1) Email dated February 1, 2022 – Zone 2 update of 2022 meetings scheduled.

DELEGATIONS

17. Nil.

REPORTS

18. **Secondary Activities Report**

Chief McNeely briefed the Board on disclosures and decisions related to secondary activities in 2021, as required by the *Police Services Act* and Board policy. She advised that there were two (2) approved applications for secondary activities in 2021, one included a municipal arena caretaking and the other was real estate activity.

19. **Public Sector Salary Disclosure Act and Funding Requirements Report**

Chief McNeely explained that the Board is required to file a report under the Public Sector Salary Disclosure Act whenever it meets the funding requirements set out in section 2(2) of the *Public Sector Salary and Disclosure Act* which is one (1) million dollars. She noted that in 2021 Kingston Police received grant money totalling \$1,548,829.28; and therefore the Board is required to file the Record of Employees 2021 Salaries and Benefits, which forms part of the Salary Disclosure 2021 on the Ministry of Finance website on or about March 31, 2022. She thanked the Province of Ontario for all the grant funding received in support of the Kingston Police efforts to enhance police services to the community.

20. **2021 Year-End Use of Force Report**

Chief McNeely provided that between January 1, 2021 to December 31, 2021, ninety-one (91) separate incidents Use of Force reports had been submitted versus forty-three (43) incidents in 2020. She explained that one of the main drivers in the increase, has been an increase in Emergency Response Unit team reports submitted due to an increased focus on drug trafficking investigations where search warrants are required and therefore the Emergency Response Unit is utilized. Chief McNeely pointed out that out of the thirty-nine (39) Emergency Response Unit team reports, twenty-five (25) were related to drug search warrants, five (5) were firearms search warrants and nine (9) were related to high risk arrests. She provided examples of high risk arrests such as:

- A fatal motor vehicle collision, where the subject fled the scene to a residence with numerous firearms. The Emergency Response Unit attended the scene and the subject was arrested without incident.
- The Emergency Response Unit conducted a high risk vehicle stop to arrest a violent wanted person known to carry firearms.
- The Emergency Response Unit took a male into custody with respect to a barricaded male possibly armed with a handgun.
- The Emergency Response Unit conducted a dynamic entry to a residence where information was received that a male was holding a female and was armed with two (2) firearms.

- A high risk arrest of a murder suspect was arrested without incident by the Emergency Response Team; and
- The Emergency Response Unit conducted a high risk vehicle stop when it was alerted that two (2) suspects possibly armed were in town to conduct a drone drop at correctional facility.

She further provided that additional highlighted information contained in the report includes twenty-one (21) incidents where a firearm was discharged all involving injured animals (deer, raccoon, livestock).

21. **2021 Year-End Budget Report**

Mr. John Howes, Director of Finance, was invited to present the year-end budget report. He confirmed that the year-end results had been reviewed by the City Treasurer and it was agreed the books closed consistently with past practices years and all appropriate income expenses were recorded per generally accepted accounting principles and all accruals made were based on past practices and were all deemed appropriate. He noted that the net expenditures of \$41.485 million compared to the budget estimate of \$41.162 million resulted in a deficit of \$323,316 or 0.8%. He pointed out that this was the first time he had seen a deficit in his thirteen years with the Police Service and that the source of the deficit rested solely with the University District activities of September and October of 2021.

Mr. Howes noted that revenues and cost recoveries were favourable by \$421,660 consisting of an approval of a late provincial grant of \$96,000 which was received and not budgeted; expense recovery of \$397,000 due to timing of secondment recoveries and the unbudgeted Queen's recovery of \$310,000; donations of \$38,000 to support the mounted unit (Murney) and paid duty was favourable by \$31,000. Mr. Howes further noted that decreased alarm registrations provided \$16,000 unfavourable in alarm licensing revenues and the continued impact of the pandemic provided \$124,000 unfavourable other revenues such as background checks and auction proceeds.

For operating expenditures, Mr. Howes relayed that expenditures of \$46,014,446 against an estimate of \$45,269,470 had resulted in an unfavourable variance of \$745,000. He explained that variances in the salaries and wages line included overtime being unfavourable \$395,000 due to related COVID-19 activities, St. Patrick's Day weekend activities, Queens' District activities in September and October and three major criminal investigations; recording of \$538,000 unfavourable variance reflecting the hiring of fourth class officers to replace retirements offset by retirement payouts; an unfavourable variance of \$70,000 in part-time wages (used to fill some vacancies); an unfavourable variance in fringe benefits of \$60,000 in health benefit premiums; and paid duty had a \$46,000 unfavourable variance for increased activity levels including Queen's move-in. Mr. Howes relayed that supplies and materials resulted in a favourable variance of \$397,000, reflecting cost control and expense reduction where possible. He shared that fuel was favourable by \$21,000 due to the pandemic reducing out of town trips for

training and reduced prisoner transportation; education and training was also favourable by \$82,000 and travel favourable by \$77,000 due to the pandemic causing meetings and trainings to be hosted virtually; the investigative services line resulted in an unfavourable variance of \$409,000 as no new projects were undertaken to offset the monies spent on Queens District activities; and the contracted services line was \$345,000 favourable as the larger discretionary maintenance projects had been put on hold. Mr. Howes further relayed that professional services resulted in a favourable budget variance of \$137,000; utilities were favourable by \$67,000 due to the installation of the solar panels; supplies were favourable by \$97,000; insurance premiums on the building and fleet were unfavourable by \$28,000 due to ongoing increases in premiums. Mr. Howes explained that contribution to reserves were unfavourable by \$33,000 which reflects the transfer of car auction proceeds to the capital reserve.

The Chair thanked Mr. Howes for the budget presentation.

MOTIONS

22. Moved by Mr. Hassan
Seconded by Councillor Doherty

That the Kingston Police Services Board authorize the Secretary to renew the Board's CAPG 2022/23 Membership at a cost of \$2,040. (See Communication b4)

**Carried
(22-15)**

NEW BUSINESS

23. Board Meeting Dates

Moved by Councillor Doherty
Seconded by Dr. Leuprecht

That the Kingston Police Services Board approve the schedule for its public/open meetings for 2022 as presented by the Board Secretary in a Memorandum dated February 3, 2022, as follows:

The meeting schedule for the Kingston Police Services Board for 2022 will continue to be the 3rd Thursday of each month commencing at 12:00 noon and will continue to be conducted virtually due to COVID-19 until further notice. The schedule, as approved, for 2022 is:

January 20, 2022
February 17, 2022
March 17, 2022
April 21, 2022
May 19, 2022

June 16, 2022
July 21, 2022
August 18, 2022
September 15, 2022
October 13, 2022 (Scheduled for the second week to accommodate the Municipal Election)
November 17, 2022
December 15, 2022

The public/open meetings will be followed by an in-camera session, followed by a board member only session.

**Carried
(22-16)**

24. Launch of Expansion of Board Information on the Kingston Police Website

Moved by Mr. Hassan
Seconded by Dr. Leuprecht

That the Kingston Police Services Board launches its newly enhanced web pages and provides the link to same in the recorded minutes of the Kingston Police Services Board meeting held on February 17, 2022 in order to provide the public with access to public minutes, agendas and reports as well as the Board's public policies and by-laws.

Please find the link [here](#).

**Carried
(22-17)**

Moved by Mr. Hassan
Seconded by Councillor Doherty

That the Board Secretary further expand the webpages to include public minutes, agendas and reports of the Kingston Police Services Board for the years 2019, 2020, 2021 and to provide a direct link to the Board Secretary for requests of public materials prior to 2019.

**Carried
(22-18)**

25. Traffic Complaints/Concerns

Chief McNeely explained that the public can submit traffic complaints/concerns as follows:

- a) Via on-line report through the [Kingston Police website](#) which is sent directly to the traffic unit for assignment and follow-up, or
- b) By calling the Kingston Police non-emergency number 613-549-4660 and a staff person will complete the report on behalf of the person calling.

MOVE TO IN-CAMERA SESSION

26. Moved by Councillor Doherty
Seconded by Councillor M'Laren

That the Board move to in-camera session after a five (5) minute recess.

Carried

The regular meeting ended at 12:48 pm.

Chair

Secretary