

**Kingston Police Service Board
Strategic Planning Committee
Meeting Agenda – 26-02**

Meeting to be held on September 15, 2026 at 10:30 am

Location: Kingston Police Headquarters, 705 Division Street
William Hackett Boardroom

Virtually **Microsoft Teams**

<https://teams.microsoft.com/meet/298465358602416?p=ZmSLWKGKxpsOy5pMeH4>

Meeting ID: 298 465 358 602 416

Passcode: wQ2y9Rt3

- 1. Call Meeting to Order**
- 2. Disclosure of Pecuniary Interest**
- 3. Approval of Agenda**

Proposed Motion:

That the agenda for the Strategic Planning Committee meeting of September 15, 2026, be approved.

- 4. Adoption of Minutes**

Proposed Motion:

That the minutes of the Strategic Planning Committee meeting held on August 20, 2026, be adopted.

- 5. Strategic Planning Project Status Update – Governedge Inc.**

Fred Kaustinen to provide an update on work completed and upcoming milestones under the Board-approved Strategic Planning Project Plan, including:

- a. Review of the [Strategic Plan Policy](#) (AI-001) and [By-Law 26-01](#);
- b. Advice regarding the strategic planning budget; and
- c. Development and timing of the public survey requests for proposals.

- 6. Strategic Planning Budget**

Review the anticipated resources and third-party costs required to complete the strategic planning process, including the public survey, consultation activities and logistical support.

- 7. Public Survey Approach and Request for Proposals**

- a. Professionally designed third-party survey or in-house survey;
- b. Requirements for a statistically reliable and repeatable baseline;
- c. Preliminary research or focus groups to inform the survey questions;
- d. Analysis of survey results;

- e. Scope, evaluation criteria, budget and timing for requests for proposals; and
- f. Roles of GovernEdge Inc., Board Administrator and the successful proponent.

8. Community and Stakeholder Consultation Framework

Review the proposed approach to consultation under the *Community Safety and Policing Act*, including:

- a. Update from the Chair regarding the City of Kingston's stakeholder and community-organization lists;
- b. Identification of communities, organizations, municipal councils, police service boards and other stakeholders to be engaged; and
- c. Use of written invitations, focus groups, and an online engagement portal.

9. Data, Comparator Communities and Research Requirements

Identify the demographic, policing and community safety information required to support the planning process, including potential comparator municipalities and police services, data sources and responsibility for collection.

10. Project Work and Upcoming Milestones

Confirm immediate priorities and responsibilities through January 2027, including:

- a. Completion of the policy and by-law review by October 14, 2026 (for presentation at the October 22nd Board Meeting);
- b. Completion of the strategic planning budget (Chair to set date)
- c. Development of the public survey RFP (date to be set); and
- d. Preparation for the strategic planning kickoff workshop to be held between January and February 2027.

11. Committee Direction and Recommendations

Identify any matters requiring Committee direction or a recommendation to the Board.

12. Next Steps and Assignment of Responsibilities

Confirm deliverables, responsibility for follow-up and reporting to the Board.

13. Next Meeting Date

14. Adjournment

Proposed Motion:

That the Strategic Planning Committee meeting be adjourned.