

**Minutes of Meeting 25-11 of the Kingston Police Service Board
Held on Thursday, September 25, 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
Adam Koven, provincial appointee
Gail MacAllister, community member
Gregory Ridge, member of council

ABSENT: Christian Leuprecht, provincial appointee

Non-Board Members Present:

Chief Scott Fraser
Deputy Chief Scott Gee
Lorie Sargeant, Board Administrator/Secretary
Members of the public, Kingston Police and media

1. Call Meeting to Order

The Chair called the meeting to order at 12:07 pm.

2. Presentation

Inspector Val Gates, Barrie Police Service, spoke to the board with respect to [30Forward](#), a national initiative focused on advancing the representation, retention, and leadership of women in Canadian policing.

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 Gregory Ridge
Seconded by Bryan Paterson

That the minutes of Meeting Number 25-10 held on July 17, 2025, be adopted.

Carried

6. Communications

Moved by Gail MacAllister
Seconded by Bryan Paterson

That the following communications from the Ontario Association of Police Service Boards, Ontario Human Rights Commission, Ministry of the Solicitor General, Ministry of Children, Community and Social Services and the Diversity Plan Working Group/Committee be received by the Board.

a. Ontario Association of Police Service Boards

- (1) Email calling for registration for the 2025 OAPSB Labour Conference being held at the Hilton Toronto Airport Hotel and Suites, November 25 – 26, 2025.
- (2) Email from Diane Smithson sharing information from Graham Wight, Police Service Advisor for the Inspectorate of Policing in support of information he shared at the OAPSB Zone 2 meeting held in Casselman on June 20, 2025.

b. Ontario Human Rights Commission

- (1) Communication received July 17, 2025, from the Ontario Human Rights Commission (OHRC) with respect to combatting anti-indigenous discrimination and harassment in retail settings.

c. Ministry of the Solicitor General

- (1) All Chief's Memo issued August 6, 2025, with respect to Court Security.
- (2) Email dated August 8, 2025, advising that the Kingston Police application for funding under the Provincial Priorities Stream of the 2025-26 Community Safety and Policing (CSP) grant was not approved.

d. Ministry of Children, Community and Social Services (MCCSS)

- (1) Memorandum received from Daniele Zanotti, Deputy Minister of the Ministry of Children, Community and Social Services (MCCSS) dated August 12, 2025, with respect to getting closer to communities and services.

e. Diversity Plan Working Group/Committee – Resignation

- (1) Correspondence dated September 11, 2025, from Terri-Lynn Brennan providing their resignation from the Diversity Plan Working Group/Committee.

Carried

(25-86)

7. **Delegation**

- a. Steve Mothersell, Manager, Licensing & Enforcement, The Corporation of the City of Kingston spoke to the Board with respect to Motion 10.b. Agreement – Special Constable Employer – The Corporation of the City of Kingston.

8. **Information Reports**

Moved by Jimmy Hassan
Seconded by Bryan Paterson

That the Kingston Police Service Board receive the following reports for information only:

- a. [Report Number 25-54 – Requests made pursuant to section 19 of the Community Safety and Policing Act, 2019.](#)
- b. [Report Number 25-62 – Property and Stores Audit Report](#)
- c. [Report Number 25-64 – Notification Procedures Report \(Next of Kin\)](#)

**Carried
(25-87)**

9. **Recommendation Reports**

- a. [Report Number 25-50 – Approval of Public and In-Camera Report Templates](#)

Moved by Gail MacAllister
Seconded by Jimmy Hassan

That the Kingston Police Service Board approves the implementation of new standardized templates attached to Report Number 25-50 for:

1. Public Reports to the Board; and
2. In-Camera Reports to the Board submitted pursuant to Sections 44(2) and 44(6) of the *Community Safety and Policing Act, 2019* (CSPA); as standard reporting tools for all matters brought forward for the Board's consideration.

**Carried
(25-88)**

- b. [Report Number 25-51 – Policy Development Policy](#)

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Kingston Police Service Board approves the Policy Development Policy as presented in Report Number 25-51.

**Carried
(25-89)**

c. [Report Number 25-52 – Quality Assurance Policy](#)

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Kingston Police Service Board approves the Quality Assurance Policy as presented in Report Number 25-52.

**Carried
(25-90)**

d. [Report Number 25-53 – Strategic Plan Policy](#)

Moved by Bryan Paterson
Seconded by Gail MacAllister

That the Kingston Police Service Board approves the Strategic Plan Policy as presented in Report Number 25-53.

**Carried
(25-91)**

e. [Report Number 25-56 – Accommodation Policy](#)

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Kingston Police Service Board approves the Accommodation Policy as presented in Report Number 25-56.

**Carried
(25-92)**

f. [Report Number 25-57 – Equal Opportunity, Discrimination and Workplace Harassment Policy](#)

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Kingston Police Service Board approves the Equal Opportunity, Discrimination and Workplace Harassment Policy as presented in Report Number 25-57.

**Carried
(25-93)**

g. [Report Number 25-58 – Unsatisfactory Work Performance Policy](#)

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Kingston Police Service Board approves the Unsatisfactory Work Performance Policy as presented in Report Number 25-58.

**Carried
(25-94)**

h. [Report Number 25-60 – Appointment of Kingston Police Officers, Alle Arsenault, Tanner Hawley, Mohamed Komeha and Sion Pierce](#)

Moved by Jimmy Hassan
Seconded by Adam Koven

That the Kingston Police Service Board appoint, contingent upon each candidate obtaining an Ontario Police College Basic Training Certificate, on the date of swearing in the following as Kingston Police Officers:

- **Alle Arsenault**
- **Tanner Hawley**
- **Mohamed Komeha**
- **Sion Pierce**

Pursuant to Section 37(1)(c) of the *Community Safety and Policing Act, 2019*, and

That the Board issue a Certificate of Appointment to each of the following Officers: **Alle Arsenault, Tanner Hawley, Mohamed Komeha** and **Sion Pierce** in accordance with the legislation.

**Carried
(25-95)**

10. Motions

a. [Ontario Transfer Payment Agreement – “Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet”](#)

Moved by Gregory Ridge
Seconded by Jimmy Hassan

That the Kingston Police Service Board authorize the Chair, or their delegate, to execute on behalf of the Board, the Ontario Transfer Payment Agreement between His Majesty the King in right of Ontario as represented by the Solicitor General and the Board for the receipt of funding in the amount of \$655,124.81 for fiscal years 2025-2029 for “the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet – A United Team Approach” effective April 1, 2025.

**Carried
(25-96)**

b. Agreement – Special Constable Employer – The Corporation of the City of Kingston

Moved by Gregory Ridge
Seconded by Gail MacAllister

That the Kingston Police Service Board authorize the Chair, or their delegate, to execute on behalf of the Board, the Agreement Respecting Special Constables between The Corporation of the City of Kingston and the Kingston Police Service Board for a term of five (5) years.

**Carried
(25-97)**

11. Ratification of Motions

a. Report Number 25-49 – Appointment of Kingston Police Officers – Chase Dowdle and Cameron Leggett

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 July 31, 2025, pending the next scheduled public board meeting,

That the Kingston Police Service Board appoints, on the date of swearing-in, **Chase Dowdle**, as a police officer of the Kingston Police, in accordance with Section 37(1)(c) of the *Community Safety and Policing Act, 2019*; and

That the Board issues a Certificate of Appointment to **Chase Dowdle** in accordance with the legislation; and

That the Kingston Police Service Board appoints, on the date of swearing-in, **Cameron Leggett**, as a police officer of the Kingston Police, in accordance with Section 37(1)(c) of the *Community Safety and Policing Act, 2019*; and

That the Board issues a Certificate of Appointment to **Cameron Leggett** in accordance with the legislation.

(Report Number 25-49 was distributed to all Board members on July 31, 2025)

**Carried
(25-98)**

b. **Application for the Victim Support Grant (VSG) 2025-26 and 2026-27**

Moved by Bryan Paterson
Seconded by Jimmy Hassan

That the Kingston Police Service Board ratify a motion passed by a poll of a quorum of Board Members on August 13, 2025, pending the next scheduled public board meeting,

That the Kingston Police Service Board (Board) approves the Victim Support Grant (VSG) 2025-26 and 2026-27 application for submission to the Ministry of the Attorney General by 4:00 pm on August 13, 2025, and

That the Board authorizes the Chair to sign the Grant Application on behalf of the Board.

(The Grant Application and supporting documentation were distributed to all Board members on August 13, 2025)

**Carried
(25-99)**

c. **Appointments to the Diversity Plan Working Group/Committee**

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 August 29, 2025, pending the next scheduled public board meeting,

That the Kingston Police Service Board appoints Kyle Hodder and Terri-Lynn Brennan as community members of the Diversity Plan Working Group effective immediately.

**Carried
(25-100)**

d. **Resignation and Appointment – Diversity Plan Working Group/Committee**

Moved by Gail MacAllister
Seconded by Jimmy Hassan

That the Kingston Police Service Board ratify a motion passed by a poll of a quorum of Board Members on September 15, 2025, pending the next scheduled public board meeting,

That the resignation of Terri-Lynn Brennan from the Diversity Plan Working Group/Committee be received with regret, and

That the Kingston Police Service Board appoints Stephanie Lovelace as a community member of the Diversity Plan Working Group effective immediately.

**Carried
(25-101)**

12. New Business

- a. Board Member and Zone 2 Director Gail MacAllister provided highlights of the CAPG Annual Conference & AGM and encouraged everyone to participate in the online learning:

<https://notinmycity.ca/>

Gail MacAllister also provided highlights from the Zone 2 meeting held in Hawkesbury on September 19th, announcing the name change for the OASP to Police Governance Ontario effective January 1, 2026.

- b. Chair Stearns shared that his term as a provincial appointee ends as at October 19, 2025, being a tenure of 6 years and 5 months with the Kingston Police Service Board.

13. Move to In-Camera

Moved by Bryan Paterson
Seconded by Gail MacAllister

That the Board move into In-Camera Session, to be held in the Executive Board Room, 2nd Floor at Police Headquarters to discuss the following matters:

- a) Litigation or potential litigation affecting the board, including matters before administrative tribunals – Statement of Claim
- b) Personal matters about an identifiable individual, including members of the police service or any other employees of the board - Grievance

- c) Personal matters about an identifiable individual, including members of the police service or any other employees of the board
- d) Security of property of the Board – Cyber Incident
- e) Security of property of the Board – Court Houses

After a ten (10) minute break.

Carried

Regular session ended at 12:52 pm.

Chair

Secretary/Administrator

DRAFT