



Hamilton Police Service Board Delegation Policy P-005

Effective date: November 23, 2023
Amended: March 28, 2024
Reviewed:

Applicable Legislation

Section 46(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched.1 (the Act)*: Subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under *the Act* and regulations.

Policy Application

It is the policy of the Hamilton Police Service 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. Delegation requests containing hate speech will not be considered or presented to the board;
4. Delegation requests relating to unsolicited proposals by vendors or contractors will not be accepted;
5. Delegations shall have up to five (5) minutes to present to the board;
6. 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. Should the delegation intend to present materials to the board at their meeting, these materials shall be submitted to the Administrative Director no later than noon the day before the delegation is to take place;
 - d. The delegation request may be placed on the upcoming agenda for the board's consideration. The requestor will be asked to attend this meeting;
 - e. Should the board approve the request, the delegation will take place towards the beginning of the meeting;
7. 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. Should the delegation intend to present materials to the board at their meeting, these materials shall be submitted to the Administrative Director no later than 48 (forty-eight) hours prior to the delegation is to take place;
 - d. The delegation request shall be placed on the upcoming agenda for the board's consideration. The requestor does not need to attend this meeting;
 - e. Requestors will be contacted by the Administrative Director shortly after the meeting to advise if the delegation request was approved by the board;
 - f. If the request was approved, the Administrative Director will provide possible dates for the delegation to take place.
8. 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.