



## Kingston Police Service Board

### Public Agenda Recommendation Report

To: Kingston Police Service Board  
From: Policy & By-Law Committee  
Subject: Policy Development - Policy  
Date: August 14, 2025

---

#### Strategic Priority Alignment:

Administrative/Procedural

#### Recommendation:

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

#### Background/Analysis:

The attached Policy Development document outlines the process of creating, reviewing, and approving Board policies. It establishes steps to ensure alignment with applicable legislation and regulations, including consultation with the Chief of Police. It introduces a seven-day review period for all draft policies, allowing Board members, the Chief and the Deputy Chief to provide feedback before the draft is presented for final Board approval.

#### Financial Considerations:

There are no financial implications arising from the approval of this policy.

#### Contacts:

Gail MacAllister, KPSB Policy & By-Law Committee

Gregory Ridge, KPSB Policy & By-Law Committee

Lorie Sargeant, Board Administrator

613-549-4660 ext. 2291

**Exhibits Attached:**

Exhibit “A” – Draft Policy Development policy



## KINGSTON POLICE SERVICE BOARD

### Policy Development (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinded:

Legislation: Community Safety and Policing Act, 2019.

1. It is the policy of the Kingston Police Service Board (the Board) with respect to the Board policies required under the *Community Safety and Policing Act* and its *Regulations (CSPA)* that:
  - a) This Board will comply with the *CSPA* and its *Regulations* and other provisions prescribed by the Minister with respect to policy development.
2. The Board, in partnership with the Chief of Police, upon receiving notice of new legislative/regulatory policy requirements, changes required to the Board's existing legislative/regulatory policies or establishing additional policies for the effective management of the Kingston Police Service will:
  - a) Review the applicable legislative/regulatory directive requiring the establishment of a new Board policy;
  - b) Review the Board's existing or previous policy;
  - c) Ensure all new policies or changes are consistent with the requirements of the *CSPA* and its *Regulations*; and
  - d) Ensure the Chief of Police, in partnership with the Board, develops or

- e) revises Police Service procedures consistent with the legislative/regulatory requirements and Board policy.
3. The Board, in partnership with the Chief of Police, will develop a draft policy.
  4. The policy in draft form will be distributed to all Board Members, the Chief of Police and Deputy Chief for a review period of seven (7) days. During this period, recipients may provide feedback, comments, or suggested revisions to the Policy Committee via email to the Board Administrator.
  5. The draft policy will then be presented for final approval at the next regular Board meeting.
  6. All Board policies will bear an effective date or revision date and be signed by the Chair and the Board Administrator/Secretary.
  7. An archival record of all Board policies will be maintained with all revisions and revision dates clearly indicated.

---

Chair

---

Administrator/Secretary