



## **BY-LAW 25-003**

### **A BY-LAW TO AMEND BY-LAW 25-001 BEING A BY-LAW TO ESTABLISH COMMITTEES OF THE HAMILTON POLICE SERVICE BOARD**

#### **1. PREAMBLE**

WHEREAS the Board enacted a by-law to establish committees of the Board, being by-law 25-001; and

WHEREAS this by-law amends by-law 25-001;

NOW THEREFORE THE HAMILTON POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### **2. By-law 25-001 is amended by:**

##### **a) revising 1.b. as follows:**

The Budget Committee shall be composed of ~~two~~ **three (3)** members of the Board, with the Board Chair sitting as ex-officio;

##### **b) revising 1.c as follows:**

Quorum of the Budget Committee shall be ~~two~~ **three (3)** members of the Board;

##### **c) Revising 1.e as follows:**

The Budget Committee shall operate as per their **revised** Terms of Reference, attached to this by-law and listed as Appendix 'A'.

##### **d) revising 2.b as follows:**

The Governance Committee shall be composed of ~~two~~ **three (3)** members of the Board, with the Board Chair sitting as ex-officio;

##### **d) revising 2.c as follows:**

Quorum of the Governance Committee shall be ~~two~~ **three (3)** members of the Board;


e) revising 2.e as follows:

The Governance Committee shall operate as per their **revised** Terms of Reference, attached to this by-law and listed as Appendix 'B'.


**PASSED** this 24<sup>th</sup> day of July, 2025

**THE HAMILTON POLICE SERVICE BOARD**

Chair:

  
\_\_\_\_\_  
Don Robertson

Executive Director:

  
\_\_\_\_\_  
Kirsten Stevenson



## **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 3 (three) members appointed by the Board.
- b. The Board Chair shall be an ex-officio voting 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 Executive 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 Executive 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 Service 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 a 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 Executive 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 three (3) 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 Executive 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 Executive 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. When applicable, the Executive Director will prepare and circulate upcoming Governance Committee 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 Executive 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.