



Hamilton Police Service Board Policy Review Management and Framework Policy P-004

Effective date: Nov. 23, 2023
Reviewed: Dec. 17, 2024, Sep. 8, 2026
Amended: Sep 10, 2026

Applicable Legislation

The Community Safety and Policing Act, 2019 (CSPA)

s.38(2) of the CSPA: In addition to the policies required by subsection 38(1), a police service board may establish policies respecting any other matters related to the police service or the provision of policing.

Policy Application

It is the policy of the Hamilton Police Service Board:

1. That the Executive Director shall maintain an index of all Board-owned policies, including their dates of review, revision and repeals (if applicable);
2. That the Executive Director shall present to the Governance Committee for consideration throughout the year any mandated revisions to existing policies or new policies as directed by the Ministry of the Solicitor General, or any other relevant governing body;
3. That the Executive Director shall present to the Governance Committee for consideration suggested revisions to any Board-related policy, or creation of new policy, that supports good governance best practices;
4. Each policy approved by the Board will be reviewed at least once every three (3) years, unless a specific policy requires a different review or reporting timeline, in which case that timeline will take precedence.

Beginning in 2026, policies will be divided into three (3) groupings, with each grouping subject to review on a staggered, rotating basis. This staggered approach is intended to distribute the review workload evenly across each year and provide the Executive Director with adequate time to review, assess, and recommend revisions to each policy prior to Board consideration; and

5. That the Board's approval, either at a monthly or year-end meeting, replace the need for the Chair of the Board and the Executive Director to sign each policy individually.

Reporting

At the Board's last meeting of the calendar year, the Executive Director shall present to the Board a finalized index of all Board-related policies, including a summary of which policies were revised and newly created throughout the year.