


# HAMILTON POLICE SERVICES BOARD

## GOVERNANCE SUB-COMMITTEE

### RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	November 25, 2021
<b>SUBJECT:</b>	Recommendations for the Board's Consideration from the Governance Committee Meeting on October 28, 2021 (PSB GOV 21-002)
<b>SUBMITTED BY:</b>	Kirsten Stevenson, Administrator
<b>SIGNATURE:</b>	

#### RECOMMENDATION

That the Board approve and implement recommendations 1.1 a, b & c, 1.2, 1.3, 1.4 and 1.5 as listed in the Governance Committee's Minutes of October 28, 2021, attached to this report as 'Appendix A'.

#### SUMMARY

- The Governance Sub-Committee met on October 28, 2021 to discuss amendments to the Board's Procedural By-law, Board member reporting of conflicts and pecuniary interests, upcoming changes with regards to the *Community Safety and Policing Act* replacing the *Police Services Act* and a vaccination policy for Board members and staff.

#### INFORMATION

Amendments to the Board's Procedural By-law were discussed to address the Board holding virtual, hybrid and in-person meetings, clarify terminology related to emergency meetings and communications to the Board as well as revising the order in which public agenda items are considered to align with best practices.

The Governance Committee discussed the need to come up with a strategy to amend the Board's Procedural By-law based on upcoming changes related to the *Police Services Act* being replaced by the *Community Safety and Policing Act* in 2022.

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**Vision:** To be a trusted partner in delivering public safety.

**Mission:** To serve and protect in partnership with our communities.

**Our Values:** Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork

Although Board members and staff currently adhere to COVID-19 vaccination requirements, the Governance Committee discussed drafting a policy specifically for Board members and staff.

**APPENDICES ATTACHED**

Appendix "A" to Report PSB GOV 21-002

**MINUTES OF THE HAMILTON POLICE  
SERVICES BOARD  
GOVERNANCE SUB-COMMITTEE**

October 28, 2021  
Virtual Meeting  
3:45 PM

The Governance Sub-Committee of the Hamilton Police Services Board met virtually.

Present: Member Athulathmudali  
Member Elms  
Member Mandy  
Administrator Kirsten Stevenson

The meeting was called to order.

The Governance Committee met to discuss updates to the Board's Procedural By-law, reporting on declarations of conflict & pecuniary interest by Members, upcoming changes with regards to the *Community Safety and Policing Act (CSPA)* replacing the *Police Services Act (PSA)* and Board member policy on COVID-19 vaccinations.

## **1. DISCUSSION ITEMS**

### **1.1. Updates to the Board's Procedural By-law**

After discussion the Governance Sub-Committee approved the following:

Moved by: Member Mandy  
Seconded by: Member Athulathmudali

That the following sections of the Board's Procedural By-law 19-001 be amended as follows:

(added items are bolded and removed items are crossed out)

Removing the physical location of where the Board's meetings are held allows the Board the opportunity to hold their meetings in person, virtually or via hybrid format to accommodate special and/or extraordinary circumstances.

- a) **Section 10.2 Meetings of the Board - Location, Time & Frequency**  
**Whenever possible**, the Board shall hold its regular meetings at 1:00 p.m. on a Thursday of the month, ~~in Council Chambers, of the City of Hamilton—71 Main Street West, Hamilton, Ontario~~ in accordance within the schedule adopted annually by the Board.

Emergency meetings require Board member quorum; as such, any decision made at an emergency meeting stands, and does not need to be further

ratified at the next meeting of the Board. Any decision made at an emergency meeting will continue to be reported back at the next regularly scheduled meeting.

**b) Section 13.3 Emergency Meetings – Member Polling**

At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting. ~~for ratification.~~

Communications to the Board may be sent via regular mail or via email. Amendments to Section 15.7 of the Procedural By-law make accommodations for both methods of correspondence to be received by the Board.

**c) Section 15.7 Board Agendas - Communications**

Every communication intended to be presented to the Board or its Committees must be ~~legibly written~~ legible and must contain the ~~signature and contact~~ **full name and physical or email** address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be a designated a contact person to whom the Administrator can communicate on behalf of the Board or a Committee.

**CARRIED**

**1.2 Updates to the Board's Procedural By-law Section 15.3 Board Agendas – Agenda Item Order**

The order in which agenda items are dealt with was discussed and amendments were considered based on best practices.

After discussion, the Governance Sub-Committee approved the following:

Moved by: Member Elms  
Seconded by: Member Mandy

That the Board run one meeting for both its public and in-camera sessions commencing January 2022; and

That section 15.3 Board Agendas – Agenda Item Order, of Procedural By-law 19-001 be amended as follows:  
(added or reordered items are bolded)

1. Call to Order
2. **Approval of the Agenda**

3. **Declarations of Conflict & Pecuniary Interest by Members**
4. Presentations, Deputations & Verbal Updates
5. **Approval of the Minutes**
6. Consent Agenda
7. Discussion Agenda
8. New Business
9. Confidential Meeting
10. **In Camera Report Back**
11. Adjournment

**CARRIED**

### **1.3 Reporting on Declarations of Conflict & Pecuniary Interest by Members**

Recommendations were made to ensure the Board is compliant with *The Municipal Conflict of Interest Act*.

After discussion, the Governance Sub-Committee approved the following:

Moved by:           Member Athulathmudali  
Seconded by:       Member Elms

That the Administrator draft a policy relating to Declarations of Conflict & Pecuniary Interest by Members; and

That the draft policy be considered at an upcoming Governance Sub-Committee meeting; and

That the draft policy include the following:

- a) a form and instructions for Members to use when submitting their written declarations/statements
- b) that forms are to be submitted to the Administrator prior to or soon after a meeting takes place
- c) that the Administrator will maintain a Conflict of Interest Registry which shall be provided to the public upon request

**CARRIED**

### **1.4 Upcoming Changes with regards to the *Community Safety and Policing Act (CSPA)* replacing the *Police Services Act (PSA)***

Upcoming changes relating to the *Police Services Act* being replaced by the *Community Safety and Policing Act* will have an impact on content in the Board's Procedural By-law. Many amendments will be required and a

strategy will need to be in place to ensure all amendments are made in a timely manner.

After discussion, the Governance Sub-Committee approved the following:

Moved by: Member Mandy  
Seconded by: Member Elms

That the Administrator prepare research and recommendations with regards to best practices on a thorough update to Procedural By-law 19-001 with regards to the upcoming *Community Safety and Policing Act* replacing the *Police Services Act*; and

That the Administrator report back to the Governance Sub-Committee in the second quarter of 2022.

**CARRIED**

## **1.5 Board Member Policy on COVID-19 Vaccinations**

Board Members and Staff currently adhere to all COVID-19 vaccination requirements; however, no policy exists that specifically applies to this group.

After discussion, the Governance Sub-Committee approved the following:

Moved by: Member Athulathmudali  
Seconded by: Member Mandy

That the Administrator draft a policy for Board Members and Board Staff with regards to COVID-19 vaccination requirements; and

That the draft policy be considered at an upcoming Governance Sub-Committee meeting.

**CARRIED**

## **2 New Business**

### **2.1 Referred Consent Item 5.5 from the Board's Public Agenda of October 28, 2021 - Correspondence from the CAPG dated September 30, 2021 with regards to Call for Proposals to Host CAPG Conference September 30, 2023**

After discussion, the Governance Sub-Committee approved the following:

Moved by: Member Elms  
Seconded by: Member Athulathmudali

That the Administrator prepare a memo on behalf of the Governance Committee for the Board's consideration at its November, 2021 meeting with regards to submitting a proposal to host the Canadian Association of Police Governance Conference on September 30, 2023 in Hamilton.

**CARRIED**

As there was no further business, the Governance Sub-Committee adjourned at 4:39 PM.

Respectfully submitted

Kirsten Stevenson  
Board Administrator