



Kingston Police Service Board

Public Agenda Recommendation Report

To: Members of the Kingston Police Service Board

From: Strategic Planning Committee

Subject: Strategic Planning Public Survey Framework and RFP Preparation

Date: October 14, 2026

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That the Kingston Police Service Board (Board) approve the framework for a third-party public survey to inform the strategic plan, ensuring it delivers representative and statistically reliable results, establishes a repeatable baseline, and analyzes community perceptions and priorities; and

That the Board authorize the Strategic Planning Committee to finalize the Request for Proposals ("RFP") scope, methodology requirements and evaluation criteria within the approved framework and available strategic planning funding; and

That the Board direct the Board Administrator, in collaboration with Fred Kaustinen, to prepare the RFP and arrange its issuance following Committee approval; and

That the Board require the Committee to report the procurement results and a recommended contract award back to the Board for final approval.

Purpose:

The purpose of this report is to obtain Board approval of the framework of a third-party public survey and delegate finalization of the request for proposals wording to the Strategic Planning Committee.

Background/Analysis:

At its October 9, 2026 meeting, the Strategic Planning Committee recommended proceeding with an RFP for a third-party public survey as soon as possible.

Members supported seeking Board approval of the overall framework while allowing the Committee to finalize the detailed RFP wording. This would avoid delays associated with returning the complete RFP to a subsequent Board meeting. No separate delegation motion was passed by the Committee; Board authorization is therefore being sought through this report.

The proposed framework would seek statistically reliable and representative information to inform the strategic plan, establish a repeatable baseline, and support measurement of changes in community perceptions over time. Proponents would be asked to explain their sampling, engagement and analysis methods, including options for collecting responses over time and through multiple methods.

The Board Administrator and Fred Kaustinen would prepare the RFP for Committee review, with assistance from the Service's finance staff.

Financial Considerations:

Approximately \$100,000 has been allocated to the strategic planning project. Survey costs would be assessed within the available project funding. This would cover finalization and issuance of the RFP; contract award would remain subject to Board approval.

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Exhibits Attached:

N/A