



**KINGSTON POLICE SERVICE BOARD
BY-LAW NUMBER 24-05
Being a by-law to establish a Policy and By-Law
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 Policy and By-Law 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 Policy and By-Law Committee established under this by-law;
- d. "Police Service" means the Kingston Police.

2.0 Purpose:

2.1 The purpose of the Committee is to:

- a. support the Board in fulfilling its oversight responsibilities through the development, review and revision of policies and by-laws;
- b. Ensure compliance with the Act, related regulations and other applicable legislation;
- c. Facilitate effective governance of the Police Service by developing policies that guide operations, enhance accountability and address community safety needs.

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 The Board Chair may be a member of the Committee if they choose to serve 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 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).
- 3.5 The Committee may invite members of the Police Service or 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 Board Members on the Committee present at the meeting.

5.0 Authority

- 5.1 The Committee shall have the authority to:
- a. review existing Board policies and by-laws and recommend updates or revisions;
 - b. draft new policies and by-laws for Board consideration;
 - c. ensure that policies and by-laws align with the requirements of the Act and other relevant regulations;
 - d. engage external experts or legal counsel as necessary, within the limits of the Board's approved budget.
 - e. report recommendations, policies and by-laws to the Board for approval.

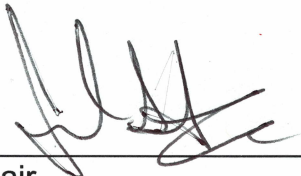
6.0 Reporting Requirements

6.1 The Committee shall report to the Board at least quarterly, or as directed by the Board Chair.

6.2 All Committee recommendations shall be documented in writing and submitted to the Board for review and approval.

7.0 Effective Date

7.1 This By-law is hereby enacted by the Kingston Police Service Board on this 19th day of December, 2024 and shall take effect immediately upon its passing. (Resolution 24-81)



Chair



Board Administrator