

## HAMILTON POLICE SERVICE BOARD

### BY-LAW 25-001

#### BEING A BY-LAW TO ESTABLISH COMMITTEES OF THE HAMILTON POLICE SERVICE BOARD

WHEREAS subsections 42(1)(a), (3)(a) and (4) of the *Community Safety and Policing Act, 2019 (Act)* provides that the Board may, by by-law, establish a committee and delegate any of the Board's powers under the *Act* to the committee composed of at least two Members of the Board, except where a committee's only power is to bargain under Part XIII of the *Act*, in which case only one Member is required to sit on the committee; and

WHEREAS subsection 42(2) of the *Act* provides that the by-law made under subsection (1) may govern the name, powers, duties and quorums of the committee, as well as the composition of the committee, subject to the requirements of the *Act*; and

WHEREAS the Hamilton Police Service Board wishes to establish committees to facilitate the meaningful and efficient consideration of certain matters under the Board's authority:

NOW THEREFORE, the Hamilton Police Service Board enacts as follows that:

#### 1. Budget Committee

- a. The Board establishes a committee named the Budget Committee, for the purpose of reviewing financial matters related to the Hamilton Police Service's capital and operating budgets as well as the Board's operating budget, and make recommendations to the Board;
- b. The Budget Committee shall be composed of two members of the Board, with the Board Chair sitting as ex-officio;
- c. Quorum of the Budget Committee shall be two members of the Board;
- d. The Budget Committee may delegate to Board Staff or the Chief any task it determines will further the work of the Committee;
- e. The Budget Committee shall operate as per their Terms of Reference, attached to this by-law and listed as Appendix 'A'.

#### 2. Governance Committee

- a. The Board establishes a committee named the Governance Committee, for the purpose of assisting the Board in fulfilling its legislative obligations under the *Act*,

to prioritize and focus on police governance and policies, and make recommendations to the Board;

- b. The Governance Committee shall be composed of two members of the Board, with the Board Chair sitting as ex-officio;
- c. Quorum of the Governance of the Committee shall be two members of the Board;
- d. The Governance Committee may delegate to Board Staff or the Chief any task it determines will further the work of the Committee;
- e. The Governance Committee shall operate as per their Terms of Reference, attached to this by-law and listed as 'Appendix 'B'.

### **3. Human Resources Committee**

- a. The Board establishes a budget committee to be called the Human Resources Committee, for the purpose of making recommendations to the Board with regards to negotiating and renegotiating contracts with:
  - i. Board Office staff;
  - ii. The Chief of Police;
  - iii. The Deputy Chief of Operations;
  - iv. The Deputy Chief of Support;
  - v. Any other individual the Board may have a direct contract with;
- b. The Human Resources Committee shall be composed of the Chair and Vice Chair of the Board;
- c. That quorum of the Human Resources Committee be two members of the Board;
- d. The Human Resources Committee may delegate to Board Staff or the Chief any task it determines will further the work of the Committee;
- e. The Human Resources Committee shall operate as per their Terms of Reference, attached to this by-law and listed as Appendix 'C'.

Passed and enacted at the City of Hamilton this 28<sup>th</sup> day of March, 2025.

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Don Robertson, Chair  
Hamilton Police Service Board

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Kirsten Stevenson, Administrative Director  
Hamilton Police Service Board



## Budget Committee Terms of Reference

### 1. Legislative Reference / Authority

*Community Safety and Policing Act, 2019, Section 42*

### 2. Membership and Committee Procedures

- a. The Budget Committee shall be comprised of 2 (two) members appointed by the Board.
- b. The Board Chair shall be an ex-officio member of the Budget Committee.
- c. The Budget Committee Chair shall be elected at the Committee's first meeting of the year.
- d. Support for the Budget Committee will be provided by the Administrative Director.
- e. The Budget Committee shall operate in a manner consistent with the provisions of the Board's Procedural By-law.
- f. The Budget Committee shall meet at the call of the Committee Chair.
- g. 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.

### 3. Mandate

The mandate of the Budget Committee is to ensure the Board meets its governance oversight responsibilities to provide adequate and effective policing in the community in the areas of financial planning, budget preparation and monitoring.

The Budget Committee shall:

- a. Work with the Chief to coordinate and develop the annual preparation of the Police Services Board capital and operating budgets;
- b. Review matters that may have a significant impact on current and future budgets;

- c. Review regular budget and audit reporting; and
- d. Meet a minimum of four times per budget cycle.

#### **4. Reporting**

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

At the Budget Committee's first meeting of the new budget cycle, the Chief of Police will provide a report to the committee which provides an overview and summary of the previous year's budget.

#### **5. Accountability**

The Budget 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 Budget Committee's meetings and the records shall be available to all Board members and the public, unless confidential.



## Governance Committee Terms of Reference

### 1. Legislative Reference / Authority

*Community Safety and Policing Act, 2019, Section 42*

### 2. Membership and Committee Procedures

- a. The Governance Committee shall be comprised of 2 (two) members appointed by the Board.
- b. The Board Chair shall be an ex-officio voting member of the Governance Committee.
- c. The Governance Committee Chair shall be elected at the Committee's first meeting of the year.
- d. Support for the Governance Committee will be provided by the Administrative Director.
- e. The Governance Committee shall operate in a manner consistent with the provisions of the Board's Procedural By-law.
- f. The Governance Committee shall meet at the call of the Committee Chair, and the Chair will do their best to accommodate member schedules when calling meetings. 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.
- g. The Governance Committee may invite outside parties as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the committee.
- h. The Administrative Director will prepare and circulate all upcoming reports and recommendations in advance of each committee meeting to gather and compile feedback from members. These revised reports and recommendations will be brought forward to the next committee meeting for member consideration.

### **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 Service 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;
- 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
- h. 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 Governance Committee's meetings and the records shall be available to all Board members and the public, unless confidential.



## Human Resources Committee Terms of Reference

### 1. Legislative Reference / Authority

*Community Safety and Policing Act, 2019 (the Act)* – Sections 37(1)(d)(f)(g) and 42

### 2. Membership and Committee Procedures

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

### 3. Mandate

The Human Resources Committee assists the Board in fulfilling certain obligations, oversight and employer responsibilities under the *Act*.

The Human Resources Committee shall:

- a. Negotiate, renegotiate and execute contracts of the Chief of Police, Deputy Chief of Operations, Deputy Chief of Support, Board Administrative Director, and any other individual the Board may have a direct contract with;

Date Approved:  
Date Revised:

- b. Manage yearly performance appraisal & goal setting processes of the Chief of Police, Board Administrative Director, and any other individual the Board may have a direct contract with.

#### **4. Reporting**

The Chair will provide a report to the Board following each of the Human Resources Committee meetings.

#### **5. Accountability**

The Human Resources 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 Human Resources Committee meetings and the records shall be available to all Board members and the public, unless confidential.

Date Approved:  
Date Revised: