

**Minutes of a Meeting 25-03 of the Kingston Police Service Board
Held on Thursday, February 20, 2025, at 12:00 pm
Hosted at Kingston Police Headquarters, William Hackett Boardroom**

PRESENT: Jarrod Stearns, Chair
Bryan Paterson, Vice-Chair
Jimmy Hassan, member of council (arrived at 12:09 pm)
Adam Koven, provincial appointee
Christian Leuprecht, provincial appointee (virtually)
Gail MacAllister, community member
Gregory Ridge, member of council

Non-Board Members:

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 12:04 pm.

2. Presentation

Staff Sergeant Geoff Dempster spoke to the board with respect to the Court Services 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 Jimmy Hassan

That the agenda, as amended, be approved.

Carried

5. Adoption of Minutes

Moved by Bryan Paterson
Seconded by Gail MacAllister

That the minutes of Meeting 25-02 held on January 16, 2025, be adopted.

Carried

6. Communications

Moved by Gail MacAllister
Seconded by Jimmy Hassan

That the communications received from the Ministry of the Attorney General, Inspectorate of Policing, Ministry of the Solicitor General, Ontario Association of Police Service Boards, Canadian Association of Civil Oversight of Law Enforcement, and the Canadian Association of Police Governance be received by the Board.

a. Ministry of the Attorney General

- (1) All Chief's Memo 25-0002 dated January 10, 2025, advising that the Ministry of the Solicitor General is accepting applications for the Reduce Impaired Driving Everywhere (RIDE) Grant for 2024-25. All applications must be submitted by 4:00 pm on February 7, 2025.
- (2) All Chief's Memo 25-0003 dated January 17, 2025, sharing a communication to advise that a description of a proposed regulation under the *Accommodation Sector Registration of Guests Act, 2021* is available on the Ontario Regulatory Registry for public and stakeholder input and feedback. The posting will be available until February 12, 2025.
- (3) All Chief's Memo 25-0004 dated January 20, 2025, regarding recommended best practices and requirements to support enforcement of the *Provincial Animal Welfare Services Act, 2019* (PAWS Act).
- (4) All Chief's Memo 25-0005 dated January 20, 2025, providing a copy of the Ontario Regulation 87/24 Guidance Document to assist services, boards and special constables with implementing O.Reg. 87/24.
- (5) All Chief's Memo 25-0006 dated January 28, 2025, advising of updates to forms used for the purposes of the *Interprovincial Policing Act, 2009* (IPA).
- (6) All Chief's Memo 25-0007 dated January 29, 2025, regarding drug impaired driving detection training – 2024-25 eligible expenses and submission processes.
- (7) All Chief's Memo 25-0008 dated January 30, 2025, sharing a communication on the annual reporting requirements for police services under the *Missing Persons Act, 2018* (MPA).

b. Inspectorate of Policing

- (1) Memorandum dated January 15, 2025, received from Ryan Teschner, Inspector General of Policing with respect to changes to the *Community Safety and Policing Act, 2019* and revised Advisory Bulletin 1.1.

c. Ministry of the Solicitor General

- (1) Executive Council of Ontario Order in Council approved and ordered on January 16, 2025, appointing Adam Koven as a member of the Kingston Police Service Board for a period not to exceed three (3) years.

d. Ontario Association of Police Service Boards (OAPSB)

- (1) Notice of the 2025 OAPSB Annual General Meeting being held at the Spring Conference on Tuesday, June 3, 2025, at the Best Western Plus Lamplighter Inn & Conference Centre, London, Ontario.
- (2) Email received from Patrick Weaver, OAPSB Chair, requesting consideration for sponsorship for the OAPSB 2025 Spring Conference and AGM. (See motion 11.a. below).
- (3) Email received January 30, 2025, being a call for board resolutions for the Annual General Meeting being held at the Spring Conference.

e. Canadian Association of Civilian Oversight of Law Enforcement (CACOLE)

- (1) Email received from the Executive Director of CACOLE, dated January 27, 2025, announcing the CACOLE 2025 Annual Conference being held in Fredericton, New Brunswick from June 2-4, 2025.

f. Canadian Association of Police Governance (CAPG)

- (1) Email from Stephen Reid, Executor Director, CAPG, dated January 23, 2025, providing the CAPG Strategic Plan Update.
- (2) Email from Stephen Reid, Executor Director, CAPG, dated January 22, 2025, sharing the report written by Dr. Akwasi Owusu-Bempah for Peel Regional Police Service and the Board with 91 recommendations towards improving equity, accountability and trust in policing.

Carried

7. **Delegations**

None.

8. Information Reports

Moved by Bryan Paterson
Seconded by Gail MacAllister

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

- a. [Report Number 25-04 – Requests made pursuant to section 19 the *Community Safety and Policing Act, 2019*](#)
- b. [Report Number 25-05 – Accident Support Services International Ltd. 2024 Q4 Report – Collision Report](#)
- c. [Report Number 25-06 – *Public Sector and Salary Disclosure Act* and Funding Requirement](#)
- d. [Report Number 25-07 – 2024 Year-End Report on Administration of Public Complaints](#)
- e. [Report Number 25-08 – Collection of Identifying Information in Certain Circumstances](#)
- f. [Report Number 25-09 – 2024 Annual Use of Force Report](#)

**Carried
(25-14)**

9. Recommendation Report

- a. [Report Number 25-01 – By-Law to Regulate the Proceedings of the Kingston Police Board](#) (see motion 11.b. below)

10. Ratification of Motions

- a. Mobile Crisis Response Team (MCRT) Enhancement Grant 2025-26 – 2026-27

Moved by Gail MacAllister
Seconded by Adam Koven

That the Kingston Police Service Board ratify a motion passed by a poll of a quorum of Board Members on January 21, 2025, pending the next **public** board meeting,

That the Kingston Police Service Board (Board) approve the grant application with respect to the Mobile Crisis Response Team (MCRT) Enhancement Grant

2025-26 – 2026-27; and

That the board authorizes the Chair and/or their delegate to execute MCRT Enhancement Grant Application on behalf of the Board.

**Carried
(25-15)**

b. 2024-2025 Reduce Impaired Driving Everywhere (RIDE) Grant

Moved by Bryan Paterson
Seconded by Gail MacAllister

That the Kingston Police Service Board ratify a motion passed by a poll of a quorum of Board Members on February 5, 2025, pending the next **public** board meeting,

That the Kingston Police Service Board (Board) approve the grant application with respect to the 2024-2025 Reduce Impaired Driving Everywhere (RIDE) program; and

That the board authorizes the Chair and/or their delegate to execute the RIDE Grant Application on behalf of the Board.

**Carried
(25-16)**

11. **Motions**

a. Sponsorship of the OASPB 2025 Spring Conference & AGM

Moved by Adam Koven
Seconded by Bryan Paterson

That the Kingston Police Service Board sponsor the OAPSB 2025 Spring Conference & AGM with a contribution of five hundred (\$500.00) dollars.

(See communication 6.d.(2) above)

**Carried
(25-17)**

b. By-Law to Regulate the Proceedings of the Kingston Police Service Board

Moved by Gail MacAllister
Seconded by Jimmy Hassan

That By-Law Number 21-49, a by-law to regulate the proceedings of the Kingston Police Service Board be repealed; and

That By-Law Number 25-01, a by-law to regulate the proceedings of the Kingston Police Service Board, as attached to Report Number 25-01 be adopted and enacted immediately upon its passing.

(See Report 9.a. above)

**Carried
(25-18)**

c. Ontario Association of Police Service Boards (OAPSB) 2025 Conference & AGM

Moved by Gregory Ridge
Seconded by Gail MacAllister

That the Board approves the request of board member Adam Koven to attend the OAPSB Conference being held June 3-5, 2025, in London, Ontario; and

That the Board approves the request of Lorie Sargeant, Board Administrator, to attend the OAPSB Conference being held June 3-5, 2025, in London, Ontario.

**Carried
(25-19)**

d. Canadian Association Police Governance (CAPG) 2025 Conference

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Board approves the request of board member Christian Leuprecht to attend the CAPG Conference being held August 14-16, 2025, in Victoria, BC.; and

That the Board approves the request of board member Gail MacAllister to attend the CAPG Conference being held August 14-16, 2025, in Victoria, BC.; and

That the Board approves the attendance of board member Jimmy Hassan as an alternate to attend the CAPG Conference being held August 14-16, 2025, in Victoria, BC, in the event that either Christian Leuprecht or Gail MacAllister is unable to attend.

**Carried
(25-20)**

e. Appointments to Committees

Moved by Gregory Ridge
Seconded by Adam Koven

Whereas the Kingston Police Service Board has established committees to support its governance responsibilities; and

Whereas it is necessary to appoint members to these committees and working groups for the current term; and

Whereas the Board Chair is a member *ex officio* of every Board committee;

Therefore be it resolved that the Kingston Police Service Board appoint the following members to its committees effective immediately:

That the Kingston Police Service Board approves the appointment of Gail MacAllister and Gregory Ridge to the Policy & By-Law Committee; and

That the Kingston Police Service Board approves the appointment of Adam Koven and _____ to the Bargaining Committee; and

That the Kingston Police Service Board approves the appointment of Adam Koven and Jimmy Hassan to the Grievance Committee; and

That the Kingston Police Service Board approves the appointment of Gail MacAllister and Gregory Ridge to the Budget Committee.

**Carried with Agreed to Amendments
(25-21)**

12. **New Business.**

- a. Working Groups – Diversity Plan & Strategic Plan – to be established with terms of reference. Jimmy Hassan and Gail MacAllister volunteered to be members of the Diversity Plan working group and the Board Administrator will bring back a By-Law to Establish the Diversity Plan working group with terms of reference to the next regular scheduled public meeting.
- b. Citizen Police Academy – Chief Fraser advised that the Citizen Policing Academy was meeting tonight (Thursday, February 20, 2025) for the first time since COVID and will run for six (6) weeks.

13. **Move to In-Camera.**

Moved by Gregory Ridge
Seconded by Gail MacAllister

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) Litigation or potential litigation affecting the board, including matters before administrative tribunals – Statements of Claim
- c) Security of property of the Board – Cyber Incident

After a five (5) minute break.

Carried

Regular session ended at 1:05 pm.

Chair

Secretary/Administrator