



**KINGSTON POLICE SERVICE BOARD
BY-LAW NUMBER 24-01, as amended**

Being a By-Law to Establish the Kingston Police Service Board's Hiring Committee and to establish its rules of governance and to delegate certain powers of the Board to the Committee

WHEREAS Section 42(1) of the *Community Safety and Policing Act*, 2019, S.O. 2019, c.1, Sched. 1 (the "Act") permits a police service board, by by-law, to establish a committee and delegate any of the Board's powers under the Act to the committee;

AND WHEREAS the Kingston Police Service Board (the "Board") wishes to establish a Hiring Committee (the "Committee") and to delegate certain powers of the Board to the committee;

AND WHEREAS, on May 16th, 2024 the Board passed Kingston Police Service Board By-Law Number 24-01 being a by-law to establish the Board's Hiring Committee;

AND WHEREAS the Board considers it necessary to amend By-Law 24-01 to include the senior positions as outlined in Section 220(1) of the Act;

NOW THEREFORE the Board hereby enacts as follows:

Mandate and Purpose

The purpose of this by-law is to establish the Hiring Committee to assist the Board in fulfilling its governance responsibilities for overseeing the recruitment and selection of positions restricted from membership in police associations under the Act (Section 220 (1) and (2)). The Hiring Committee shall also be responsible for the recommendation of candidates in the positions of Chief of Police and Deputy Chief of Police.

Conflict of Interest Restriction

The individuals appointed to the aforementioned positions shall not remain members of a police association if their role is likely to give rise to a conflict of interest in respect to labour relations (section 220(2) of the Act).

Authority

The Committee has delegated authority from the Board in respect of the areas of oversight for which it is has accountability under these terms of reference.

1. **Composition**

- i. The Committee shall be comprised of the Chair of the Board plus two or more members of the Board, as the Board may determine.
- ii. The term of a Committee member will commence with their selection to the Committee and terminate at the expiry of their term as a Board member.
- iii. In the event a Committee member leave the Committee for any reason prior to the expiry of their term, the Board will appoint another Board member to take their place for the remainder of the term.
- iv. The Chair of the Board shall be the Chairperson of the Committee. In the Chair's absence, the Chair may delegate the role and decision-making authority to another Board member in their place.
- v. The Board may dissolve the Committee at any time, in its sole discretion.

2. **Duties and Responsibilities**

- i. The Committee shall oversee the recruitment and selection for the following positions:

- Chief of Police
- Deputy Chief of Police
- Chief Financial Officer
- Chief Administrative Officer
- Chief Human Resources Officer
- General Counsel

The Board is not compelled to hire any position noted with the exception of Chief of Police. The Kingston Police shall have a Chief or Acting Chief appointed at all times.

- ii. The Committee will:
 - a) Establish criteria, qualifications and competencies required for each position being recruited.
 - b) Be responsible for the selection process and engagement of services, consultants, and/or supports to affect the hiring.
 - c) Identify the method for the evaluation, screening and selection of candidates.

- d) Review applications and assess candidates based on the established criteria.
- e) Develop a shortlist of candidates for each position to recommend to the Board for interview.
- f) Establish an interview framework, process and interview questions.
- g) Set up and conduct interviews of shortlisted candidates, inviting consultants or other supports as appropriate and approved by the Board.
- h) Engage external legal counsel to set out the contract terms, conditions and remuneration of the successful candidate.

3. **Reporting and Accountability**

- (i) The Hiring Committee shall submit its recommendation to the Board for final approval of appointment.
- (ii) If the advertisement is seeking one qualified individual, only one position shall be approved for hiring. All subsequent hiring must proceed through rigorous financial and strategic vetting and the Hiring Committee shall be tasked again with the new position (restricted opportunistic hiring).
- (iii) The Committee shall maintain appropriate records of the selection process and ensure adherence to the principles of fairness, transparency and equity.

4. **Compliance with Legislation and Board Policies**

The Committee will comply with relevant legislation, including the CSPA Act and its regulations, and will abide by all applicable Board Policies.

Effective Date

This by-law, **as amended**, is hereby enacted by the Kingston Police Service Board on this 17th day of July, 2025 (Resolution 25-84) and shall take effect immediately upon its passing.

"original signed by Chair"
Chair

"original signed by Secretary/Administrator"
Secretary/Administrator