

# **GOVERNANCE COMMITTEE REPORT JUNE 29, 2023**

10:00 AM Central Station – The Bill Stirrup Room  
155 King William Street  
Hamilton, ON L8R 1A7

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**Present:** Member Elms (Chair), Kroetsch, Mandy, Pauls and Administrative Director Stevenson

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**THE GOVERNANCE COMMITTEE PRESENTS THE REPORT FROM ITS NOVEMBER 7, 2023 MEETING AND RECOMMENDS THE FOLLOWING:**

**1. Protocol for Sharing Information Between the Hamilton Police Services Board and the City of Hamilton (Item 4.1)**

That the draft Protocol for Information Sharing between the Hamilton Police Services Board and The City of Hamilton attached as Appendix A be forwarded to the City Manager's Office for review and comment.

**2. New Policy – Process for Reviewing Board Policies on a Consistent Basis (Item 4.2)**

That Policy P-004 Policy Review Standards, attached as Appendix B, a policy to review Board policies on a consistent basis, be approved.

**3. Revisions to the Board's Deputation Policy and Request Form (Item 4.3)**

That the revised Deputation Policy and Deputation Request Form, attached as Appendix C, be approved as amended.

**4. Defining Terms of Reference for the Governance Committee (Item 4.4)**

That the Governance Committee Terms of Reference, attached as Appendix D, be approved as amended.

**FOR INFORMATION:**

**a) Approval of the Minutes (Item 2.1)**

The minutes of the Governance Committee May 9, 2023 were approved, as presented.

**b) Consent Items (Item 3.1)**

The Governance Committee Outstanding Business List was received.

**c) Adjournment (Item 5)**

There being no further business, the meeting adjourned at 11:09 AM.

Respectfully submitted,

Member Elms, Chair  
Governance Committee

Kirsten Stevenson  
Administrative Director  
Hamilton Police Services Board

**DRAFT PROTOCOL FOR INFORMATION  
SHARING BETWEEN  
THE HAMILTON POLICE SERVICE BOARD  
AND  
THE CITY OF HAMILTON**

WHEREAS pursuant to section 37(1) of the *Community Safety and Policing Act, 2019* (CSPA) the Hamilton Police Service Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by section 10;

AND WHEREAS the City of Hamilton is required, pursuant to section 50(1) a municipality that maintains a municipal board shall provide the board with sufficient funding to, a) provide adequate and effective policing in the municipality and b) pay the expenses of the board's operations, other than the remuneration of board members;

AND WHEREAS the Hamilton Police Service Board, pursuant to section 41(3)&(4) of the CSPA, shall make best efforts to enter into a protocol with the Council for the City of Hamilton as follows:

- 1) The police service board shall make best efforts to negotiate and enter into a protocol with its municipality or band council that addresses the sharing of information with the municipality or band council, including the type of information to be shared and the frequency for sharing such information; and
- 2) Regardless of the existence of an information sharing protocol, the police service board shall provide the municipality or band council, on request, with any information, other than personal information, relevant to the preparation or review of the CSPA or to the board's estimates.

THEREFORE THE PARTIES HEREBY AGREE THAT:

1. The Hamilton Police Service Board shall provide the City Clerk for the City of Hamilton:
  - (a) in December of each year, a copy of the Board's meeting schedule for the upcoming year including dates, times and location of its meetings.

- (b) in December of each year, a schedule of where and when public agendas will be posted for the upcoming year.
- 2. Should the Board and Chief of Police host public information sessions on current policing issues in the City of Hamilton they will inform the City Clerk of where and when these events are to take place as soon as this information has been confirmed.
- 3. Under section 39 of the CSPA the Hamilton Police Service Board shall:
  - (a) (s.39(3)) Consult with the municipal council or any municipalities in the Boards' area of policing responsibility with regards to preparing or revising the strategic plan
  - (b) (s.39(4)) In preparing or revising the strategic plan, the police service board shall consider, at a minimum:
    - i) The results of the consultations conducted under subsection (3);
    - ii) Any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility
  - (c) Publish the strategic plan on the Internet in accordance with the regulations made by the Minister, if any. The City Clerk will be provided with a copy of the strategic plan prior to it being published on the Board's website for public viewing.
- 4. Under section 41 of the CSPA, on or before June 30 in each year, the police service board shall file an annual report with its municipality or band council regarding:
  - (a) The implementation of the board's strategic plan and the achievement of the performance objectives identified in the strategic plan;
  - (b) The affairs of the police service;
  - (c) the provisions of policing as it relates to any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility; and
  - (d) any other prescribed matters.

The police service board shall publish the annual report referred to in section 41 of the CSPA on the Internet in accordance with the regulations made by the Ministry, if any. If the Ministry does not regulate the publishing of the annual report, the board will post it on their website on or before June 30 in

each year, after it has provided a copy to the City Clerk.

5. This Protocol is subject to the provisions of the *Community Safety and CSPA* and *Municipal Freedom of Information and Protection of Privacy Act*.

Signed at Hamilton

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Mayor Andrea Horwath  
City of Hamilton

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Date

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Clerk  
City of Hamilton

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Date

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Chair Pat Mandy  
Hamilton Police Service Board

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Date

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Administrative Director Kirsten Stevenson  
Hamilton Police Service Board

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Date

### Hamilton Police Services Board

#### Delegation Policy

##### Policy P-005

It is the policy of the Hamilton Police Services Board that:

1. It welcomes and encourages delegations from individuals, groups of people or organizations;
2. The Board records and livestreams its public meetings. Delegation recordings may be accessed on the Board's website for the general public to view;
3. Delegations shall have up to five (5) minutes to present to the Board;
4. Those wishing to speak to an item listed on an upcoming agenda:
  - a. Shall provide written notice to the Administrative Director no later than 48 working hours (2 working days) prior to the next regularly scheduled Board meeting;
  - b. This notice shall contain all required information listed on the delegation form (attached as Appendix A);
  - c. The delegation request shall be placed on the upcoming agenda for the Board's consideration. The requestor will be asked to attend this meeting;
  - d. Should the Board approve the request, the delegation will take place towards the beginning of the meeting;
5. Those wishing to speak to an item not listed on an upcoming agenda:
  - a. Shall provide written notice to the Administrative Director no later than seven (7) working days prior to the next regularly scheduled Board meeting;
  - b. This notice shall contain all required information listed in the delegation form (attached as Appendix A);
  - c. The delegation request shall be placed on the upcoming agenda for the Board's consideration. The requestor does not need to attend this meeting;
  - d. Requestors will be contacted by the Administrative Director shortly after the meeting to advise if the delegation request was approved by the Board;
  - e. If the request was approved, the Administrative Director will provide possible dates for the delegation to take place.

### Hamilton Police Services Board

Approved:

Repealed:

Revised:

Reviewed:

6. Those wishing to provide a delegation to the Board on matters that don't fall under Sections 4 or 5 of this policy may contact the Administrative Director with regards to their request.



## Hamilton Police Services Board Delegation Request Form

(Request to appear before the Police Services Board)

**Please note your personal information will be redacted/removed prior to this form being placed on the Board's website and agenda for public viewing.**

Your Name:

E-mail Address:

Home Phone:

Mailing Address:

(If applicable)

Firm/Organization:

Work Phone:

Work Address:

Details of delegation, including a **summary** and the **objective(s)** of your delegation:

Will you be providing a presentation?                      Yes                      No

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrative Director? If so, with whom and when?

Please submit the completed form by mail or e-mail to:

Kirsten Stevenson, Administrative Director  
Hamilton Police Services Board  
155 King William Street  
Hamilton, ON L8R 1A7

kirsten.stevenson@hamilton.ca

**Hamilton Police Services Board**

**Policy Review Standards**

**Policy P-004**

It is the policy of the Hamilton Police Services Board:

1. That the Administrative Director shall maintain an index of all Board-owned policies, including their dates of review, revision and repeals (if applicable);
2. That the Administrative Director shall present to the Board for consideration throughout the year any mandated revisions to existing policies or new policies as directed by the Ministry of the Solicitor General, or any other relevant governing body;
3. That the Administrative Director shall present to the Governance Committee for consideration suggested revisions to any Board-related policy, or creation of new policy, that supports good governance best practices;
4. That at the Board's last meeting of the calendar year, the Administrative Director shall present to the Board a finalized index of all Board-related policies, including a summary of which policies were revised and newly created throughout the year;
5. That after the Board has approved the finalized index of all Board-related policies, the Administrative Director shall modify all policies not updated within the past year to be considered 'revised' with the December meeting date as the date of revision;
6. That the Board's approval, either at a monthly or year-end meeting, replace the need for the Chair of the Board to sign each policy individually.

**Hamilton Police Services Board**

Approved:

Repealed:

Revised:

Reviewed:



## Governance Committee Terms of Reference

### 1. Legislative Reference / Authority

*Police Services Act, Section 34.*

### 2. Membership and Committee Procedures

- a. The Governance Committee shall be comprised of 3 (three) members appointed by the Board.
- b. Support for the Governance Committee will be provided by the Administrative Director.
- c. The Governance Committee shall operate in a manner consistent with the provisions of the Board's Procedural By-law.
- d. The Governance Committee shall meet at the call of the Committee Chair.
- e. The Administrative Director shall consult with the Committee Chair on the development of agendas, be responsible for preparing and distributing agenda packages and maintaining records of meetings.
- f. The Governance Committee may invite outside parties, and in consultation with the Chief such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the committee.

### 3. Mandate

The Governance Committee assists the Board in fulfilling its obligations under the Act to prioritize and focus on governance and policies. The Committee places an emphasis on governance best practices by preparing research and recommendations to the Board after consultation with governance and policy experts, police and police board organizations, other government agencies as well as collaborating closely with our Big 12 Police Services Board colleagues.

The Governance Committee shall:

- a. Review and monitor legislative requirements identifying the need for new policies;
- b. Develop and recommend new policies, procedures and tools to enhance the performance of the Board and the Police Service;

Date approved:

Date revised:

- c. Ensure all policies are reviewed on a consistent and timely basis;
- d. Discuss Board oversight such as strategic direction, succession planning, risk management and leadership;
- e. Prior to vacancies occurring on the Board, assess the compositions and skillset of the Board and make recommendations to the appropriate appointing body regarding the qualities and skills required to achieve the collective skillset required by the Board;
- f. Provide input into Board orientation and ongoing development needs;
- g. Undertake other corporate governance initiatives that may be necessary to contribute to the success of the Board and Service; and
- a) Track and prioritize governance-related initiatives.

#### **4. Reporting**

The Governance Committee Chair will provide a report to the Board following each of its meetings.

#### **5. Accountability**

The Governance Committee shall review its mandate at least once every three (3) years and make recommendations to the Board as required. The Administrative Director shall keep a record of the Finance Committee's meetings and the records shall be available to all Board members and the public, unless confidential.

Date approved:  
Date revised: