

**Minutes of a Meeting 25-04 of the Kingston Police Service Board  
Held on Thursday, March 20, 2025, at 12:00 pm  
Hosted at Kingston Police Headquarters, William Hackett Boardroom**

PRESENT: Jarrod Stearns, Chair  
Jimmy Hassan, member of council (arrived at 12:07 pm)  
Adam Koven, provincial appointee  
Christian Leuprecht, provincial appointee (virtually)  
Gail MacAllister, community member  
Gregory Ridge, member of council

ABSENT: Bryan Paterson, Vice-Chair

Non-Board Members Present:

Chief Scott Fraser  
Deputy Chief Scott Gee  
Lorie Sargeant, Board Administrator/Secretary  
Members of Kingston Police, Public and Media

**1. Call Meeting to Order**

The Chair called the meeting to order at 12:00 pm.

**2. Presentation**

John Bougie, Records & System Manager spoke to the Board regarding the Front Desk and Records Unit. ([presentation](#))

**3. Disclosure of Conflict of Interest**

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

**4. Approval of Agenda**

Moved by Gail MacAllister  
Seconded by Gregory Ridge

**That** the agenda, as amended, be approved.

**Carried**

**5. Adoption of Minutes**

Moved by Gail MacAllister  
Seconded by Jimmy Hassan

**That** the minutes of Meeting 25-03 held on February 20, 2025, be adopted.

**Carried**

## 6. Communication

Moved by Gail MacAllister  
Seconded by Gregory Ridge

**That** the communication received from the Director, Campus Security & Emergency Services, Queen's University be received by the Board.

- a. Email dated March 17, 2025, received from Chris Scott, Director, Campus Security and Emergency Services, Queen's University to Chief Fraser with respect to St. Patrick's Day weekend and the PSAC strike.

(the email was distributed to all board members via an Addendum on March 17<sup>th</sup>, 2025)

**Carried  
(25-25)**

## 7. Delegations

None.

## 8. Information Reports

Moved by Gail MacAllister  
Seconded by Adam Koven

**That** the Kingston Police Service Board receives the following reports for information:

- a. Report Number 25-11 – [Requests made pursuant to section 19 of the Community Safety and Policing Act, 2019.](#)
- b. Report Number 25-14 – [2024 Annual report under section 8 of the Missing Persons Act, 2018.](#)
- c. Report Number 25-18 – [Kingston Police Community Volunteers 2024 Annual Summary of Activities & Financial Report](#)
- d. Report Number 25-19 – [2024 Q4 Operating Budget Status Update](#)

**Carried  
(25-26)**

## 9. Recommendation Reports

- a. Report Number 25-20 – [Amendments to By-Law Number 24-01 a by-law to establish the Kingston Police Service Board's Hiring Committee](#)

Moved by Gregory Ridge  
Seconded by Adam Koven

**That** By-Law Number 24-01, a by-law to establish the Kingston Police Service Board's Hiring Committee, as amended, as attached to Report Number 25-20 be adopted and enacted immediately upon its passing.

**Carried  
(25-27)**

- b. Report Number 25-21 – [By-Law Number 25-02 a by-law to establish a Diversity Plan Working Group/Committee](#)

Moved by Jimmy Hassan  
Seconded by Gail MacAllister

**That** By-Law Number 25-02, a by-law to establish the Kingston Police Service Board's Diversity Plan Working Group/Committee as attached to Report Number 25-21 be adopted and enacted immediately upon its passing.

**Carried  
(25-28)**

#### 10. **New Motions**

- a. Committees/Working Groups

Moved by Adam Koven  
Seconded by Gregory Ridge

**That** the Board approves of the withdrawal of Jimmy Hassan from the Grievance Committee; and

**That** the Board approves the appointment of Jimmy Hassan and Gail MacAllister to the Diversity Plan Working Group/Committee.

**Carried  
(25-29)**

- b. Transfer Payment Agreement – Amending Agreement 1 – Provincial Strategy Grant

Moved by Gail MacAllister  
Seconded by Adam Koven

**That** the Kingston Police Service Board (Board) enter into Amending Agreement Number 1 between His Majesty the King in right of Ontario as represented by the Solicitor General and the Kingston Police Service Board

with respect to “the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet – A United Team Approach (the “Provincial Strategy”) increasing funding for the 2024-25 Fiscal Year in the amount of \$86,983; and

**That** the Board authorizes the Chair, or his delegate, to execute the Amending Agreement on behalf of the board.

(the Amending Agreement Number 1 and the original Transfer Payment Agreement were distributed to the board members via an Addendum on March 19, 2025)

**Carried  
(25-30)**

## 11. **New Business**

### a. Police Association Ontario – 2025 Police Employment Conference

Gail MacAllister, who represented the board at the Conference, reported the following:

- Held 25/26 February
- Highlights included Human Rights Update
- Disability accommodation
- Bargaining benefits
- Probationary periods
- Police discipline
- Access to information and privacy
- Review of the new legislation

A couple of key takeaways were that policy needs to be followed and if it is not, organizations have minimal recourse regarding grievances when members of the organizations do not enforce or follow their own policy. The adoption of the CSPA and altering of all policies is a very good opportunity to inform the community and establish firm processes and consistency in enforcement.

Secondly, bargaining with members is an essential role of Boards as they are the employers of the police service members. To this end, it is important the Boards and Associations establish and maintain a list of agreed upon appropriate comparator services. More often than not, according to the legal experts, gains made by comparator services, will be eventually included in your collective agreements. The question is not normally if they will happen, but when and to what extent.

### b. St. Patrick’s Day Weekend

Chief Fraser provided a high-level verbal report about the St. Patrick’s Day

Weekend and will provide a written report at the next regularly scheduled board meeting.

**12. Move to In-Camera.**

Moved by Gail MacAllister  
Seconded by Gregory Ridge

**That** the Board move into In-Camera Session to discuss the following matters:

- a) Personal matters about an identifiable individual, including members of the police service or any other employees of the board – Contracted Position(s)
- b) Personal matters about an identifiable individual, including members of the police service or any other employees of the board – Special Constables
- c) Litigation or potential litigation affecting the board, including matters before administrative tribunals – Statements of Claim
- d) Security of property of the Board – Cyber Incident

After a ten (10) minute break.

**Carried**

Regular session ended at 12:50 pm.

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Chair

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Secretary/Administrator