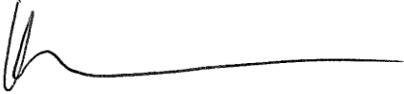


# HAMILTON POLICE SERVICE BOARD GOVERNANCE COMMITTEE RECOMMENDATION REPORT



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

## 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

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**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



## **Hamilton Police Service Board Standard Operating Procedure**

### **Managing Board Correspondence with Expiry Dates Set Prior to the Next Regularly Scheduled Meeting of the Board (SOP 25-001)**

#### **Purpose**

To ensure Board members are advised of information for their consideration prior to an expiry date occurring.

#### **Owner**

Executive Director (E.D.)

#### **Procedure**

1. The E.D. receives information to be placed on an upcoming Board agenda that contains an expiry date occurring before the next meeting is set to take place.
2. The E.D. forwards this information to all Board members noting the upcoming expiry date.
3. If the information requires Board action, the E.D. will inform the members and also coordinate responses if required.
4. The E.D. places the item on the next regularly scheduled meeting of the Board for information, with a note that this item has already been circulated to members, including the date it was circulated.

Approved at the Board's May 29, 2025 meeting.