# Kingston Police Service Board

**Public Agenda Recommendation Report**

To: Kingston Police Service Board

From: Lorie Sargeant, Board Administrator

Subject: Approval of Public and In-Camera Reporting Templates Date: August 6, 2025

# Strategic Priority Alignment: Administrative/Procedural Recommendation:

**That** the Kingston Police Service Board approve the implementation of new standardized templates 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.

# Background/Analysis:

In support of the Board’s ongoing commitment to transparency, accountability, and efficient governance, the Administrator has developed two standardized reporting templates for use by the Kingston Police when submitting matters for the Board’s consideration.

The objective is to provide a consistent structure for reporting, ensure alignment with statutory requirements, and enhance the Board’s ability to assess matters in the context of its Strategic Plan and statutory authority.

# Discussion:

1. Public Report Template

The new Public Report Template incorporates a drop-down menu function enabling the author to align the subject matter of the report with one or more of the Strategic Objectives set out in the current Strategic Plan.

This feature ensures that reports clearly demonstrate their relevance to the Board’s strategic priorities and facilitate more informed and targeted decision-making by the Board.

Benefits include:

* + Increased alignment with the Strategic Plan
	+ Improved transparency to the public
	+ Streamlined analysis of Board agenda items in relation to strategic outcomes
1. In-Camera Report Template

The In-Camera Report Template has been designed to assist the Board in meeting its obligations under Section 44(2) (matters to be closed to the public) and Section 44(6) (educational or training sessions) of the CSPA.

The template includes a mandatory drop-down menu that requires the author to select the relevant statutory basis for considering the matter in camera. This ensures that all in-camera discussions are grounded in specific, legislatively authorized criteria.

Benefits include:

* + Compliance with legislative requirements for in-camera matters
	+ Enhanced clarity regarding confidentiality and rationale for closed sessions
	+ Reduced risk of procedural errors or misclassification of agenda items

The proposed reporting templates will promote consistency, improve alignment with the Board’s strategic priorities, and ensure compliance with the CSPA’s procedural requirements. Their adoption will enhance the Board’s governance practices and improve the quality and efficiency of reporting by the Service.

# Financial Considerations:

There are no direct financial implications arising from the approval and use of these templates. Implementation will be carried out using existing administrative resources.

# Contacts:

Jarrod Stearns, Chair, Kingston Police Service Board

Lorie Sargeant, Administrator, Kingston Police Service Board 613-549-4660 ext. 2291

# Exhibits Attached:

Exhibit “A” - Public Report Template Exhibit

Exhibit “B” - In-Camera Report Template

**Exhibit “A”**



**Kingston Police**

**Public Agenda** Choose an item. **Report**

To: Kingston Police Service Board

From:

Subject:

Date:

**Strategic Priority Alignment:**

Choose an item.

**Recommendation:**

**Background/Analysis:**

**Financial Considerations:**

**Contacts:**

**Exhibits Attached:**

**Exhibit “B”**



**KINGSTON POLICE**

**In-Camera** Choose an item. **Agenda Report**

To: Kingston Police Service Board

From:

Subject:

Date:

**Subject Matter:**

Please make a selection below. Then, hit the “tab” button on your keyboard to see the applicable section of legislation.

Please make your selection

**Recommendation:**

**Background/Analysis:**

**Financial Considerations:**

**Contacts:**

**Exhibits Attached:**