



**KINGSTON POLICE SERVICE BOARD
BY-LAW NUMBER 24-07
Being a by-law to establish a Budget 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 Budget Committee for the purpose of reviewing the Kingston Police Capital and Operating Budget requests as well as the Board's operating budget requests;

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. "Operating Budget" means the annual budget covering the ongoing operational costs of the Kingston Police and the Board;
- d. "Capital Budget" means the budget covering expenditures for long-term investments, including equipment, infrastructure and other capital assets;
- e. "Committee" means the Budget Committee established under this by-law;
- f. "Chief" means the Chief of Police of the Kingston Police.

2.0 Purpose:

2.1 The purpose of the Committee is to:

- a. Review and analyze the Kingston Police Capital and Operating Budget requests prior to submission to the Board for approval;
- b. Review and analyze the Board's operating budget request;

- c. Ensure that budget submissions are fiscally responsible, transparent, and align with the strategic priorities and operational priorities of the Kingston Police and the Board;
- d. Provide recommendations to the Board regarding budget approval, adjustments, or any areas of concern identified during the review process;
- e. Ensure compliance with the Act, related regulations and other applicable legislation;
- f. Facilitate effective governance of the Kingston Police 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 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 Kingston Police or 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. Request and review financial and operational data, reports, and documentation related to the Kingston Police Capital and Operating Budget requests;

- b. Review the Board's Operating Budget request to ensure alignment with the Board's administrative needs and obligations;
- c. Seek clarification or justification from the Chief of Police or relevant staff on specific budget items, expenditures and/or forecasts;
- d. Analyze the impact of budget submissions on operational effectiveness, staffing, infrastructure, and community safety;
- e. Provide formal recommendations to the Board for approval or amendments to the Kingston Police Capital and Operating Budget requests and the Board's Operating Budget request;
- f. Ensure that budget submissions comply with applicable laws, regulations, and guidelines established under the Act and municipal budgeting process; and
- d. Direct the Kingston Police Chief, at a public meeting of the Kingston Police Service Board, regarding any actions required resulting from the Committee's decisions.

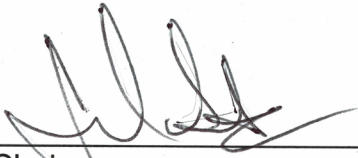
6.0 Reporting Requirements

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