

**PROTOCOL FOR THE SHARING OF INFORMATION
BETWEEN THE KINGSTON POLICE SERVICES BOARD
AND THE CORPORATION OF THE CITY OF KINGSTON**

WHEREAS, pursuant to section 31(1) of the *Police Services Act*, as amended, the Kingston Police Services Board is responsible for the provision of adequate and effective police services in the city of Kingston;

AND WHEREAS, pursuant to section 4(1) of the *Police Services Act*, the Corporation of the City of Kingston is required to provide adequate and effective police services in accordance with its needs;

AND WHEREAS, pursuant to section 32(1) of Ontario Regulation 3/99, Adequacy and Effectiveness of Police Services, the Kingston Police Services Board is required to enter into a protocol with Kingston City Council that addresses:

- (a) the sharing of information with City Council, including the type of information to be shared and the frequency of sharing such information;
- (b) the dates by which the business plan and annual report shall be provided to City Council;
- (c) the responsibility for making public the business plan and annual report, and the dates by which the business plan and annual report must be made public; and
- (d) if City Council chooses, jointly determining and participating in the consultation processes for the development of the business plan.

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Kingston Police Services Board shall keep the Clerk's Department advised of the dates, times, and locations of Police Services Board monthly meetings and provide to Councillors by way of e-mail copies of the public agenda, together with draft minutes of the Board's previous meeting, on the Fridays preceding the Board's scheduled meeting dates. The minutes shall also include any quarterly budget account summaries received at meetings.
2. The Board and the Chief of Police will host a public information session on current policing issues in the city of Kingston when required.
3. The Kingston Police Services Board will:
 - (a) invite input from Council during the development of the business plan;
 - (b) provide the City Clerk with a copy of its three-year business plan no later than the 30th of October in the year prior to the commencement of the said business plan or within 30 days following completion;

- (c) following release to the City Clerk, make the business plan available to the public; and
- (d) provide a copy of the Kingston Police Annual Report to the City Clerk no later than the 30th of June in the following year or within 30 days following completion and make it available to the public following its release to the City Clerk.

4. This protocol is subject to the provisions of section 41(1.1) of the *Police Services Act*, as amended, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Signed at Kingston, Ontario, this 24th day of November, 2011.

Kingston Police Services Board
Per:

Corporation of the City of Kingston
Per:

Chair

Mayor

City Clerk