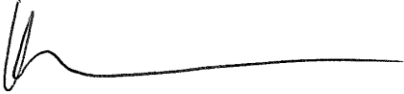


HAMILTON POLICE SERVICE BOARD GOVERNANCE COMMITTEE RECOMMENDATION REPORT



TO:	Members of the Hamilton Police Service Board Governance Committee
COMMITTEE MEETING DATE:	April 23, 2025
SUBJECT:	Standard Operating Procedure (SOP) for Managing Correspondence with Expiry Dates Set Prior to the Next Regularly Scheduled Meeting of the Board
REPORT NUMBER:	PSB 25-013
PRESENTATION:	No
OUTSTANDING BUSINESS ITEM:	Public Outstanding Business Item #8
SUBMITTED BY:	Kirsten Stevenson, Executive Director
SIGNATURE:	

RECOMMENDATION

That the Governance Committee recommend the adoption of Standard Operating Procedure SOP 25-001 for the management of correspondence received by the Board with expiry dates set prior to an upcoming regular meeting of the Board, attached to Report PSB 25-013 as Appendix 'A'.

EXECUTIVE SUMMARY

- This SOP ensures Board members do not miss important expiry dates related to correspondence being presented to the Board at upcoming meetings

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

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

ALTERNATIVES FOR CONSIDERATION

The Board may wish to revise the wording of the proposed SOP.

APPENDICES ATTACHED

Appendix A – SOP 25-001