

**Minutes of Meeting 25-09 of the Kingston Police Service Board
Held on Thursday, June 19, 2025, at 12:00 pm
Hosted at Kingston Police Headquarters, William Hackett Boardroom**

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

Non-Board Members Present:

Chief Scott Fraser
Deputy Chief Scott Gee
Lorie Sargeant, Board Administrator/Secretary
Graham Wight, Inspectorate General of Policing
Members of the Public, Kingston Police and Media

1. Call Meeting to Order

The Chair called the meeting to order at 12:02 pm.

2. Presentation

Karen McDonald, Executive Director, Toronto's Drug Checking Service and Ontario's Drug Checking Community and Director, Program Development and Operations, St. Michael's Hospital and Justine McIsaac, Coordinator of Consumption Treatment Services at Kingston's Integrated Care Hub spoke to the Board with respect to the implementation of the pilot program at the Integrated Care Hub.

3. Disclosure of Conflict of Interest

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

4. Approval of Agenda

Moved by Gregory Ridge
Seconded by Gail MacAllister

That the agenda, as amended, be approved.

Carried

5. **Adoption of Minutes**

Moved by Gregory Ridge
Seconded by Gail MacAllister

That the minutes of [Meeting Number 25-07](#) held on May 15, 2025, be adopted.

Carried

6. **Communications**

Moved by Bryan Paterson
Seconded by Gregory Ridge

That the following communications from the Inspector General of Policing of Ontario and the Ministry of the Solicitor General be received by the Board.

a. Inspector General of Policing of Ontario

- (1) Inspector General Memo #5: Release of the Inspector General of Policing's first Spotlight Report, *Policing Protests and Major Events: Public Order Maintenance in Ontario*, released on May 26, 2025.
- (2) Inspectorate of Policing – Spotlight Report – Policing of Protests and Major Events: Public Order Maintenance in Ontario – Areas of Focus.
- (3) Spotlight Report – Policing of Major Events: Public Order Maintenance in Ontario – Inspection of Police Services and Police Service Boards for years 2023-2024 prepared by Ryan Teschner, Inspector General of Policing in Ontario (May 2025).

b. Ministry of the Solicitor General

- (1) Communication dated May 22, 2025, received from the Assistant Deputy Minister, Emergency Services Telecommunications, announcing an extension of the Next Generation 9-1-1 Transfer Payment Program to a year four (2025-2026).

**Carried
(25-55)**

7. **Delegation**

None.

8. Information Reports

Moved by Adam Koven
Seconded by Bryan Paterson

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

- a. [Report Number 25-32 – Kingston Police Service Board – 2025 Operating Budget Update](#)
- b. [Report Number 25-28 – Requests made pursuant to Section 19 of the Community Safety and Policing Act, 2019](#)
- c. [Report Number 25-29 – Citizens Police Academy](#)
- d. [Report Number 25-30 – 2024 Year-End Statistical Report](#)
- e. [Report Number 25-35 – Operating Budget Status Update as of April 30, 2025.](#)

(Report Number 25-35 was added by Addendum and distributed to members June 18, 2025)

**Carried
(25-56)**

9. Recommendation Report

- a. [Report Number 25-31 – Amendment to By-Law Number 25-02 being a by-law to establish a Diversity Plan Working Group/Committee – Composition](#)

Moved by Gail MacAllister
Seconded by Gregory Ridge

That the Kingston Police Service Board approve the proposed amendment to By-Law Number 25-02, revising the composition of the Diversity Plan Working Group/Committee as set out in Recommendation Report Number 25-31.

**Carried
(25-57)**

10. Ratification of Motion

- a. [Service Level Agreement – The Corporation of the City of Kingston and the Kingston Police Service Board](#)

Moved by Jimmy Hassan
Seconded by Gail MacAllister

That the Kingston Police Service Board ratify a motion passed by a poll of a quorum of Board Members on May 28th, 2025, pending the next scheduled public board meeting,

That the Kingston Police Service Board (Board) approve the Service Level Agreement between the Board and The Corporation of the City of Kingston, dated May 21, 2025, with respect to the City Hall Liaison Officer Pilot Project, and

That the Board authorizes the Chair to sign the Service Level Agreement on behalf of the Board.

**Carried
(25-58)**

11. Motions

- a. Addendum to Agreement – Kingston Police Service Board and Kingston Accident Support Services Ltd.

Moved by Gail MacAllister
Seconded by Adam Koven

That the Kingston Police Service Board (Board) enter into an Addendum to the Agreement between the Board and the Kingston Accident Support Services to extend the agreement, dated February 11, 2010, for an additional twenty (20) years to September 30, 2055, comprised of four (4) additional five (5) year terms; and

That the Board authorizes the Chair to execute the agreement on behalf of the board.

**Carried
(25-59)**

- b. Moved by Gregory Ridge
Seconded by Bryan Paterson

Whereas the Kingston Police Service Board is committed to ensuring that the Kingston Police provide timely, compassionate, and transparent communication to family members and loved ones following any incident resulting in serious injury or death; and

Whereas such communications are critical to maintaining public trust, upholding community safety and well-being, and complying with the principles of procedural fairness, dignity, and respect for affected persons; and

Whereas the *Community Safety and Policing Act, 2019* and related regulations emphasize community-oriented policing, professional conduct, and accountability;

Therefore Be It Resolved That the Kingston Police Service Board direct the Chief of Police to undertake a review of the current policies, procedures, and operational orders related to communication with loved ones, victims, and next of kin in incidents that result in serious injury or death, including but not limited to:

1. Notification protocols, including roles and responsibilities for delivering such communications;
2. Timeliness and methods of communication with affected individuals;
3. Coordination with other emergency services or partner agencies in delivering information;
4. Support services and resources provided or made available to loved ones, victims and next of kin;
5. Training provided to members of the service on trauma-informed and culturally appropriate communication practices;
6. Identification of any gaps, risks, or opportunities for improvement in existing protocols;
7. Relevant best practices from other jurisdictions and recommendations from oversight bodies such as the Office of the Inspectorate General of Policing or the Special Investigations Unit, as appropriate.

Be It Further Resolved That the Chief of Police report back to the Board with findings and any recommended policy amendments, operational improvements, or additional training initiatives no later than three (3) months from the date of this motion.

**Carried
(25-60)**

- c. Moved by Gail MacAllister
Seconded by Gregory Ridge

That, in consultation with Chief Fraser, the motion below be deferred to next month.

**Carried
(25-61)**

Moved by Gail MacAllister
Seconded by Gregory Ridge

Whereas the Kingston Police Service Board has established a Diversity Plan Working Group/Committee to advance equity, diversity and inclusion across the Kingston Police; and

Whereas access to accurate demographic data is essential to informing the work of the Working Group/Committee and supporting evidence-based recommendations;

Therefore Be It Resolved That the Kingston Police Service Board direct the Chief of Police to provide a comprehensive demographic breakdown of the Kingston Police, including both sworn and civilian members, for presentation at the Board Meeting scheduled for July 17, 2025; and

That the demographic breakdown include, where available, information on gender identity, race, ethnicity, age, years of service, and any other relevant diversity-related categories, while ensuring confidentiality and compliance with applicable privacy legislation; and

That the Chief include, where appropriate, recommendations specific to sworn and civilian members that would support equity, diversity, and inclusion within each component of the Service.

- d. Moved by Gail MacAllister
Seconded by Jimmy Hassan

Whereas the Kingston Police Service Board has established the Diversity Plan Working Group/Committee to prepare a diversity plan in compliance with the Community Safety and Policing Act, 2019; and

Whereas the Diversity Plan Working Group/Committee has prepared a recruitment release to seek applications from community members who identify as belonging to equity-servings groups, as identified in the release; and

Whereas the release is intended to promote broad community engagement and inclusive representation in the Working Group/Committee;

Therefore Be It Resolved That the Kingston Police Service Board approve the [recruitment release](#) as presented by the Chair of the Diversity Plan Working Group/Committee for distribution to the public and relevant community stakeholders

**Carried
(25-62)**

12. **New Business**

- a. Diversity Plan Working Group/Committee – Committee Chair MacAllister provided an update through the previous motions.
- b. OAPSB Annual Conference and AGM – Adam Koven and Gail MacAllister thanked the Board for the opportunity to attend the conference and provided the following highlights of a very educational four-day conference and advised that the Board will receive all slide decks and a selection of the training materials from the Conference.

There were a host of very informative panels and new to this year's conference were six breakout training sessions on the following topics.

1. Understanding Police Culture
2. Recruiting the Right Leader
3. Rules of Engagement for Board Members and Meetings
4. Critical Thinking in Police Governance
5. Workshop on Public Speaking and Media
6. Assessment and Evaluation Tools

These workshops are a precursor to more formalized training being developed by the OAPSB. Of note will be that next year's OAPSB conferences will be more collaborative efforts with other Police Service conferences through combining or joint offerings. Gail MacAllister, as the new Zone 2 Director, will be back in Toronto July 2/3 for two days of OAPSB planning meetings for the upcoming year and she will report on any updates at subsequent meetings.

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

Moved by Gregory Ridge
Seconded by Bryan Paterson

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

- a) Litigation or potential litigation affecting the board, including matters before administrative tribunals – Statements of Claim
- b) personal matters about an identifiable individual, including members of the police service or any other employees of the board – HR Director
- c) Security of property of the Board – Cyber Incident
- d) Security of property of the Board – Court Houses

After a seven (7) minute break.

Regular session ended at 1:38 pm.

Carried

Chair

Secretary/Administrator