



Kingston Police

Public Agenda Recommendation Report

To: Chair and Board Members
From: Policy & By-Law Committee
Subject: Reporting and Information Sharing
Date: Policy October 10, 2025

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That the Kingston Police Service Board adopt the Reporting and Information Sharing Policy as presented in Report Number 25-59; and

That the Board authorize the Chair and the Board Administrator to work with the appropriate staff at the City of Kingston to finalize and execute the Information Sharing Protocol in accordance with Section 41 of the *Community Safety & Policing Act, 2019*.

Background/Analysis:

Section 41 of the *Community Safety & Policing Act, 2019* (CSPA) requires that, on or before June 30th in each year, every Police Service Board shall file an annual report with its municipality and publish the report on the Internet in accordance with regulations established by the Minister.

The legislation also requires that the Police Service Board make best efforts to negotiate and enter into a protocol with its municipality addressing the sharing of information, including the type of information to be shared and the timelines for doing so.

To ensure compliance with these provisions, the Kingston Police Service Board has developed a Reporting and Information Sharing Policy which provides that:

- The Chief of Police will prepare and deliver an annual report to the Board on or before May 15th of each year regarding the activities of the Police Service during the previous fiscal year.
- The Board will file the annual report with The Corporation of the City of Kingston, Clerk's Department, consistent with the requirements of Section 41 of the CSPA.
- The police service board shall publish the annual report on the Internet in accordance with the regulations made by the Minister, if any.
- The Board will make best efforts to negotiate and into an Information Sharing Protocol with the City of Kingston that establishes the timelines and processes for sharing information relevant to the Board's obligations and the City's Community Safety and Well-Being Plan.

A draft Information Sharing Protocol has been prepared to accompany the policy and facilitate implementation.

Financial Considerations:

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

Contacts:

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Exhibits Attached:

Exhibit "A" – Reporting and Information Sharing Policy

Exhibit "B" - Information Sharing Protocol

Exhibit "A"



KINGSTON POLICE SERVICE BOARD

Reporting and Information Sharing (AI-003)

Adopted:

Reviewed:

Revised

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019, s. 41.

It is the policy of the Kingston Police Service Board (the Board) with respect to annual reporting that:

- a) The Chief of Police will prepare and deliver an annual report for the Board, on or before the 15th of May in each year, relating to the activities of the Police Service during the previous fiscal year, which includes, at minimum, information on:
 - I. Implementation of the Strategic Plan prepared and adopted by the Board under *section 39 (1) of the Community Safety and Policing Act (CSPA)*;
 - II. Performance objectives and indicators as set out in the Strategic Plan, and results achieved;
 - III. Public complaints;
 - IV. The actual cost of police services; and

- V. Any other information that is required to be in the annual report by other *Regulations* made under the *CSPA*.
- b) This Board shall make best efforts to negotiate and enter into a protocol with its municipality that addresses:
- I. The dates by which the annual report will be made available to the municipal council as determined by the protocol for the previous calendar year;
 - II. The sharing of information with the municipality, including the type of information to be shared and the frequency for sharing such information;
 - III. If the municipality chooses, jointly determining, and participating in, the consultation processes for the development of the Strategic Plan; and
 - IV. Regardless of the existence of an information sharing protocol, the Board shall provide the municipality, on request, with any information, other than personal information, relevant to the preparation or review of the community safety and well-being plan or to the Board's estimates.
- c) On or before June 30th in each year, the Board shall file an annual report with the municipality regarding:
- I. The implementation of the Board's Strategic Plan and the achievement of the performance objectives identified in the Strategic Plan;
 - II. The affairs of the Police Service;
 - III. The provision of policing as it relates to any community safety and well-being plans adopted by the municipality or First Nations that are in the Board's area of policing responsibility; and
 - IV. Any other prescribed matters.
- d) **Publication:**
- The Board shall publish the annual report referred to in Section (c) of this policy on the Internet in accordance with the *Regulations* made by the Minister, if any.

Chair

Administrator/Secretary

Exhibit "B"

PROTOCOL FOR THE SHARING OF INFORMATION AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025.

BETWEEN

THE CORPORATION OF THE CITY OF KINGSTON

(Hereinafter referred to as the "City")

-and-

THE KINGSTON POLICE SERVICE BOARD

(Hereinafter referred to as the "Board")

WHEREAS subsection 37 (1)(a) of the *Community Safety and Policing Act, 2019, S.O. 2029, c. 1 sched. 1, (CSPA)* provides that a Board shall ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10 of the *CSPA*;

AND WHEREAS subsection 38 (2) of the *CSPA* provides that a Police Service Board may establish policies respecting any other matters related to the Kingston Police or the provision of policing;

AND WHEREAS subsection 41 (3) of the *CSPA* provides that the Kingston Police Service Board shall make best efforts to negotiate and enter into a protocol with The Corporation of the City of Kingston that addresses the sharing of information, including the type of information to be shared and the frequency for sharing such information;

AND WHEREAS subsection 50 (1) of the *CSPA* provides that a municipality that maintains a municipal Board shall provide the Board with sufficient funding to a) comply with the act and b) pay the expenses of the Board's operations, other than the remuneration of Board members.

THEREFORE, THE PARTIES HEREBY AGREE THAT:

The Kingston Police Service Board shall provide the City Clerk of The Corporation of the City of Kingston:

1. In December of each year, a copy of the Kingston Police Service Board's meeting schedule for the upcoming year including dates, times, and location of its meetings.
2. Electronic access to public agenda and minutes through the Kingston Police Service Board Website www.kingstonpolice.ca
3. Should the Board and Chief of Police host public information sessions on current policing issues in the City of Kingston area, they will inform the City Clerk of where and when these events are to take place as soon as the information has been confirmed.
4. Notice of other public consultation processes scheduled by the Kingston Police Service Board for the development of a Kingston Police Strategic Plan.
5. The Board will provide information as required or requested by the Municipal Council, or as directed by the Board for the Municipal Council's consideration, with respect to Board meeting agendas, minutes, budget, and any other matter from time to time as may be permitted by the *CSPA*.
6. The Board will review and respond to Council decisions applicable to the Board. In response, the Board will consider its statutory responsibilities and the objectives of both the Board and the Municipal Council relevant to the decision.
7. The Council will communicate to the Board any information it obtains pertaining to the Board or the Service or that is necessary for the effective and efficient provision of policing services in the City of Kingston in a timely manner.
8. Any other reports or information as determined by the Police Service Board.
9. In accordance with section 39 of the *CSPA*, the Kingston Police Service Board shall:
 - a. Pursuant to subsection 39 (3) of the *CSPA*, consult with the Municipal Council, or any local area municipalities in the Board's area of policing

responsibility with regards to preparing or revising the Strategic Plan;

b. Pursuant to subsection 39 (4) of the *CSPA*, in preparing or revising the Strategic Plan, the Board shall consider, at minimum:

i. The results of the consultations conducted under subsection (3);

ii. Any community safety and well-being plans adopted by the municipalities or First Nations that are in the Board's area of policing responsibility, including the needs of members of racialized groups and of First Nation, Inuit, and Metis communities.

c. Publish the Strategic Plan on the internet in accordance with the regulations made by the Minister, if any. The City Clerk will be provided with a copy of the Strategic Plan prior to it being published on the Board's website for public viewing.

10. The Board will provide copies of the Kingston Police Annual Report, to the public no later than the 30th day of June of each year.

a. On or before June 30 of each year, and in accordance with the *CSPA*, the Kingston Police Service Board shall file an annual report with the Council regarding: the implementation of the Board's Strategic Plan and the achievement of the performance objectives identified in the Strategic Plan;

b. The affairs of the Kingston Police;

c. The provisions of policing as it relates to Community Safety and Well-Being Plans adopted by the municipalities or First Nations that are in the Board's area of policing responsibility; and

d. Any other prescribed matters.

11. The Board shall publish an annual report referred to in section 41 of the *CSPA* on the Internet in accordance with the regulations made by the Ministry, if any. If the Ministry does not regulate the publishing of the annual report, the Board will post it on their website on or before June 30 of each year, after it had provided a copy of it to the City Clerk.

12. The protocol is subject to the provisions of the *CSPA* and *Municipal Freedom of Information and Protection of Privacy Act*.

IN WITNESS WHEREOF the parties have duly executed this Agreement on the date effective above.

The Corporation of the City of Kingston

Per

Mayor

City Clerk

Kingston Police Service Board

Per

Chair