



Kingston Police Service Board

Public Agenda Recommendation Report

To: Chair and Board Members

From: Lorie Sargeant, Board Administrator

Subject: Amendment to By-Law 24-01 being a By-Law to Establish the Board's Hiring Committee

Date: October 8, 2025

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That the Kingston Police Service Board approve an amendment to By-Law 24-01 being a by-law to establish the board's Hiring Committee, as amended, to add a community member to the composition; and

That the Kingston Police Service Board appoint **Jarrold Stearns** as the community member of the Hiring Committee, effective immediately, for the duration of the ongoing Chief of Police recruitment.

Background/Analysis:

At its meeting of July 17, 2025, the Board amended its Hiring Committee composition to include *"the Chair plus two or more members of the Board, as the Board may determine."*

The Board is aware that Chair Jarrold Stearns' provincial appointment concludes on October 19, 2025, and therefore his membership on the Hiring Committee will conclude at that time. Mr. Stearns has played a central role in the ongoing Chief of Police recruitment process, including the development of the job advertisement, the review of applications received, and the planning of subsequent interview stages.

Given Mr. Stearn's extensive involvement to date, his knowledge of the board's hiring framework, and his familiarity with applicable governance processes, his continued participation on the Hiring Committee is essential to ensure continuity and stability in the process as it moves forward.

Mr. Stearns has successfully completed all of the mandatory Police Service Board training under the *Community Safety and Policing Act, 2019 (CSPA)*, including governance, ethics, human rights and equity modules. He has also previously participated in the hiring of a Chief of Police, providing him with valuable knowledge of the procedures, confidentiality requirements, and decision-making principles inherent to this process.

In consultation with the Board's Inspectorate of Policing Advisor, Graham Wight, staff explored the feasibility of amending the composition of the Hiring Committee to include a community member. This amendment would allow the Board to appoint Mr. Stearns as a community member following the expiry of his provincial appointment, thereby preserving the integrity and momentum of the recruitment process.

This approach maintains consistency with the *CSPA*, which grants Boards authority to establish committees and determine their composition by by-law. It also enhances flexibility of future recruitment processes by permitting community participation, which may strengthen transparency and confidence in the Board's decision making.

Financial Considerations:

There are no financial implications.

Contacts:

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Exhibits Attached:

None