

Hamilton Police Services Board

Delegation Policy

Policy P-005

It is the policy of the Hamilton Police Services Board that:

1. It welcomes and encourages delegations from individuals, groups of people or organizations;
2. The Board records and livestreams its public meetings. Delegation recordings may be accessed on the Board's website for the general public to view;
3. Delegations shall have up to five (5) minutes to present to the Board;
4. Those wishing to speak to an item listed on an upcoming agenda:
 - a. Shall provide written notice to the Administrative Director no later than 48 working hours (2 working days) prior to the next regularly scheduled Board meeting;
 - b. This notice shall contain all required information listed on the delegation form (attached as Appendix A);
 - c. The delegation request shall be placed on the upcoming agenda for the Board's consideration. The requestor will be asked to attend this meeting;
 - d. Should the Board approve the request, the delegation will take place towards the beginning of the meeting;
5. Those wishing to speak to an item not listed on an upcoming agenda:
 - a. Shall provide written notice to the Administrative Director no later than seven (7) working days prior to the next regularly scheduled Board meeting;
 - b. This notice shall contain all required information listed in the delegation form (attached as Appendix A);
 - c. The delegation request shall be placed on the upcoming agenda for the Board's consideration. The requestor does not need to attend this meeting;
 - d. Requestors will be contacted by the Administrative Director shortly after the meeting to advise if the delegation request was approved by the Board;
 - e. If the request was approved, the Administrative Director will provide possible dates for the delegation to take place.

Hamilton Police Services Board

Approved: November 23, 2023

Repealed:

Revised: November 23, 2023

Reviewed: November 23, 2023

6. Those wishing to provide a delegation to the Board on matters that don't fall under Sections 4 or 5 of this policy may contact the Administrative Director with regards to their request.