



Kingston Police Service Board

Public Agenda Recommendation Report

To: Chair and Board Members

From: Lorie Sargeant, Board Administrator

Subject: By-Law Number 25-02 a By-Law to establish a Diversity Plan Working Group/Committee

Date: March 17, 2025

Recommendation:

That By-Law Number 25-02, a copy of which is attached to Report Number 25-21, being a by-law to establish a Diversity Plan Working Group/Committee of the Kingston Police Service Board be adopted and enacted immediately upon its passing.

Introduction and Background:

The purpose of this report is to present a new by-law establishing the Diversity Plan Working Group/Committee and to outline its mandate, composition, and delegated authority in accordance with the *Community Safety and Policing Act, 2019* (CSPA).

Section 42(1) of the CSPA states that a police service board may, by by-law, establish a committee and delegate any of the board's powers under this Act to the committee.

Section 37(1) of the CSPA states that a police service board shall prepare and adopt a diversity plan to ensure that the members of the police service reflect the diversity of the area for which the board has policing responsibility. To support this requirement, the Board has decided to create a Diversity Plan Working Group/Committee to focus on the development and implementation of the Diversity Plan.

Discussion/Analysis:

The By-Law establishes the purpose, composition, roles and responsibilities of the members and the reporting requirements.

The establishment of the Diversity Plan Working Group/Committee will ensure that the Board fulfills its statutory responsibility to promote diversity and inclusion within the Kingston Police. By adopting this by-law, the Board demonstrates its commitment to fostering a representative and inclusive police service for the community.

Appendix A

Proposed By-Law Number 25-02 being a by-law to establish a Diversity Plan Working Group/Committee.

Contacts:

Jarrold Stearns, Board Chair

613-549-4660 ext. 2291

Lorie Sargeant, Board Administrator

613-549-4660 ext. 2291

Consultation:

Gail MacAllister, Member – Policy & By-Law Committee



**KINGSTON POLICE SERVICE BOARD
BY-LAW NUMBER 25-02
Being a by-law to establish a Diversity Plan Working
Group/Committee**

Whereas Section 42(1) of the *Community Safety and Policing Act, S.O. 2019 c.1, Sched. 1*, (the “Act”) provides that a police service board may 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 (Board) wishes to establish a Diversity Plan Working Group/Committee and delegate certain of the Board’s authority to this Committee to ensure effective delivery of the Board’s responsibilities as the governing body and employer of the police service;

Now therefore the Board enacts as follows:

1.0 Definitions

1.1 In this By-Law:

- 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 Act and continued under any successor legislation;
- c. “Committee” means the Diversity Plan Working Group/Committee established under this by-law;
- d. “Police Service” means the Kingston Police.
- e. “IIDEA” means indigenization, Inclusion, Diversity, Equity and Accessibility.

2.0 Purpose:

2.1 The purpose of the Committee is to assist the Board to develop a Diversity Plan in compliance with the Act. The Diversity Plan will ensure that the composition of the Kingston Police reflects the diversity of the community it serves.

3.0 Composition

- 3.1 In accordance with s. 42(3) of the Act, the Committee shall be composed of not less than two members of the Board and shall be supported by staff and/or counsel as required.
- 3.2 A representative from the Kingston Police.
- 3.3 A representative from a community organization with expertise in diversity and inclusion.
- 3.4 A representative from the City of Kingston Community Development & Wellbeing and IIDEA division.
- 3.5 Up to two (2) community member with lived experience or professional expertise in diversity and policing.
- 3.6 The Board Administrator (ex-officio, non-voting) to provide administrative support.
- 3.7 Any additional member of the Committee, that is not a member of the Board, must meet the eligibility criteria set established in s. 42(5) of the Act (must be eligible to be a Board Member) and s. 35(2) (mandatory training for Board and Committee Members).
- 3.8 The Committee may invite other external parties to provide subject matter expertise to enable the Committee to make informed decisions.

4.0 Quorum

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

5.0 Roles and Responsibilities

- 5.1 The Committee shall elect a Chair from its members to facilitate meetings at least once per month or as needed to fulfill its mandate. Additional meetings may be scheduled at the discretion of the Chair.
- 5.2 The members shall actively participate in meetings, contribute expertise, and support the development of the Diversity Plan.
- 5.3 A board member will be appointed as a board liaison to ensure alignment with Board priorities and provide updates at Board meetings.

5.4 The Board Administrator shall assist with scheduling, record-keeping and communication.

6.0 Reporting Requirements

6.1 The Committee shall provide progress reports to the Board at regular intervals.

6.2 The Committee will submit the final Diversity Plan with recommendations for approval and adoption.

7.0 Effective Date

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

Chair

Secretary/Administrator