



Kingston Police Service Board

Public Agenda Recommendation Report

To: The Chair and Members of the Kingston Police Service Board

From: The Policy & By-Law Committee

Subject: By-Law Number 25-03 a By-Law to Establish a Human Resources Committee

Date: November 19, 2025

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That By-Law Number 25-03, a copy of which is attached to Report Number 25-83, being a by-law to establish a Human Resources Committee of the Kingston Police Service Board be adopted and enacted immediately upon its adoption.

Background/Analysis:

Section 42(1) of the *Community Safety and Policing Act, 2019*, (the “Act”) permits a police service board, by by-law, to establish a committee and delegate any of the Board’ powers under the Act to the committee. By-Law Number 25-03 has been prepared in accordance with this authority.

The proposed by-law provides a basic framework for the Committee, including its purpose, composition, responsibilities and duties.

Financial Considerations:

There are no financial implications arising from the adoption and enactment of this by-law.

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Exhibits Attached:

Exhibit "A" - Draft By-Law Number 25-03 a By-Law to Establish a Human Resource Committee

Exhibit "A"



**KINGSTON POLICE SERVICE BOARD
BY-LAW NUMBER 25-03**

Being a By-Law to Establish the Kingston Police Service Board's Human Resources 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

AND WHEREAS the Kingston Police Service Board (the "Board") wishes to establish a Human Resources Committee and delegate certain of the Board's authority to this committee to ensure effective delivery of the Board's responsibilities as the governor and employer of the police service;

NOW therefore the Kingston Police Service Board enacts as follows:

1. DEFINITIONS

1.1 In this Bylaw:

- a. "Act" means the *Community Safety and Policing Act, S.O. 2019 c.1, Sched. 1*;
- b. "Board" means the Kingston Police Service Board, acting in its capacity as a board established under the *Police Services Act, R.S.O. 1990* and continued under any successor legislation;
- c. "Chief" means the Chief of Police for the Kingston Police Service;
- d. "Committee" means the human resources committee established under this bylaw;
- e. "Police Service" means Kingston Service Police; and
- f. "Staff" means an employee of the Board's Office.

2. PURPOSE

- 2.1 The purpose of the Committee is to assist the Board in fulfilling its oversight responsibilities as the employer of a police service, its Chief, Deputy Chiefs and Staff, by reviewing the management of the Board's human resources and providing recommendations and advice on the Board's human resources management, strategies, strategic planning, risks, initiatives, and policies.

3. COMPOSITION

- 3.1 In accordance s. 42(3) of the Act, the committee shall be composed of:
 - a. Not less than two members of the Board.
- 3.2 The Board Chair shall be an ex- officio member of the Committee and shall be counted for quorum purposes and entitled to vote.
- 3.3 The Committee, with the approval of the Board, may add any additional members, as long as the majority of the committee is composed of members of the Board.
- 3.4 Any additional member of the Committee, that is not a member of the Board, must meet the eligibility criteria established in s. 42(5) and set out in s.33 of the Act.
- 3.5 The Committee may invite members of the Police Service or other external persons to provide subject matter expertise that may ensure the Committee is able to make informed decisions in the execution of its duties.

4. QUORUM

- 4.1 Quorum shall be a majority of the Board Members on the Committee present at the meeting.

5. AUTHORITY

5.1 Exercising the Board's authority as set out in the Act, the Committee shall have the authority to inquire into and make recommendations to the Board with respect to:

- a. The Board Office and those positions directly employed and reporting to the Board:
 - i. Any matters affecting the human resource supports of the Board Office including recruitment, retention and performance management;
 - ii. Recruitment and establishing the working conditions of the Chief and Deputy Chiefs, HR Director and other positions that are allowable under the CSPA (2019);
 - iv. Evaluate and manage the performance of the Chief and Deputy Chiefs;
 - v. Development and maintenance of a succession plan for the executive leadership of the Police Service;
 - vi. Establishing a compensation policy and structure, for the Board's Staff, Chief and Deputy Chiefs; and
 - vii. Conducting job evaluations and compensation reviews at one to three-year intervals.
- b. The Police Service:
 - i. Human resourcing matters that may affect the provision of adequate and effective policing
- c. Approve, on recommendation of the Chief:
 - i. Employment and appointment of members of the Police Service;
 - ii. Appointment of members of the Police Service as police officers;
 - iii. Appointment of Special Constables employed by the Police Service;

- iv. Promotions and reclassification of members of the Police Service; and
 - v. Resignations and retirements of members of the Police Service and the termination of appointments of police officers and special constables.
- 5.2 The Committee may delegate to Staff or the Chief any task it determines will further the work of the Committee.

6. REPORTING REQUIREMENTS

- 6.1 Recommendations of the Committee shall be reported to the Board at the next scheduled Board meeting.

7. COMPLIANCE WITH LEGISLATION AND BOARD POLICIES

- 7.1 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 is hereby enacted by the Kingston Police Service Board on this XX day of XX, 2025 (Resolution 25-XXX) and shall take effect immediately upon its passing.

Chair

Secretary/Administrator