



## Kingston Police Service Board

### Public Agenda Recommendation Report

To: Kingston Police Service Board

From: Policy & By-Law Committee

Subject: Accommodation Policy

Date: September 11, 2025

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#### Strategic Priority Alignment:

Administrative/Procedural

#### Recommendation:

**That** the Kingston Police Service Board adopt the Accommodation policy as presented in Report Number 25-56.

#### Background/Analysis:

The Board has developed an Accommodation Policy to affirm its commitment to the principals of equality, non-discrimination, and harassment-free services and employment consistent with the *Ontario Human Rights Code* and the *Community Safety and Policing Act, 2019*.

The policy recognizes that:

- Every person has the right to receive police services without discrimination or harassment.
- All members of Kingston Police have the right to work in an environment free of discrimination and harassment.
- Equal treatment includes the right to reasonable accommodation, short of undue hardship, as provided by law.

The policy further provides that the Chief of Police will:

- Ensure compliance with the *Community Safety & Policing Act* and the *Ontario Human Rights Code*.
- Develop procedures to receive and examine, explore, and respond to accommodation requests from members of the public and members of the Police Service
- Ensure that accommodation is provided in accordance with the principles of dignity and inclusion, tailored to the individual seeking accommodation.

**Financial Considerations:**

There are no direct financial implications for the Board in adopting this policy. Any costs associated with the provision of accommodation will be addressed through the Police Service's operating budget under the direction of the Chief of Police.

**Contacts:**

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**Exhibits Attached:**

Exhibit "A" – Draft Accommodation policy



## KINGSTON POLICE SERVICE BOARD

### Accommodation Policy (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019, s. 88 (1).  
Ontario Human Rights Code, 1990.

#### 1. **Preamble:**

- a) The Kingston Police Service Board (the Board) is committed to the principle that every person has a right to receive police services without discrimination or harassment, as provided by law, including the *Ontario Human Rights Code* (the *Code*) and the *Community Safety and Policing Act (CSPA)*;
- b) Further, the Board is committed to the principle that all members of Kingston Police (the Police Service) have a right to work in an environment without discrimination or harassment, as provided by law, including the *Code*;
- c) The *Code* provides that every person has a right to equal treatment without discrimination or harassment on the basis of the following grounds, known as the "prohibited grounds":

Race	Ethnic Origin
Sexual Orientation	Record of offences
Ancestry	Citizenship
Place of Origin	Marital status
Gender identity	Creed (religion)
Gender expression	Family status
Colour	Sex (including pregnancy, breastfeeding)

- d) The right to equal treatment in services and employment, without discrimination or harassment on the basis of *Code*-protected grounds, includes the right to “reasonable accommodation” or “accommodation short of undue hardship,” as defined by the *Code*;
- e) The right to accommodation short of undue hardship arises when it is shown that policies, procedures, or practices discriminate, directly or indirectly, contrary to the *Code*;
- f) Accommodation with dignity is part of the broader principle that society and its institutions should be structured and designed for inclusiveness. The *Code* requires that policies, rules, procedures, and practices be designed inclusively to allow for maximal participation and inclusion of *Code* protected groups in employment and services, up to the point of undue hardship;
- g) Adverse impact discrimination may arise where requirements, qualifications, policies, procedures, or practices that are neutral on their face (e.g., they apply to everyone equally and single out no one on the basis of a protected ground), nonetheless have a discriminatory impact on the complainant and their *Code*-protected group, of which the individual affected is a member, except where:
  - I. The requirement, qualification or factor is reasonable and bona fide in the circumstances; (e.g., where it is demonstrated that the needs of the group of which the person is a member cannot be accommodated without undue hardship on the person responsible for accommodating those needs, considering the cost, outside sources of funding, if any, and health and safety requirements, if any).
- h) Where adversely impacting requirements, qualifications, policies, procedures, or practices are demonstrated to be reasonable or bona fide in the circumstances, and, therefore, cannot be more inclusively designed, then exceptions and/or modifications to these standards or rules must be made, up to the point of undue hardship, in order to accommodate the needs of adversely impacted groups protected by the *Code*; and
- i) In employment, the *Code* recognizes that the right to equal treatment without discrimination is not infringed if the person is incapable, even with accommodation, of performing the essential duties of the job.

Therefore, before it is determined that the person cannot perform the essential duties of the job, the *Code* requires that all reasonable efforts be made to provide

accommodation, short of undue hardship, to assist the person in performing the essential duties of the job.

## 2. **Policy of the Board:**

It is the policy of this Board that:

- a) The Chief of Police comply with section 88 (1) of the *Community Safety and Policing Act* and the *Ontario Human Rights Code*;
- b) The Chief of Police will develop procedures to deal with requests for accommodation from members of the public and from members of the Police Service. These procedures will ensure that a process exists to receive, examine, explore, and respond to requests and that accommodation is provided in accordance with the principles of dignity and inclusion and will be tailored to the individual who is seeking the accommodation:
  - I. There is both a procedural and substantive component to the duty to accommodate. This means that when faced with a request for an accommodation, there is an obligation to at least consider the request and explore options for accommodation.

Failing to do so can result in a finding of discrimination, even if providing the actual or substantive accommodation would have constituted an undue hardship.

The Courts have, however, noted that rights claimants have the onus to first establish a prima facie claim of discrimination before this procedural duty of the accommodation provider to explore the situation and possible options takes effect.
- c) The Chief of Police will ensure that accommodation is provided to the point of undue hardship;
- d) The Chief of Police will ensure that, as far as possible, Police Service procedures and practices do not have a direct or indirect discriminatory effect on members of groups protected by the *Code*;
- e) The Chief of Police will ensure that appropriate Police Service members are trained on accommodation principles so that they are able to respond appropriately to requests for accommodation; and

- f) The Chief of Police will report to the Board annually on accommodation requests and measures taken to deal with such requests, including the development of accommodation plans.

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Chair

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Administrator/Secretary