



## Kingston Police Service Board

### Public Agenda Recommendation Report

To: Chair and Board Members  
From: Lorie Sargeant, Board Administrator  
Subject: Amendments to By-Law Number 24-01 a By-Law to establish the Kingston Police Service Board's Hiring Committee  
Date: March 17, 2025

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#### Recommendation:

**That** By-Law Number 24-01, as amended, being a by-law to establish the Hiring Committee of the Kingston Police Service Board be adopted and enacted immediately upon its passing. A copy of the By-Law with the proposed amendments is attached hereto.

#### Introduction and Background:

The purpose of this report is to present amendments to the Kingston Police Service Board By-Law Number 24-01, which establishes the Hiring Committee, its governance rules and the delegation of certain Board powers to the Committee. The amendments are necessary to align the by-law with Sections 220(1) and 220(2) of the *Community Safety and Policing Act, 2019* (CSPA), expanding the scope of the Hiring Committee's authority beyond the Chief and Deputy Chief of Police to include senior positions and ensuring compliance with statutory requirements regarding association membership.

By-Law Number 24-01 was originally enacted to establish the Board's Hiring Committee and set out its mandate, which was limited to the hiring of the Chief and the Deputy Chief. However, the CSPA provides that the Board may also appoint and contract other senior positions, including:

- Chief Financial Officer
- Chief Administrative Officer
- Chief Human Resources Officer
- General Counsel

Section 220 (2) of the *CSPA* states that individuals appointed to these roles may not be members of a police association if their position is likely to give rise to a conflict of interest concerning labour relations.

**Discussion/Analysis:**

The precise wording of the amendments is included in the appended draft by-law. The draft by-law, if approved and passed, will be posted to the Board's website.

The amendments will enhance Board oversight of key senior civilian positions, ensuring transparency and adherence to legislative requirements and clearly define the Hiring Committee's expanded role providing consistency in Board hiring practices and ensure a structured approach to recruitment at the executive level.

To ensure compliance with the *CSPA*, the following proposed amendments have been made to By-Law Number 24-01:

1. Expansion of Hiring Committee Authority to include oversight of the recruitment process as outlined therein to include the Chief Financial Officer, Chief Administrative Officer, Chief Human Resources Officer and General Counsel.
2. A provision has been added to the By-Law specifying that individuals appointed to these senior positions shall not be members of a police association if their role is likely to create a conflict of interest in respect to labour relations.

Other minor amendments are administrative and housekeeping amendments.

**Contacts:**

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Lorie Sargeant, Board Administrator 613-549-4660 ext. 2291

**Consultation:**

Gail MacAllister, Member – Policy & By-Law Committee



**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*<sup>2019</sup>, 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 Bboard's powers under theis Act to the committee;

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**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;

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AND WHEREAS, on May 16<sup>th</sup>, 2024 -the Board passed Kingston Police Service Board By-Law Number 24-01 being a by-law to establish the Board's Hiring Committee;

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AND WHEREAS the Board considers it necessary to amend By-Law 24-01 to include the senior positions as outlined in Section 220(1) of the Act;

**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, selection and retention of senior leadership positionspositions restricted from membership in police associations under the Act (Section 220 (1) and (2)).-The Hiring Committee shall also be responsible for the recommendation of candidates in the positions of Chief of Police and Deputy Chief of Police.

with the Kingston Police including a Chief of Police and/or a Deputy Chief of Ppolice and General Counsel as described in section 220(1) of the Act to lead the members of the Kingston Police by supporting its strategic priorities;

**Conflict of Interest Restriction**

~~The individuals appointed to the aforementioned se-positions shall not become or remain members of a police association if their role is likely to give rise to a conflict of interest in respect to labour relations (section 220(2) of the Act).~~

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### **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.~~ The Committee shall be comprised of the Chair of the Board plus two members of the Board.

Commented [GM1]: Then why isn't hiring part of the HR committee's responsibility? Why have a separate committee?

~~ii.~~ The term of a Ccommittee member will commence with their selection to the Committee and terminate at the expiry of their term as a Bboard member.

~~iii.~~ ii. In the event a Ccommittee member leave the Committee ceases to be a committee member for any reason prior to the expiry of their term, the Board will appoint another Bboard member to take his or her their place for the remainder of the term.

~~iv.~~ iii. The Chair of the Board will shall be the Chairperson of the Committee. In the Chair's absence, the Chair may delegate his the committee role and decision-making power authority to another Bboard member in his their place.

~~v.~~ iv. The Board may dissolve the Committee at any time, in its sole discretion.

#### 2. **Duties and Responsibilities**

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~~i. The Committee is shall -will oversee the recruitment and selection retention for the following positions:~~

- ~~• Chief of Police~~
- ~~• Deputy Chief of Police~~
- ~~• Chief Financial Officer, however that person is described~~
- ~~• Chief Administrative Officer, however that person is described~~
- ~~• Chief Human Resources Executive, however that person is described Officer~~

- General Counsel, however that person is described!

The Board is not compelled to hire any position noted with the exception of Chief of Police. The Kingston Police shall have a Chief or Acting Chief appointed at all times.

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~~accountable to the Board for Chief of Police and the Deputy Chief recruitment, renewal, remuneration and performance management processes.~~

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ii. The Committee will:

- Establish criteria, qualifications and competencies required for each position being recruited.
- Be responsible for the selection process and engagement of services, consultants, and/or supports to affect the hiring.
- Identify the method for the evaluation, selection screening and selection of screening candidates.
- Review applications and assess candidates based on the established criteria.
- Develop a shortlist of candidates for each position to recommend to the Board for interview.
- Establish Develop an interview framework, and process and interview questions, and in the case of the hiring of a Deputy Chief to work in collaboration with the Chief.
- Set up and conduct interviews of shortlisted candidates, inviting consultants or other supports as appropriate and approved by the Board.
- Engage external legal counsel to negotiate set out the contract setting the terms, conditions and remuneration of the successful candidate.

### 3. Reporting and Accountability

(i) The Hiring Committee shall submit its recommendations to the Board Bared for final approval of appointment. e.

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(ii) If the advertisement is seeking one qualified individual, only one position shall be approved for hiring. All subsequent hiring must proceed through rigorous financial and strategic vetting and the Hiring

Committee shall be tasked again with the new position (restricted opportunistic hiring).

(iii) The Committee shall maintain appropriate records of the selection process and ensure adherence to the principles of fairness, transparency and equity.

**4. 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, as amended, is hereby enacted by the Kingston Police Service Board on this XX<sup>16</sup><sup>th</sup> day of May, 2024, XX, 2025 (Resolution 25-XX24-32) and shall take effect immediately upon its passing.

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Chair

\_\_\_\_\_  
Secretary



## **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 the 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;

**AND WHEREAS**, on May 16<sup>th</sup>, 2024 the Board passed Kingston Police Service Board By-Law Number 24-01 being a by-law to establish the Board's Hiring Committee;

**AND WHEREAS** the Board considers it necessary to amend By-Law 24-01 to include the senior positions as outlined in Section 220(1) of the Act;

**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 selection of positions restricted from membership in police associations under the Act (Section 220 (1) and (2)). The Hiring Committee shall also be responsible for the recommendation of candidates in the positions of Chief of Police and Deputy Chief of Police.

### **Conflict of Interest Restriction**

The individuals appointed to the aforementioned positions shall not remain members of a police association if their role is likely to give rise to a conflict of interest in respect to labour relations (section 220(2) of the Act).

### **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 comprised of the Chair of the Board plus two members of the Board.
- ii. The term of a Committee member will commence with their selection to the Committee and terminate at the expiry of their term as a Board member.
- iii. In the event a Committee member leave the Committee for any reason prior to the expiry of their term, the Board will appoint another Board member to take their place for the remainder of the term.
- iv. The Chair of the Board shall be the Chairperson of the Committee. In the Chair's absence, the Chair may delegate the role and decision-making authority to another Board member in their place.
- v. The Board may dissolve the Committee at any time, in its sole discretion.

2. **Duties and Responsibilities**

- i. The Committee shall oversee the recruitment and selection for the following positions:
  - Chief of Police
  - Deputy Chief of Police
  - Chief Financial Officer
  - Chief Administrative Officer
  - Chief Human Resources Officer
  - General Counsel

The Board is not compelled to hire any position noted with the exception of Chief of Police. The Kingston Police shall have a Chief or Acting Chief appointed at all times.

- ii. The Committee will:
  - a) Establish criteria, qualifications and competencies required for each position being recruited.
  - b) Be responsible for the selection process and engagement of services, consultants, and/or supports to affect the hiring.
  - c) Identify the method for the evaluation, screening and selection of candidates.

- d) Review applications and assess candidates based on the established criteria.
- e) Develop a shortlist of candidates for each position to recommend to the Board for interview.
- f) Establish an interview framework, process and interview questions.
- g) Set up and conduct interviews of shortlisted candidates, inviting consultants or other supports as appropriate and approved by the Board.
- h) Engage external legal counsel to set out the contract terms, conditions and remuneration of the successful candidate.

3. **Reporting and Accountability**

- (i) The Hiring Committee shall submit its recommendation to the Board for final approval of appointment.
- (ii) If the advertisement is seeking one qualified individual, only one position shall be approved for hiring. All subsequent hiring must proceed through rigorous financial and strategic vetting and the Hiring Committee shall be tasked again with the new position (restricted opportunistic hiring).
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Chair

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Secretary/Administrator