

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

Review Date: March 5, 2028

1. PURPOSE

This Standard Operating Procedure (SOP) outlines the procedure for identifying and introducing new priority issues for Hamilton's Community Safety and Well-Being (CSWB) Plan through the System Advisory Leadership Table (SALT). The purpose is to ensure that proposed issues are submitted, reviewed, and considered in a structured, transparent, and timely manner that aligns with SALT's governance and decision-making processes.

2. SCOPE

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

It governs the submission, review, and consideration of new priority issues for the CSWB Plan via the Issue Identification Alert Form.

3. KEY TERMS AND DEFINITIONS

3.1 Issue Identification Alert Form

A structured submission form completed to request that a new CSWB priority issue be considered by SALT for Hamilton's CSWB Plan. Completion and sponsorship by a SALT Member are required.

3.2 Sponsor

A SALT Member who endorses the submission and assumes responsibility for supporting the proposal throughout the review process.

3.3 CSWB Priority Issue

A locally identified, evidence-based risk or challenge that significantly affects community safety or well-being, disproportionately impacts vulnerable groups, and requires coordinated, multi-sector action to address it through prevention, risk reduction, and improved access to services.

To qualify under this procedure, a proposed CSWB Priority Issue must clearly identify:

- The social challenge or risk factor (what is occurring);
- The impacted population(s) (who is affected); and,
- The geographic area(s) affected, where applicable (e.g., neighbourhood, ward, city-wide, or service catchment).

The following example of a sample CSWB Priority Issue describes the social challenge (hate incidents), impacted population (youth), and geographic area affected (east-end neighbourhoods): *“Escalating Youth-Involved Hate Incidents in East-End Neighbourhoods.”*

Issues that are operational, case-specific, or within the authority of a single organization without broader system implications do not meet the definition of a CSWB Priority Issue under this SOP.

3.4 Review Period

The timeline for submission and review: Alert Forms must be submitted at least four (4) weeks prior to the scheduled SALT meeting.

3.5 Endorsement

Formal agreement by SALT to escalate a proposed issue in accordance with the **Issue Response Procedure**.

4. RESPONSIBILITY

4.1 Backbone Staff

- Receive and log submitted Issue Identification Alert Forms.
- Conduct initial screening to ensure completeness and alignment with SALT priorities.
- Return incomplete or misaligned submissions for correction.
- Circulate completed submissions to Co-Chairs for secondary review.
- Distribute finalized submissions to all SALT Members at least 72 hours prior to the meeting for review.

4.2 SALT Co-Chairs

- Review submissions after Backbone Staff screening.
- Approve or advise on exceptions to timelines due to extraneous circumstances.
- Facilitate discussion and ensure adherence to Terms of Reference decision-making processes during SALT meetings.

4.3 SALT Members and Delegates

- Complete and submit Issue Identification Alert Forms through a sponsoring Member.
- Participate in review and discussion of proposed issues during SALT meetings.
- Follow the consensus and voting procedures outlined in the Terms of Reference (Section 7) for endorsement of new issues.

5. PROCEDURE

5.1 Submission of Issues

1. Submit Issue Identification Alert Form to Backbone Support Staff at least four (4) weeks prior to the next SALT meeting.
2. Delegates may submit on behalf of a SALT Member; however, a sponsoring Member must endorse the submission.
3. Backbone Staff review submissions for completeness and alignment. Incomplete or misaligned submissions are returned to the sponsor and are not considered officially submitted until corrections are made.

5.2 Review Process

1. Once deemed complete, Backbone Support Staff forward the submission to SALT Co-Chairs for secondary review.
2. Co-Chairs may approve exceptions to the four-week timeline due to extraneous circumstances.
3. Completed submissions are circulated to all SALT Members at least 72 hours prior to the meeting for review and consideration.

5.3 SALT Meeting Consideration

1. Proposed issues are discussed at the next scheduled SALT meeting.
2. Endorsement is determined in accordance with Terms of Reference Section 7 (consensus decision-making).
3. Once endorsed, the issue is escalated following the **Issue Response Procedure**.

5.4 Timeline Exceptions

1. Timeline exceptions require approval from SALT Co-Chairs.
2. Meetings will not extend beyond the scheduled period unless extraordinary circumstances are determined by the Co-Chairs.

6. REVIEW AND REVISION

This SOP will be reviewed biannually or as required to ensure clarity, relevance, and alignment with SALT's Terms of Reference. Revisions must be approved by SALT and documented for transparency.

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