



**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 20th day March, 2025 and shall take effect immediately upon its passing. (Resolution 25-28)

“original signed by Chair”
Chair

“original signed by Secretary/Administrator”
Secretary/Administrator