



**KINGSTON POLICE SERVICE BOARD
BY-LAW NUMBER 24-01**

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, 2029*, 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 this 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;

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 retention of a Chief of Police and/or a Deputy Chief of police to lead the members of the Kingston Police by supporting its strategic priorities.

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 composed of the Members of the Human Resources Committee.
- ii. The term of a committee member will commence with their selection and terminate at the expiry of their term as a board member.
- iii. In the event a committee member ceases to be a committee member for any reason prior to the expiry of their term, the Board will appoint another board member to take his or her place for the remainder of the term.

- iv. The Chair of the Board will be the Chairperson of the Committee. In the Chair's absence, the Chair may delegate his Committee role and decision-making power to another board member in his place.
- v. The Board may dissolve the Committee at any time, in its sole discretion.

2. Duties and Responsibilities

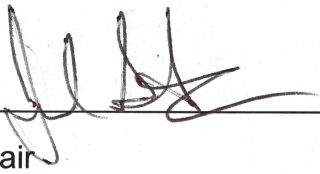
- i. The Committee is accountable to the Board for Chief of Police and the Deputy Chief recruitment, renewal, remuneration and performance management processes.
- ii. The Committee will:
 - a) Be responsible for the selection process and engagement of services, consultants and supports to effect the hiring.
 - b) Identify the method for the evaluation, selection and screening candidates.
 - c) Develop a shortlist of candidates to recommend to the Board for interview.
 - d) Develop an interview process and interview questions, and in the case of the hiring of a Deputy Chief to work in collaboration with the Chief.
 - e) Set up interviews.
 - f) Engage Counsel to negotiate the contract setting the terms, conditions and remuneration of the successful candidate.

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 is hereby enacted by the Kingston Police Service Board on this 16th day of May, 2024 (Resolution 24-32) and shall take effect immediately upon its passing.



Chair



Secretary