

Hamilton's Community Safety and Well-Being (CSWB) System Advisory Leadership Table AGENDA PLANNING PROCEDURE

Review Date: March 5, 2028

1. PURPOSE

This Standard Operating Procedure (SOP) outlines the process for planning agendas for meetings of the Community Safety and Well-Being (CSWB) System Advisory Leadership Table (SALT). The purpose of this procedure is to ensure SALT agendas are strategically focused, aligned with the CSWB Plan and SALT priorities, and developed in a consistent, transparent, and timely manner.

This SOP supports effective governance, informed decision-making, and meaningful discussion at SALT meetings.

2. SCOPE

This SOP applies to SALT Members, SALT Delegates, SALT Co-Chairs, and Backbone Support Staff.

It governs the development, approval, and distribution of agendas for all formal SALT meetings, not inclusive of SALT Work Group meetings.

3. KEY TERMS AND DEFINITIONS

3.1 Standing Agenda Items

Agenda items that recur regularly to support governance, continuity, and accountability (e.g., approvals, updates, workgroup reporting).

3.2 System-Level Priorities

Issues or themes with broad relevance across Hamilton's community safety and well-being system, aligned with the CSWB Plan's priorities, focus areas, and guiding principles.

4. RESPONSIBILITY

4.1 Backbone Staff

- Coordinating the administrative and logistical aspects of agenda planning.
- Soliciting agenda items from SALT Members, Co-Chairs, and Work Groups.
- Tracking past, current, and upcoming agenda topics to ensure continuity and follow-through.
- Drafting agendas for review and approval by the Co-Chairs.
- Circulating finalized agendas and materials in accordance with required timelines.

4.2 SALT Co-Chairs

- Leading the agenda planning process for all SALT meetings.
- Consulting with SALT Members and senior leaders, as appropriate, to identify emerging priorities and high-impact agenda topics.
- Reviewing and approving all agenda items and the final meeting agenda.
- Determining agenda sequencing and time allocation to support effective discussion and decision-making.
- Exercising discretion to adjust agendas in response to extraneous or urgent circumstances.

4.3 SALT Members and Delegates

- May submit proposed agenda items, updates, or requests for discussion.
- Are responsible for ensuring submissions align with the Purpose and Objectives of the CSWB Plan and SALT Terms of Reference.
- Are expected to review agendas and materials in advance of meetings to support informed participation.

5. PROCEDURE

5.1 Agenda Development Process

- Backbone Support Staff, in collaboration with the Co-Chairs, will initiate agenda planning of each scheduled SALT meeting.
- Standing agenda items will be included as required to support governance, decision-making, and reporting.

5.2 Agenda Item Submissions

- SALT Members or their Delegates may submit proposed agenda items to Backbone Support Staff by email.

- Agenda submissions should be received at least ten (10) business days prior to the meeting.
- Submissions received after this deadline may be deferred to a future meeting at the discretion of the Co-Chairs.
- Submission does not guarantee inclusion; all items are subject to review and approval by the Co-Chairs.

5.3 Agenda Review and Approval

- Backbone Support Staff will compile and draft the agenda based on submissions, standing items, and Co-Chair direction.
- The draft agenda will be reviewed by the Co-Chairs to ensure alignment with SALT priorities, available meeting time, and desired outcomes.
- The Co-Chairs have final authority over agenda content, sequencing, and time allocation.

5.4 Agenda Distribution

- The finalized agenda and associated materials will be distributed to SALT Members and Delegates at least seventy-two (72) hours in advance of the meeting.

5.5 Agenda Adjustments

- Agendas will not extend beyond the scheduled meeting time.
- Adjustments during meetings may be made at the discretion of the Co-Chairs due to time constraints or extraneous circumstances.
- Deferred items may be rescheduled for a future meeting.

6. Review and Revision

This SOP will be reviewed biannually, or as required, to ensure alignment with the SALT Terms of Reference, CSWB Plan priorities, and evolving governance needs. Revisions must be approved by SALT.

This SOP is intended to be used in conjunction with the CSWB SALT Terms of Reference and other approved operating procedures.