

HAMILTON POLICE SERVICE BOARD GOVERNANCE COMMITTEE MINUTES

Wednesday, April 23, 2025
Hybrid Meeting
9:00 A.M.

Present: Chair Robertson
Member Horwath
Member Menezes

Also Present: Executive Director Kirsten Stevenson
Administrative Assistant Lucia Romano

1. Call to Order

The meeting was called to order at 9:08 AM.

2. Land Acknowledgement

Member Menezes provided the land acknowledgment.

3. Approval of the Agenda

There were no changes to the agenda.

Resolution Number: **250423 – 1**

Moved By: Member Menezes

Seconded By: Member Horwath

That the agenda be approved as presented.

CARRIED

4. Declarations of Conflict & Pecuniary Interest by Members

There were no declarations of conflicts of interest.

5. Election for the Position of Chair of the Governance Committee for 2025

After discussion, the Governance Committee approved the following:

Resolution Number: **250423 – 2**

Moved By: Member Horwath

Seconded By: Member Menezes

That the election for Chair of the Governance Committee for 2025 be postponed until the Board's final member has been appointed; and

That Chair Robertson act as Chair of the Governance Committee until then.

CARRIED

6. Approval of the Minutes of March 13, 2024

6.1 Minutes of the March 13, 2024 Governance Committee Meeting

Resolution Number: **250423 – 3**

Moved By: Member Horwath

Seconded By: Member Menezes

That the minutes of the Governance Committee's March 13, 2024 meeting be received, as presented.

CARRIED

The minutes were not able to be approved by the Committee as no current Committee members were present at the March 13, 2024 meeting.

7. Discussion

7.1 Prioritizing Governance Committee Outstanding Business List Items

After discussion, the Governance Committee approved the following:

Resolution Number: **250423 – 4**

Moved By: Member Menezes

Seconded By: Member Horwath

That the Governance Committee prioritize the outstanding business list items as follows:

- Items 1 and 2 ranked as priority level 3; and
- Items 3 through 5, and 9 ranked as priority level 2; and

- Items 6, 7 and 10 ranked as priority level 1

CARRIED

8. Recommendation Items

8.1 Standard Operating Procedure - Managing Board Correspondence with Expiry Dates (PSB 25-013)

After discussion, the Governance Committee approved the following:

Resolution Number: **250423 – 5**

Moved By: Member Horwath

Seconded By: Member Menezes

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'.

CARRIED

9. Closed Meeting

The Governance Committee did not move into closed session. The confidential outstanding business list was prioritized in public session.

After discussion, the following was approved:

Resolution Number: **250423 – 6**

Moved By: Member Horwath

Seconded By: Member Menezes

That the Governance Committee prioritize the confidential outstanding business list items as follows:

- Items 1 and 4 ranked as priority level 3;
- Item 2 ranked as priority level 2; and
- Item 3 ranked as priority level 1

CARRIED

10. Closed Meeting Report Back

Not applicable.

11. Adjournment

Resolution Number: **250423 – 7**

Moved By: Member Horwath

Seconded By: Member Menezes

As there was no further business, the meeting adjourned at 9:27 AM

CARRIED

Taken as read and approved.

Acting Committee Chair
Don Robertson

Executive Director
Kirsten Stevenson