



# THE HAMILTON POLICE SERVICES BOARD

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November 30, 2023

Jason Thorne, Interim City Manager  
City Manager's Office  
City of Hamilton

Sent via email: [citymanager@hamilton.ca](mailto:citymanager@hamilton.ca)

**Subject: Protocol for Information Sharing Between the Hamilton Police Services Board and the City of Hamilton**

At the Board's November 23, 2023 meeting the follow motion was passed:

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

Please find enclosed a copy of this draft. Should you have any questions or concerns please don't hesitate to reach out.

Regards,

A handwritten signature in black ink, appearing to be "Kirsten Stevenson", with a long horizontal line extending to the right.

Kirsten Stevenson  
Administrative Director,  
Hamilton Police Services Board  
[kirsten.stevenson@hamilton.ca](mailto:kirsten.stevenson@hamilton.ca)  
[www.hamiltonpsb.ca](http://www.hamiltonpsb.ca)

**Board Members:** Chair Pat Mandy, Vice Chair Bennink, Members Geordie Elms, Andrea Horwath, Cameron Kroetsch, Anjali Menezes and Esther Pauls

**Administrative Team:** Administrative Director Kirsten Stevenson and Board Assistant Lucia Romano

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**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

\_\_\_\_\_  
Mayor Andrea Horwath  
City of Hamilton

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Date

\_\_\_\_\_  
Clerk  
City of Hamilton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Pat Mandy  
Hamilton Police Service Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Director Kirsten Stevenson  
Hamilton Police Service Board

\_\_\_\_\_  
Date