

**Minutes of a Meeting of the Kingston Police Service Board  
Held on Thursday, June 20, 2024, at 12:00 pm  
Hosted at Kingston Police Headquarters, William Hackett Boardroom**

PRESENT: Jarrod Stearns, Chair  
Councillor Jimmy Hassan  
Prof. Christian Leuprecht (virtually)  
Mayor Bryan Paterson, Vice-Chair

ABSENT: Gail MacAllister, community member

Non-Board Members:

Chief Scott Fraser  
Acting Deputy Chief Lillian Murdock  
Marianne Wright, General Counsel  
Fred Kaustinen, Governedge Inc., Consultant (virtually)  
Lorie Sargeant, Board Administrator and  
Members of the Public and Media

The Chair called the meeting to order at 12:04 pm.

The Chair called for a moment of silence to recognize Carol Allison Burra who passed on June 7, 2024. Carol was appointed to the Kingston Police Services Board in 2003 and served as Chair from 2004-2011 and was the President of the Canadian Association of Police Boards from 2011-2012.

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 Mayor Paterson  
Seconded by Prof. Leuprecht

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

**Carried**

4. **Adoption of Minutes**

Moved by Prof. Leuprecht  
Seconded by Councillor Hassan

**That** the minutes of 24-06 held on May 16, 2024 be adopted.

**Carried**

**5. Communications**

Moved by Mayor Paterson  
Seconded by Councillor Hassan

**That** the following communications from the Ministry of the Solicitor General be received.

a. Ministry of the Solicitor General

- (1) ADM Public Safety Division Memorandum 24-0038 issued May 15, 2024, with respect to the Ministry seeking feedback by June 13, 2024, regarding proposed regulation description “Commissions under the Great Seal” under the Community Safety and Policing Act. (Communication distributed to Board Members on May 23, 2024)
- (2) ADM Public Safety Division Memorandum 24-0039 issued May 16, 2024, advising that Special Constable Training has been developed by the Ontario Police College to meet the requirements under the CSPA and O.Reg. 87/24.
- (3) ADM Public Safety Division Memorandum 24-0040 issued May 31, 2024, with respect to Police Officer authority under the Provincial Animal Welfare Services Act, 2019 (PAWS Act) – responding to animals left in motor vehicles.

**Carried**

**6. Delegations.**

None.

**7. Information Report.**

Moved by Mayor Paterson  
Seconded by Councillor Hassan

**That** the following report be received for information purposes.

- a. [Report Number 24-24 – Kingston Police 2023 Annual Report](#)

**Carried  
(24-35)**

8. **Motions.**

a. Hosting Zone 2 Meeting

Moved by Mayor Paterson  
Seconded by Councillor Hassan

**That** the Kingston Police Service Board host the first Zone 2 meeting of 2025, date to be confirmed by the Zone 2 Chair.

**Carried  
(24-36)**

b. Diversity and Recruitment

Moved by Councillor Hassan  
Seconded by Chair Stearns

**Whereas** one of Kingston Police 2023-2026 Strategic Plan's prioritized objectives is that employment recruitment is proportional to better represent our community;

**And whereas** the Kingston Police represents the diverse demographics of the community;

**And whereas** increased diversity within the police service can lead to improved community relations and trust;

**And whereas** diversity contributes to a variety of perspectives and approaches, enhancing problem-solving and decision-making;

**Therefore be it resolved** that the Kingston Police Service Board commits to promoting diversity within the police force through targeted recruitment, hiring, and retention strategies including recruitment promotion at community events; and

**Therefore be it resolved** that the Kingston Police continue to establish partnerships with local community organizations to foster better understanding and cooperation, and to aid in recruitment from diverse backgrounds; and

**Therefore be it resolved** that the Kingston Police create a system for regularly monitoring diversity within the force and report progress with respect to recruitment to the board annually.

**Carried  
(24-37)**

c. Canadian Association of Police Governance (CAPG) Annual Conference

Moved by Mayor Paterson  
Seconded by Prof. Leuprecht

**That** the Board approve the request from Jimmy Hassan to attend the CAPG Annual Conference being held in Halifax on August 8 – 11, 2024.

**Carried  
(24-38)**

9. **Ratification of Motion.**

a. Memorandum of Understanding between the Kingston Police Service Board and The Downtown Kingston BIA

Moved by Mayor Paterson  
Seconded by Councillor Hassan

**That** the Kingston Police Service Board ratify a motion passed by a poll of a quorum of Board Members on May 22, 2024, pending the next board meeting, that the Kingston Police Service Board (Board) enter into a Memorandum of Understanding between the Board and The Downtown Kingston BIA with respect to a Downtown Kingston Foot Patrol one-year pilot project; and

**That** the Board authorize the Chair, or their delegate, to execute the said agreement on behalf of the Board.

**Carried  
(24-39)**

10. **New Business.**

a. Staffing Update

Retirement of Constable Dave Wein effective May 31, 2024.

b. Diversity Plan Committee

Moved by Chair Stearns  
Seconded by Mayor Paterson

**That** the Board appoint Councillor Hassan and Prof. Leuprecht to the Diversity Plan Committee to prepare a diversity plan for adoption by the Board pursuant to section 37(1)(e) of the CSPA which states as follows: "Police Service Board shall prepare and adopt a diversity plan to ensure that the members of the police service reflect the diversity of the area for which the board has policing responsibility."

**Carried  
(24-40)**

11. **Move to In-Camera.**

Moved by Mayor Paterson  
Seconded by Councillor Hassan

**That** the Board recess and move into In-Camera Session after a ten (10) minute break to discuss the following matters:

- a. Personal matters about an identifiable individual, including members of the police service or any other employees or the board; and
- b. The security of property of the board.

**Carried**

Regular session ended at 12:29 pm.

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Chair

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Secretary

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