

Current Board Policies Amended with Minor Editing Based on the CSPA

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Hamilton Police Service Board Travel and Expense Reimbursement Policy P-XXX

Effective date: October 19, 2017
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

Not applicable. See City of Hamilton Policy on Travel and Expenses.

Policy Application

This policy applies to members and administrative staff of the Hamilton Police Service Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sessions and meetings related to their duties with the board.

Funds are budgeted annually to allow for attendance at these functions. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of board members attending functions related to their duties or training.

1. General

- 1.1 Board members and staff will be reimbursed for eligible expenses incurred in the execution of their duties and for attendance at a board-related conference, seminar, meeting or other event.
- 1.2 Reimbursement will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.
- 1.3 The most practical and economical arrangements for conference registration, attendance, travel, meals and lodging shall be made.
- 1.4 Board members may provide a verbal report that includes highlights of sessions they attended at the next scheduled police service board meeting.

2. Conference Approval Process

- 2.1 Early each year, commonly attended conferences will be listed on a board agenda for approval. Board members shall determine which conference(s) they would like to attend and advise the Administrative Director so that arrangements can be made based on available funds and a members attendance at other functions. Full participation is required for expense reimbursement. Details of other conferences shall be brought to the board's attention as they become available.
- 2.2 When time constraints do not allow for a report to go to the board requesting approval for attendance at a conference, the board Chair shall have the authority to authorize the attendance, including travel, of any person covered by this policy.
- 2.3 The Administrative Director will ensure board members approved for attendance at conferences are registered for the conference, and will book hotel accommodations and make travel arrangements on behalf of board members. If an expense has not been prepaid, the board member is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Expense Claim Form.

3. Eligible Expense Reimbursement

- 3.1 Reimbursement of eligible expense claims will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.
- 3.2 The provisions of the City of Hamilton Policy for Business, Travel, Seminars and Conferences will take precedence over any other board policy or by-law.
- 3.3 Board members are responsible for making their own arrangements for companion programs at conferences.

Reporting

Attendance at conferences, seminars and other events that constitute training will be reported in the board's Annual Training Report.



Hamilton Police Service Board Declarations of Conflict of Interest & Pecuniary Interest Policy P-001

Effective date: June 30, 2022
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

The Municipal Conflict of Interest Act, R.S.O. 1990, [c. M.50](#);

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 (the Act) O.Reg. 408/23 Code of Conduct for Police Service Board Members.

Policy Application

It is the policy of the Hamilton Police Service Board:

1. That board members and staff comply with the regulations as set out in the *Municipal Conflict of Interest Act*, the board's Declarations of Conflicts of Interest Policy, *Community Safety and Policing Act* O.Reg. 408/23 Code of Conduct for Police Service Board Members, and any other Act or Regulations that may apply to this subject matter;
2. That board members complete and submit conflicts using the form attached to this policy listed as Appendix 'A', and (please include Appendix A (you can get the items off the board's website if you don't have them)
3. That the board Administrative Director shall post and maintain the Conflict of Interest Registry publicly on the board's website.

**APPENDIX "A" TO POLICY P-001
Declarations of Conflict of Interest & Pecuniary Interest Policy**

**Hamilton Police Service Board
Conflict of Interest and Pecuniary Interest Declaration Form**

Meeting Type:	
Date of Meeting:	
Item Number:	
Subject:	

DECLARATION:

I, member **XXX** declare a potential (deemed direct or indirect) conflict of interest or pecuniary conflict of interest with respect to the agenda item number and subject matter(s) listed above for the following reason(s):

Member Signature

Date

Member responsibility:

When a board member declares a conflict of interest and/or pecuniary interest, they will complete, sign and submit to the board Administrative Director a Conflict of Interest and Pecuniary Interest Declaration Form. Whenever possible, these forms will be submitted in advance of meetings or as soon as possible thereafter.



Hamilton Police Service Board Delegation Policy P-005

Effective date: November 23, 2023
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

Section 46(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched.1 (the Act)*: Subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under *a* and the regulations.

Policy Application

It is the policy of the Hamilton Police Service 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 requests containing hate speech will not be considered or presented to the board;
4. Delegation requests relating to unsolicited proposals by vendors or contractors will not be accepted;
5. Delegations shall have up to five (5) minutes to present to the board;
6. 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. Should the delegation intend to present materials to the board at their meeting, these materials shall be submitted to the Administrative Director no later than noon the day before the delegation is to take place;
 - d. The delegation request may be placed on the upcoming agenda for the board's consideration. The requestor will be asked to attend this meeting;
 - e. Should the board approve the request, the delegation will take place towards the beginning of the meeting;
7. 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. Should the delegation intend to present materials to the board at their meeting, these materials shall be submitted to the Administrative Director no later than 48 (forty-eight) hours prior to the delegation is to take place;
 - d. The delegation request shall be placed on the upcoming agenda for the board's consideration. The requestor does not need to attend this meeting;
 - e. Requestors will be contacted by the Administrative Director shortly after the meeting to advise if the delegation request was approved by the board;
 - f. If the request was approved, the Administrative Director will provide possible dates for the delegation to take place.
8. 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 Service Board Delegation Request Form

(Request to appear before the Police Service 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 Service 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 Service Board
155 King William Street
Hamilton, ON L8R 1A7

kirsten.stevenson@hamilton.ca



Hamilton Police Service Board Disconnecting from Work (Board Staff) Policy P-002

Effective date: July 28, 2022
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

Employment Standards Act, 2000 (ESA) s.17

Policy Application

It is the policy of the Hamilton Police Service Board:

1. To commit to the health and well-being of board staff and provide support to ensure they achieve a healthy work-life balance;
2. That board staff are not required to respond to work-related emails or communications, or be expected to complete work-related tasks outside of their standard working hours, unless there has been a previous agreement to do so, or if there are urgent or extenuating circumstances as determined by the board Chair or Vice Chair;
3. Should board staff have concerns surrounding their standard working hours, or they are unable to disconnect from work, they shall notify the board Chair or Vice Chair to resolve any concerns;
4. All new board staff are to be provided with a copy of this Policy within thirty (30) days of their hire; and
5. All existing board staff are to be provided with a copy of this Policy, and any amended versions of this Policy, within thirty (30) days of amendment.



Hamilton Police Service Board Electronic Monitoring (Board Staff) Policy P-003

Effective date: September 23, 2022
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

Section 41.1.1 of the *Employment Standards Act, 2000, S.O. 2000, c.41*: Written Policy on Electronic Monitoring.

Policy Application

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

1. Board staff may utilize electronic devices provided to them by the board for business-related purposes.
2. Electronic devices used by board staff, owned or leased by or through the board, are not normally monitored.
3. Should the board wish to monitor board staff utilization of employer-provided electronic devices, they may do so via direction of the Chair and/or Vice Chair.
4. The Chair and/or Vice Chair of the board may use information obtained through electronic monitoring at their discretion to ensure compliance with board policies and procedures as well as the *Municipal Freedom of Information and Protection of Privacy Act*.
5. All new board staff are to be provided with a copy of this Policy within thirty (30) days of their hire.
6. All existing board staff are to be provided with a copy of this Policy, and any amended version of this Policy, within thirty (30) days of amendment.



Hamilton Police Service Board Legal Indemnification Policy for Board Members P-XXX

Effective date: January 28, 2018
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

s.48 & 49 of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched. 1*
(the Act): Protection from Personal Liability

Policy Application

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

1. In the event a board member incurs any legal expenses as a result of any action or other proceeding, except a proceeding brought under the *Municipal Conflict of Interest Act*, arising out of acts or omissions done or made in their capacity as a board member, including while acting in the performance of any statutory duty, the board shall pay on behalf of, or reimburse the board member for, any such legal expenses, provided the board has determined the acts or omissions were done or made in good faith.
2. In the event a board member incurs any legal expense as a result of any action or proceeding brought under the *Municipal Conflict of Interest Act*, arising out of acts or omissions done or made in good faith by that board member in their capacity as a board member, including while acting in the performance of any statutory duty, and in the event the board member is found not to have contravened section 5 of the *Municipal Conflict of Interest Act*, the board shall pay on behalf of or reimburse the board member for any such legal expenses, provided that the board has determined the acts or omissions were done or made in good faith.

3. This policy applies to all current board members, and further, applies to any person who was a board member at the time the cause of action or other proceeding arose, but who, prior to judgment or other settlement of the action or proceeding, has ceased to be a board member.
4. Prior to the paying of legal expenses, the board may require the account of the solicitor acting for the board member be assessed by the Assessment Officer of the Superior Court of Justice pursuant to the provisions of the *Solicitors Act*, *R.S.O. 1990, ch.s. 15* for the Province of Ontario.
5. Any payment made under this policy will be to a maximum of \$20,000.



Hamilton Police Service Board Media Relations Policy P-XXX

Effective date: October 22, 2015
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

O.Reg. 408/23 Code of Conduct for Police Service Board Members under the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 (the Act)*.

Policy Application

1. No board member shall purport to speak on behalf of the Hamilton Police Service Board (the board) unless they are authorized by the board to do so.
2. The official spokesperson for the board is the Chair of the board. In the event the Chair is unavailable, the Vice-Chair will be the spokesperson for the board.
3. In the event a special sub-committee has been established (i.e. a labour relations sub-committee), the board may designate the lead of that sub-committee to be the spokesperson on the issue that particular sub-committee was created for.
4. The Administrative Director may act as the official spokesperson on matters relating to administration of the board or in matters relating to a decision of the board in response to an inquiry.
5. The Administrative Director is responsible for informing local media outlets of the date and time of upcoming special or emergency board meetings and news conferences held by the board. Regular board meeting details are published on the board's public website.
6. The board will establish a list of local media contacts and will allow new journalists and emerging media outlets to register free of charge without impediment to be included on this list for notifications of all news conferences and meetings of the board.

7. The Administrative Director will serve as a liaison between the media and the board when requests are received for interviews or comments.
8. Media releases shall be approved prior to release by the board Chair. In the event the board Chair is unavailable the Vice-Chair shall approve the release.
9. Media releases shall be provided to all board members - prior to their release to the public.
10. News conferences shall be called at the discretion of the Chair, or in the absence of the Chair, by the Vice-Chair. All board members shall be advised of the event prior to it taking place.
11. The board spokesperson shall speak only to matters within the jurisdiction and mandate of the board and avoid speaking about matters that fall under the jurisdiction of the Chief of Police.
12. When operational matters under the jurisdiction of the Chief of Police are likely to cause significant public interest, the Chief will inform, where and when practical, the members of the board prior to issuing a public statement.
13. If warranted by the significance and seriousness of the matter, the Chief of Police and/or board Chair may consult with the board before information is released to ensure public release is appropriate and justified, and to receive advice on the format and tone of the communication.
14. A board member who expresses disagreement with a decision of the board shall make it clear that they are expressing a personal opinion. Board members must be cautious in expressing disagreement with a decision of the board on the basis of the expression of a personal opinion. The Ontario Civilian Police Commission has stated that a board member cannot define themselves for certain actions to be board members and for other actions to be ordinary citizens, with respect to subjects which are clearly of interest to the board. Although board members have the right to freedom of speech, this right must be balanced with the statutory duties taken on as a member of the police service board.
15. A board member shall not state the board has taken a position on a matter until the matter has been voted upon.
16. Board members shall respect the confidentiality of information discussed in a closed meeting.

17. Board members and staff will comply with all relevant legislation, including but not limited, to the *Municipal Freedom of Information and Privacy Act*. the board's Procedural-by-law, and information provided by the Inspectorate of Policing