



**Hamilton Police Service Board
Board Member Education and
Event Participation Policy
P-023**

Effective date: April 25, 2024

Reviewed:

Amended:

Applicable Legislation

Section 35 of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched.1 (the Act)*: The Police Service Board shall ensure its members undergo any training the Minister may provide or require.

Policy Application

The Hamilton Police Service Board recognizes the importance of pursuing excellence in governance through an ongoing commitment to training, education and development. It has adopted this policy to formalize training, ongoing learning requirements for its members and to emphasize the importance of board attendance at significant police functions.

1. Mandatory Training – Prescribed by the Minister

1.1 All members of the board and its committees are required to successfully complete mandatory training as prescribed by the Minister to ensure they are equipped with the knowledge and understanding necessary to perform their duties effectively. This training includes the following topics:

a. Role and Responsibilities:

- i. training will cover the roles of the Police Service Board, individual member responsibilities, governance, oversight, and strategic planning;
- ii. members must complete training at the time of appointment before exercising any powers or fulfilling responsibilities.

b. Human Rights and Systemic Racism Training:

- i. training will include understanding human rights legislation, recognizing systemic racism, and strategies for promoting equity and inclusion within the police service and the community;
 - ii. members must complete training within the prescribed period following appointment as defined by the Minister.
 - c. Diversity and Cultural Awareness Training:
 - i. training will focus on recognizing and respecting the diverse, multiracial, and multicultural character of Ontario society, and the rights and cultures of First Nation, Inuit, and Métis Peoples;
 - ii. members must complete training within the prescribed period following appointment as defined by the Minister.
- 1.2 Additional training may be as prescribed by the Minister, which may include topics specifically to local needs, emerging issues in law enforcement, or governance best practices.
- 1.3 Compliance and Implementation:
 - a. Members must provide proof of successful completion of the required training to the board's Administrative Director. The Administrative Director shall be responsible for coordinating training sessions, tracking completion, and maintaining records;
 - b. Failure to complete the mandatory training within the specified timelines will result in suspension of the member's powers and duties until such time as the training is completed.

2. Required Training & Event Participation – Determined by the Board

- 2.1 Each member of the Hamilton Police Service Board during their first year of appointment is required to attend:
 - a. Training sessions required by the Ontario Ministry of the Solicitor General;
and
 - b. Orientation sessions for new members provided by the Chief of Police, Board Administrative Director and Board Legal Counsel.

- 2.2 Within the first two years of being appointed to the board, each member is encouraged to attend the annual conferences of both of the following organizations at least once:
 - a. Ontario Association of Police Service Boards (OAPSB);
 - b. Canadian Association of Police Governance (CAPG).
- 2.3 The board shall be represented by at least one member at each of the following:
 - a. Meetings of OAPSB Zone 4 boards;
 - b. Annual OAPSB conferences;
 - c. Annual CAPG conferences;
 - d. Meetings of Ontario large boards (“Big 12”).
- 2.4 Each year of their appointment to the board, each member shall attend as a member of the board, at least once:
 - a. A charitable event funded through the Auction Account Fund; and
 - b. An event hosted by the Service that:
 - i. Recognizes and honours the service of its members;
 - ii. Celebrates the retirement of civilian and sworn members;
 - iii. Acknowledges new hires (New Hire Ceremony)
 - iv. Honouring service members who have passed (In Memoriam)
 - v. Celebrates past retirees and its family members; and
 - vi. Any other similar event that recognizes the accolades of service members.

3. Other Learning Opportunities

- 3.1 Having satisfied the requirements set out in 1 and 2 above, and provided sufficient funds remain in the annual budget, board members are encouraged to attend other learning opportunities related to governance or policing such as those offered by (but not limited to):
 - a. The Canadian Police College;
 - b. The Police Association of Ontario;
 - c. The Ontario Association of Chiefs of Police;
 - d. The Canadian Association of Chiefs of Police;

- e. The Canadian Police Association;
 - f. The Canadian Association of Civilian Oversight of Law Enforcement.
- 3.2 Those board members with the most time and experience on the board will endeavour to help mentor new board members.
- 3.3 Whenever possible and to improve their knowledge of the Service, board members shall participate in learning opportunities provided by the Service such as ride-alongs, lunch & learn sessions and chances to partner-up for a shift with members in various departments.

4. Board Training as a Whole

- 4.1 Board training as a whole will take place through inviting guest speakers to make presentations or deliver workshops on issues pertinent to board governance, board responsibilities or emerging trends in policing, with an emphasis placed on issues of a strategic nature.