



Hamilton Police Service Board Board Member Education and Event Participation Policy P-023

Effective date: April 25, 2024
Reviewed: July 23, 2026
Amended: November 27, 2025

Applicable Legislation

Section 35 of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched.1 (the Act)*: The Police Service Board shall ensure its members undergo any training the Minister may provide or require.

Policy Application

The Hamilton Police Service Board recognizes the importance of pursuing excellence in governance through an ongoing commitment to training, education and development. It has adopted this policy to formalize training, ongoing learning requirements for its members and to emphasize the importance of board attendance at significant police functions.

1. Mandatory Training – Prescribed by the Minister

1.1 All members of the board and its committees are required to successfully complete mandatory training as prescribed by the Minister to ensure they are equipped with the knowledge and understanding necessary to perform their duties effectively. This training includes the following topics:

a. Role and Responsibilities:

- i. training will cover the roles of the Police Service Board, individual member responsibilities, governance, oversight, and strategic planning;
- ii. members must complete training at the time of appointment before exercising any powers or fulfilling responsibilities.

b. Human Rights and Systemic Racism Training:

- i. training will include understanding human rights legislation, recognizing systemic racism, and strategies for promoting equity and inclusion within the police service and the community;
 - ii. members must complete training within the prescribed period following appointment as defined by the Minister.
 - c. Diversity and Cultural Awareness Training:
 - i. training will focus on recognizing and respecting the diverse, multiracial, and multicultural character of Ontario society, and the rights and cultures of First Nation, Inuit, and Métis Peoples;
 - ii. members must complete training within the prescribed period following appointment as defined by the Minister.
- 1.2 Additional training may be as prescribed by the Minister, which may include topics specifically to local needs, emerging issues in law enforcement, or governance best practices.
- 1.3 Compliance and Implementation:
 - a. Members must provide proof of successful completion of the required training to the board's Executive Director (E.D). The E.D. shall be responsible for coordinating training sessions, tracking completion, and maintaining records;
 - b. Failure to complete the mandatory training within the specified timelines will result in suspension of the member's powers and duties until such time as the training is completed.

2. Required Training & Event Participation – Determined by the Board

- 2.1 Each member of the Hamilton Police Service Board during their first year of appointment is required to attend:
 - a. Training sessions required by the Ontario Ministry of the Solicitor General; and
 - b. Orientation sessions for new members provided by the Chief of Police, E.D., and Board Legal Counsel.

- 2.2 Within the first two years of being appointed to the board, each member is encouraged to attend the annual conferences of both of the following organizations at least once:
- a. Ontario Association of Police Service Boards (OAPSB);
 - b. Canadian Association of Police Governance (CAPG).
- 2.3 The board shall be represented by at least one member at each of the following:
- a. Meetings of OAPSB Zone 4 boards;
 - b. Annual OAPSB conferences;
 - c. Annual CAPG conferences;
 - d. Meetings of Ontario large boards (“Big 12”).
- 2.4 Each year of their appointment to the board, each member shall attend as a member of the board, at least once:
- a. A charitable event funded through the Auction Account Fund; and
 - b. An event hosted by the Service that:
 - i. Recognizes and honours the service or its members;
 - ii. Celebrates the retirement of civilian and sworn members;
 - iii. Acknowledges new hires (New Hire Ceremony)
 - iv. Honouring service members who have passed (In Memoriam)
 - v. Celebrates past retirees and its family members; and
 - vi. Any other similar event that recognizes the accolades of service members.

3. Other Learning Opportunities

- 3.1 Having satisfied the requirements set out in 1 and 2 above, and provided sufficient funds remain in the annual budget, board members are encouraged to attend other learning opportunities related to governance or policing such as those offered by (but not limited to):
- a. The Canadian Police College;
 - b. The Police Association of Ontario;
 - c. The Ontario Association of Chiefs of Police;
 - d. The Canadian Association of Chiefs of Police;

- e. The Canadian Police Association;
 - f. The Canadian Association of Civilian Oversight of Law Enforcement.
- 3.2 Every two years, the E.D. shall prepare a recommended Board Member training plan related to the Charter of Rights and Freedoms for Board approval, which shall contain:
- a. A list of individuals to provide training, including:
 - A criminal lawyer
 - A representative from the Crown Attorney's Office
 - b. A list of matters training shall cover from the Charter of Rights and Freedoms, including but not limited to:
 - Section 7 –“life, liberty and security of the person” particularly as it relates to disclosure obligations.
 - Section 8 –“unreasonable search and seizure” particularly as it relates to searches with and without warrant.
 - Section 9 –“arbitrary detention” particularly as it relates to racial profiling.
 - Section 10 –“right to counsel” particularly as it relates to the obligation of the police to facilitate the exercise of the right to counsel.
 - Section 11(b) –“right to be tried within a reasonable time” particularly as it relates to the necessity of the police completing investigations and providing disclosure in a timely fashion.
 - Section 24 –“enforcement of guaranteed rights and freedoms” particularly as it relates to the consequences of the failure of the police to comply with the requirements of the Canadian Charter of Rights and Freedoms, including any effect on sentencing.
 - Any other section of the Canadian Charter of Rights and Freedoms which those providing training may think it important for the Board to learn about.
- 3.3 Those board members with the most time and experience on the board will endeavour to help mentor new board members.

- 3.4 Whenever possible and to improve their knowledge of the Service, board members shall participate in learning opportunities provided by the Service such as ride-alongs, lunch & learn sessions and chances to partner-up for a shift with members in various departments.

4. Board Training as a Whole

- 4.1 Board training as a whole will take place through inviting guest speakers to make presentations or deliver workshops on issues pertinent to board governance, board responsibilities or emerging trends in policing, with an emphasis placed on issues of a strategic nature.