

**Minutes of a Meeting of the Kingston Police Services Board  
Held on Thursday, March 23, 2023, at 12:00 pm  
Via Webinar Hosted at Kingston Police Headquarters**

**IN ATTENDANCE VIA ELECTRONIC PARTICIPATION**

PRESENT: Jarrod Stearns, Chair  
Councillor Jimmy Hassan  
Dr. Christian Leuprecht (left at 12:29 pm)  
Gail MacAllister  
Lorie Sargeant, Secretary  
Fred Kaustinen, Consultant  
Graham Wight, Inspectorate of Policing  
Sergeant Scott Huffman and  
Members of the Public and Media

ABSENT: Mayor Bryan Paterson, Vice-Chair

**1. PRESENTATION**

None.

**2. DISCLOSURE OF CONFLICT OF INTEREST**

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

**3. APPROVAL OF AGENDA**

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

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

**Carried**

**4. ADOPTION OF MINUTES**

Moved by Councillor Hassan  
Seconded by Ms. MacAllister

**That** the minutes of Meeting 23-04 held on February 16, 2023 be adopted.

**Carried**

## 5. COMMUNICATIONS

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the following communications from the Ministry of the Solicitor General, Ontario Association of Police Services Boards, Canadian Association of Police Governance and Office of the City Clerk be received.

### a. Ministry of the Solicitor General

- (1) ADM Public Safety Division Memorandum 23-0009 issued February 14, 2023, sharing a communication from MTO advising that the Interprovincial Record Exchange (IRE) system for Quebec was made unavailable from January 30 to February 16, 2023.
- (2) ADM Public Safety Division Memorandum 23-0010 issued February 17, 2023 with respect to the availability of an online course on the *Provincial Animal Welfare Act, 2021*. Ontario Police Video Training Alliance (OPVTA) members can access the course online at [OPVTA.com](https://www.opvta.com).
- (3) ADM Public Safety Division Memorandum 23-0011 issued February 23, 2023 regarding DNA Canvass Protocol.
- (4) ADM Public Safety Division Memorandum 23-0012 issued February 27, 2023 sharing a communication to advise that the launch of Phase 1 of the Digital Disclosure (D2) Hub has been delayed.
- (5) ADM Public Safety Division Memorandum 23-0013 issued February 28, 2023 advising that, effective April 1, 2023, the Centre of Forensic Sciences (CFS) will include instruction in the calibration of the Dräger Alcotest® 7000 approved screening devices (ASD) in CFS Intoxilyzer® 8000C and Intoxilyzer® 9000 training courses for Qualified Technicians (QT).
- (6) ADM Public Safety Division Memorandum 23-0014 issued February 28, 2023 providing a further explanation on the board statutory authority, and corresponding duty, that the Registrar of Private Investigators and Security Guards has to inquire into the conduct of applicants for licences issued under the *Private Security and Investigative Services Act, 2005* (PSISA).
- (7) ADM Public Safety Division Memorandum 23-0015 issued March 1, 2023 advising that the Ministry is expanding the Basic Constable Training (BCT) program from sixty (60) days to sixty-six (66) days

allowing for the delivery of critical enhanced training in the areas of Immediate Rapid Deployment (IRD) training and Mental Health Crisis Response Training (MHCRT).

- (8) ADM Public Safety Division Memorandum 23-0016 issued March 7, 2023 providing a reminder in relation to the annual reporting requirements under the *Missing Persons Act*, as well as a reminder regarding available training supports.
- (9) ADM Public Safety Division Memorandum 23-0017 issued March 14, 2023 sharing information from the Inspector General with respect to planned inspections of municipal police services and the Ontario Provincial Police (OPP) starting in late March, 2023.
- (10) ADM Public Safety Division Memorandum 23-0018 issued March 14, 2023 forwarding the consent form to be used with any person under the age of eighteen (18) from whom the police are seeking a voluntary biological sample for forensic analysis.

b. Ontario Association of Police Services Boards

- (1) Zone 2 update received February 13, 2023.
- (2) Communication seeking member sponsor for the 2023 OAPSB Conference and AGM being held May 30 – June 1, 2023 in Niagara Falls. (see Motion 8.b. below)

c. Canadian Association of Police Governance

- (1) Letter from CAPG dated February 13, 2023 inviting board members in a research study to explore the use of internal performance metrics such as annual employee evaluations and employee promotion materials in creating accountability towards the organizations stated values and strategic goals.

d. Office of the City Clerk

- (1) Email dated March 6, 2023 with a motion passed by Council at the Committee of the Whole Budget Meetings with respect to the Kingston Police 2023 and 2024 budgets with quarterly reporting and briefing to Council

**Carried**

## 6. DELEGATIONS

Nil.

## 7. REPORTS

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the Kingston Police Services Board receive the following reports for information purposes. Acting Chief Fraser introduced Sergeant Scott Huffman who spoke to the Property/Evidence Annual Audit Report and Acting Chief Fraser spoke to the Annual Report Under Section 8 of the *Missing Persons Act, 2018* and the Report with respect to the St. Patrick's Day Activities.

- a. [Report Number 23-12](#) – Property/Evidence Annual Audit Report
- b. [Report Number 23-13](#) – Annual Report Under Section 8 of the *Missing Persons Act, 2018*
- c. [Report Number 23-14](#) – St. Patrick's Day Activities

**Carried  
(23-29)**

## 8. MOTIONS

### a. **New Hires**

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the Kingston Police Services Board appoint Dylan Fawcett and David Perron as officers of the Kingston Police effective March 27<sup>th</sup>, 2023.

**Carried  
(23-30)**

### b. **Sponsorship of OAPSB Spring Conference**

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the Kingston Police Services Board contribute \$500.00 to the 2023 OAPSB Spring Conference & AGM.

**Carried  
(23-31)**

c. **Ontario Transfer Payment Agreement – Next Generation 9-1-1**

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the Kingston Police Services Board (Board) enter into the Ontario Transfer Payment Agreement between His Majesty the King in the right of Ontario as represented by the Solicitor General and the Kingston Police Services Board with respect to the Next Generation 9-1-1 (NG9-1-1) communications system effective April 1, 2022; and

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

**Carried  
(23-32)**

d. **2023 OAPSB Spring Conference, May 30<sup>th</sup> – June 1<sup>st</sup> in Niagara Falls**

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the Board approves the request from the Board Secretary to attend 2023 OAPSB Spring Conference; and

**That** the Board approves the request from Christian Leuprecht to attend the 2023 OAPSB Spring Conference for one day, namely May 31<sup>st</sup>, 2023.

**Carried  
(23-33)**

e. **CAPG Conference, August 14<sup>th</sup> – 19<sup>th</sup> in St. John's, NFLD**

Moved by Chair Stearns  
Seconded by Councillor Hassan

**That** the Board approves the request from Gail MacAllister to attend the CAPG Conference.

**Carried  
(23-34)**

f. **Law of Policing Conference, November 8<sup>th</sup> – 9<sup>th</sup> in Vancouver, BC**

Moved by Councillor Hassan  
Seconded by Ms. MacAllister

**That** the Board approves the request from Christian Leuprecht to attend the Law of Policing Conference.

**Carried  
(23-35)**

g. **Request to Remove Background Check Fee for Volunteers of Not-for-Profit Agencies**

**Moved** by Councillor Hassan  
**Seconded** by Ms. MacAllister

**Whereas** not-for-profit organizations are incredibly important to help residents and those in need within the Kingston community, and they provide necessary services to vulnerable populations which are imbedded in empathy and compassion;

**Whereas** the pandemic and increased inflation has had a negative effect on many people within our community, and financial hardships have put a strain on the resources that not-for-profit organizations need in order to serve the community;

**Whereas** many not-for-profit organizations rely on the help of volunteers to extend their outreach capacity and provide assistance to as many people as possible;

**Whereas** the requirement to pay a fee for a criminal background check may act as a barrier for volunteers who wish to work for a not-for-profit organization;

**Therefore Be It Resolved That** the Kingston Police Services Board directs Kingston Police to remove the background check fee of for volunteers who are offering their time to work for any not-for-profit agency.

**Moved by Councillor Hassan**  
**Seconded by Ms. MacAllister**

**That** the above motion be **deferred** to the April 20, 2023 meeting to allow for all members to speak to the Request to Remove Background Check Fee for Volunteers of Not-for-Profit Agencies.

**Carried  
(23-36)**

10. **UNFINISHED BUSINESS**

a. **Kingston Police Strategic Plan 2023-2026**

Moved by Ms. MacAllister  
Seconded by Councillor Hassan

**That** the Kingston Police Services Board approves the final **draft** Kingston Police Strategic Plan 2023-2026; and

**That once finalized** it be published on the Kingston Police website, the Board’s webpages and shared with the public electronically and by published printed copies.

**Carried  
(23-37)**

11. **NEW BUSINESS.**

a. **Staffing Update**

The Kingston Police Services Board congratulated Staff Sergeant Greg Sands on his promotion to the rank of inspector effective January 1, 2023.

b. **Committees**

**The following members volunteered to be a member of the following committees:**

**Budget** – Chair Stearns and Councillor Hassan

**Policy & By-laws** – Ms. MacAllister and Chair Stearns

**Human Resources** – Chair Stearns and Dr. Leuprecht

c. **Moment of Silence**

The Board observed a moment of silence for the tragic shooting deaths of Edmonton Officers, Constable Brett Ryan and Constable Travis Jordan killed in the line of duty on Thursday, March 16, 2023.

12. **MOVE TO IN-CAMERA.**

Moved by Councillor Hassan  
Seconded by Ms. MacAllister

**That** the Board move in-camera after a twelve (12) minute break.

**Carried**

Regular session ended at 12:37 pm.

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Chair

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Secretary