



**KINGSTON POLICE SERVICE BOARD  
BY-LAW NUMBER 24-06  
Being a by-law to establish a Grievance 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 Grievance Committee to hear appeals of decisions regarding grievances filed by the Kingston City Police Association (KCPA) and/or the Senior Officers Association (SOA), and to respond to those grievances on behalf of the Board;

**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. "KCPA" means the Kingston City Police Association;
- e. "SOA" means the Senior Officers Association;
- f. "Chief" means the Chief of Police of the Kingston Police;
- g. "Collective Agreement" means any applicable collective agreement between the Board and either the KCPA or the SOA;
- h. "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 Grievance 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. hear appeals of grievances filed by KCPA, SOA or both, where the decision of the Chief of Police is deemed unsatisfactory by the Association(s);
- b. address any other matters related to grievances filed under the applicable collective agreements, laws or regulations;

- c. render decisions on grievances in accordance with applicable collective agreements, laws or 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.

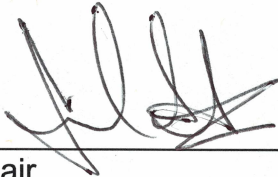
## 6.0 Reporting Requirements

6.1 The Committee shall report to the Board all decisions at the next board meeting following a Committee meeting.

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