

Lakehead OPP Detachment Board

Agenda for Meeting: Thursday, May 2, 2024 at 5:30 p.m.
801 West Gore Street

1. Preliminary Matters

- 1.1 Updates on Council Appointments
- 1.2 Oaths of Office
- 1.3 Selection of Chair and Vice-Chair for the Year
- 1.4 Call to Order by Chair
- 1.5 Approval and/or Amendment of the Agenda
- 1.6 Request/Receive Declarations of Pecuniary Interests (if any)

2. Reports and Items for Discussion

- 2.1 Police Report
- 2.2 Provincial and Community Representatives
- 2.3 OAPSB Conference 2024
- 2.4 Draft Budget 2024
- 2.5 Policy Documents/Procedure By-law

3. New Business

4. Next Meeting

5. Adjournment

**Oath of Office
(Section 1 of O. Reg 416/23)**

I, _____, having been appointed to the Lakehead OPP Detachment Board, do solemnly swear (affirm) that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the Lakehead OPP detachment board, faithfully, impartially and according to the Community Safety and Policing Act, 2019, any other Act, and any regulation, rule or by-law.

So help me God.

Sworn before me at the Municipality)
of Neebing, in the District)
of Thunder Bay this 2nd day)
of May, 2024)
)
)

Erika Kromm
Clerk-Treasurer
Municipality of Neebing
Commissioner for Taking Affidavits

Erika Kromm

From: OAPSB <membership@oapsb.ca>
Sent: Monday, April 29, 2024 9:11 AM
To: Erika Kromm
Subject: The Hotel Room Block Expires in Less Than a Week for the OAPSB Spring Conference!



OAPSB SPRING Conference & AGM

JUN 3-5 2024
Blue Mountain Resort
Village Conference Centre



OAPSB Room Block Deadline Extended!

To ensure that everyone has an opportunity to book a hotel room at the conference rates we have asked Blue Mountain Resort to extend the hotel room block deadline to **May 1st!** After this date we cannot guarantee that the hotel will honour the discounted rate.

Some key sessions that we will be hosting:

- Professionalizing Police Governance in Ontario
- The Complaints Process
- WSIB
- The CSPA
- And More!

**Register for the Conference
Now!**

**Book my Accommodation!
Offer expires May 1, 2024!**

A Look Into The Breakout Sessions!

OPP Detachment Boards

The topics that will be covered in the OPP Detachment Boards breakout sessions are:

- Overview of OPP Strategic Plan, Local Action Plans, and the Board's Role
- Successfully operationalizing your Detachment Board - Best Practices and Lessons Learned
- Key Policies
- Evaluation of Your Detachment Commander
- Budgeting
- Engaging with Your Broader Community, Local Initiatives Profile and Communications

**Register for the Conference
Now!**

Municipal/First Nations Boards

The topics that will be covered in the Municipal/First Nations Board breakout sessions are:

- Rick Baldwin - Impact of 220 and Accommodations
- Strategic Plan, Preparation and Roles
- Boards Responsibilities for Police Operations
- Key Policies
- Budgeting
- Special Constables

**Book my Accommodation!
Offer expires May 1, 2024!**

Companion Packages are Available!

As a reminder, our companion packages are still available if you are wanting to bring a special someone to the conference with you!

Package One: The Full Experience - \$475

Includes: Two breakfasts, opening reception, gala dinner, and companion tour



Package Two: The Meal Package - \$300

Includes: Two breakfasts, opening reception, and gala dinner

Package Three: Companion Tour - \$175

Includes: Companion Tour - Wine and Cider Tasting

Package Four: Opening Reception Pass - \$75

Includes: Opening reception

Package Five: Gala Dinner Pass - \$150

Includes: Gala Dinner



You will be able to add companion tours as an add on to your main conference pass at the time of registration. If you are interested in adding a companion package after you have already registered please email Jennifer Williams at membership@oapsb.ca.

**Member Sponsorship
Opportunities**

**Corporate Sponsorship
Opportunities**

Ontario Association of Police Services Boards

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Lakehead Detachment Police Services Board - 2024 Draft Budget

		Levy Apportionments					2024 OPP Billing		
		Conmee	Gillies	Neebing	O'Connor	Shuniah			
		9.84%	6.37%	31.25%	8.19%	44.36%			
Board Costs							Conmee	87,030.00	9.84%
Per diem (Regular Meetings)	11,700	1,150.71	744.98	3,656.47	957.82	5,190.02	Gillies	56,344.00	6.37%
Mileage	4,368	429.60	278.13	1,365.08	357.58	1,937.61	Neebing	276,544.00	31.25%
OAPSB Costs							O'Connor	72,441.00	8.19%
Zone 1 Meetings	5,850	575.36	372.49	1,828.23	478.91	2,595.01	Shuniah	392,529.00	44.36%
Events/training	3,900	383.57	248.33	1,218.82	319.27	1,730.01		<u>884,888.00</u>	100.00%
Administration Costs									
Office Supplies	100	9.84	6.37	31.25	8.19	44.36			
Mileage	168	16.52	10.70	52.50	13.75	74.52			
Administrative Support	3,000	295.05	191.02	937.56	245.59	1,330.78			
Training/Conference Costs									
Registration costs	2,550	250.80	162.37	796.92	208.75	1,131.16			
Travel costs (flights & mileage)	2,500	245.88	159.18	781.30	204.66	1,108.98			
Meals & Accomodations	2,500	245.88	159.18	781.30	204.66	1,108.98			
Per diem	2,700	265.55	171.92	843.80	221.03	1,197.70			
Mandatory CSPA Training	5,850	575.36	372.49	1,828.23	478.91	2,595.01			
Membership Fees									
OAPSB	1,647	162.01	104.89	514.80	134.85	730.72			
OAPSB Zone 1	125	12.29	7.96	39.06	10.23	55.45			
Total Levy:		46,958							
		4,618.41	2,990.00	14,675.34	3,844.22	20,830.30			
Total Levy if Evenly Split		9,391.65	9,391.65	9,391.65	9,391.65	9,391.65			

Assumptions

- 13 member board (it is still unknown when the board will be fully appointed)
- 6 meetings in 2024 (April, May, June, September, October, November)
- All members attended each meeting
- All members attended annual Zone 1 meeting
- All members attend 1 full day OAPSB training session or workshop
- All members attend 3 mandatory CSPA training sessions for 2 hours (number of courses is unknown)
- 3 members attend OAPSB Spring Conference
- Mileage charged at CRA Rate (\$0.70/km)
- Mileage estimated at 80 kms per person per meeting
- First Nation Contributions unknown (if any)

LAKEHEAD POLICE SERVICE BOARD

BY-LAW NO. 2023-001

A By-law to Establish Rules of Order and Procedures for the Lakehead Police Service Board, a joint Police Service Board for The Corporations of the Municipality of Neebing and The Corporations of the Townships of O'Connor and Conmee.

Recitals:

This Board was established under the authority of Section 33 of the Act, as a joint police services board for four Municipalities, through the following by-laws, duly passed:

1. By-law 2017-016 of The Corporation of the Municipality of Neebing;
2. By-law 2017-015 of The Corporation of the Township of O'Connor; and
3. By-law 1121 of The Corporation of the Township of Conmee.

The Act prescribes that a police services board shall establish its own rules and procedures in performing its duties under the Act.

NOW THEREFORE THE LAKEHEAD POLICE SERVICES BOARD OF THE CORPORATIONS OF THE MUNICIPALITY OF NEEBING AND THE TOWNSHIPS OF O'CONNOR AND CONMEE, ENACTS AS FOLLOWS:

1 Definitions and Interpretation:

1.1 Definitions:

The words set out in the lettered paragraphs below, when used in this By-law with their initial letters capitalized, are intended to have the meanings set out for them in this Section. Where a word within this Section appears in this By-law in lower case letters, it is intended to have the meaning ordinarily ascribed to it in the English language.

- (a) "**Act**" means the Police Service Act, R.S.O. 1990 c.P.15.
- (b) "**Acting Chair**" means a Member required to act from time to time in the place and stead of the Chair or Vice-Chair, pursuant to Section 4.3 of this By-law.
- (c) "**Board**" means the Lakehead Police Service Board.
- (d) "**By-law**", appearing without any other identifiers, means this By-law of the Lakehead Police Service Board. Where the term "By-law" appears with a number and/or the name of the body that passed it, the term

refers to the by-law of that entity, as referenced.

- (e) "**Chair**" means the Chair of the Lakehead Police Service Board, elected annually in accordance with Section 4.1 of this By-law.
- (f) "**Clerk**" means the person within a Municipality who is the head of the Municipality's administration, regardless of his or her title.
- (g) "**Closed Meeting**" has the meaning set out in paragraph 1.1(p) of this By-law.
- (h) "**Committee**" means a standing or ad hoc committee and any other similar entity composed of individuals of the Board, with or without other persons, pursuant to the Act.
- (i) "**Committee Meeting**" has the meaning set out in paragraph 1.1(p) of this By-law.
- (j) "**Conmee**" means The Corporation of the Township of Conmee.
- (k) "**Deputant**" is a person or organization addressing the Board at a regular or special Board meeting.
- (l) "**Detachment Commander**" means an Ontario Provincial Police Detachment Commander reporting to the Lakehead Police Service Board.
- (m) "**Improper Conduct**" means conduct that obstructs in any way the deliberations and/or proper action of the Board, or is contrary to the provisions of this By-law and/or any requirements of Province expressed through legislation or regulation.
Improper Conduct includes:
 - speaking out of turn;
 - addressing the Assembly without being recognized by the Presiding Officer;
 - arguing (as opposed to debating) or shouting;
 - creating noise in order to disrupt the Meeting;
 - making gestures in order to disrupt the Meeting;
 - waving signs or placards;
 - failing to follow the directions or sanctions of the Presiding Officer;
 - foul or offensive language; and/or
 - disrespect or name-calling.
- (n) "**Majority**" means more than half of the Members present at a Meeting.
- (o) "**Meeting**" means any regular, special, or other meeting of the Board.

- a) **“Closed Meeting”** means any meeting (or part of a meeting) that is closed to the public.
 - b) **“Committee Meeting”** means any regular, special or other meeting of a Committee.
 - c) **“Open Meeting”** means any meeting or part of a meeting that is open to the public.
 - d) **“Regular Meeting”** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
 - e) **“Special Meeting”** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
- (p) **“Member”** means a member of the Lakehead Police Service Board.
- (q) **“Municipality”** means any one of the following, and **“Municipalities”** means all of the following:
- a) The Corporation of the Municipality of Neebing;
 - b) The Corporation of the Township of O’Connor; and
 - c) The Corporation of the Township of Conmee.
- (r) **“Neebing”** means The Corporation of the Municipality of Neebing.
- (s) **“O’Connor”** means The Corporation of the Township of O’Connor.
- (t) **“Open Meeting”** has the meaning set out in paragraph 1.1(p) of this By-law.
- (u) **“Quorum”** means a majority of the Members necessary to form a quorum.
- (v) **“Recorded Vote”** means the making of a written record of the name and vote of each Member present who votes on a question and of each Member present who does not vote.
- (w) **“Regular Meeting”** has the meaning set out in paragraph 1.1(p) of this By-law.
- (x) **“Secretary”** means the Secretary of the Lakehead Police Service Board, as set out in Section 4.4 of this By-law.
- (y) **“Special Meeting”** has the meaning set out in paragraph 1.1(p) of this By-law.
- (z) **“Term”** means the terms of the councils of the Municipalities.
- (aa) **“Vice-Chair”** means the Vice-Chair of the Lakehead Police Service

Board, elected annually in accordance with Section 4.1 of this By-law, whose duty is to assume the role of Chair in circumstances where the Chair is unable or unwilling to undertake the role.

1.2 Interpretation of “Includes”:

The words “include”, “including” and “included” do not limit in any way the words or phrases that precede or follow them.

1.3 Gender/Plural:

This By-law is to be read with all changes of gender or number required by the context.

1.4 Headings:

The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.

1.5 Severability:

If any portion of this By-law is declared invalid or inoperable by a court or tribunal of competent authority, that portion of the By-law shall be deemed severed, and the balance of the By-law shall remain valid and operable.

1.6 References to Legislation:

References to legislation, regulations or by-laws (including this By-law) are deemed to be references to that law “as amended from time to time, including successor” legislation, regulations or by-laws.

2 Application & Suspension of Rules

2.1 Application of this By-law:

The rules or procedures contained in this By-law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modifications, before a Committee.

2.2 Robert’s Rules

Where this By-law is silent on any procedural matter, Robert’s Rules of Order may be consulted as an interpretative aid in resolving the problem.

2.3 Conflict

If there is a conflict between this By-law and any Provincial legislation, the Provincial legislation shall prevail.

2.4 Suspension of the Rules

The Board may temporarily suspend one or more of the rules in this By-law by a

vote of the Majority. Despite this provision, the Board is not permitted to suspend any statutory requirement with respect to its proceedings.

2.5 Rulings by the Chair:

All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair.

2.6 Challenging the Chair:

Where the Chair makes a ruling in accordance with Section 2.5 of this By-law, any Member of the Board may challenge the ruling. Where a ruling has been challenged, the Chair shall immediately call a vote of Members present as to whether or not the ruling of the Chair shall stand. Where a majority of Members present approve the ruling, it shall stand. Where a majority of the Members present do not approve the ruling, it shall not stand, and the Chair shall consider the input and comments made during debate on the challenge motion, and make an alternate ruling. The provisions of this Section may be repeated as required until a ruling by the Chair which has been challenged is approved.

3 Composition of the Board

3.1 Legislative Requirements:

The Lakehead Police Service Board is a Joint Police Service Board, comprised of five Members, In accordance with Subsection 33(5) of the Act, a five member Police Service Board shall be comprised of

- (a) Two persons who are members of the councils of any participating municipalities, agreed upon by the councils of those municipalities;
- (b) One person appointed by agreement of the municipal councils of the participating municipalities, who is neither a member of a council of a participating municipality nor an employee of a participating municipality; and
- (c) Two persons appointed by the Lieutenant Governor in Council.

4 Selection of Chair and Secretary

4.1 Legislative Requirement:

Subsection 28(1) of the Act requires that the Board shall, at its first meeting in January of each year, select a Chair for the upcoming calendar year. Subsection 28(2) of the Act allows the Board, should it choose to do so, to also select a Vice Chair. The Board shall select its Chair and Vice Chair through an election by the Members, conducted by the Secretary, at the first meeting in January, annually. Voting for the positions of Chair and Vice Chair shall be undertaken through an open vote. No vote shall be taken by ballot or by any other secret method.

4.2 Inaugural Meeting:

As the inaugural meeting of the Board is occurring in December, the Board shall appoint a Chair for the purposes of the inaugural meeting, and shall hold the election for Chair and Vice Chair in accordance with Section 4.1 of this By-law, at its first meeting in January, 2018.

4.3 Acting Chair:

Should neither the Chair nor the Vice Chair be available to attend any meeting of the Board, the Members in attendance, provided there is a Quorum present, shall appoint an Acting Chair for that meeting.

Should neither the Chair nor the Vice Chair be able to participate in any meeting or portion of a meeting of the Board in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, the Members who are present and able to participate in that meeting or portion of the meeting shall appoint an Acting Chair for that meeting or that portion of the meeting.

4.4 Secretary:

Neebing is the lead Municipality in accordance with the Municipalities' contract with the Province for policing services. Accordingly, the Clerk for Neebing shall be the Secretary to the Board, unless Neebing's council, by resolution, requests that the Clerk of one of the other Municipalities assume the role for the following year. In the circumstances where such a resolution is passed and forwarded to the Board, the Board shall choose one of the Clerks of the other Municipalities to be the Secretary, subject to the approval of that Council. At the end of the year, the Secretarial position shall be resumed by the Clerk of Neebing, unless another resolution of the Neebing Council has been passed to request that the Clerk of one of the other Municipalities assume the role for the following year. This process shall be revisited annually by the Board. If none of O'Connor or Conmee is able or willing to provide a Secretary to the Board, then Neebing shall be obligated to provide the Secretary.

4.5 Acting Secretary:

Where the Board has not appointed a Secretary under Section 4.4 of this By-law and/or is awaiting the council approval of an appointed Secretary, or where the appointed Secretary is unable to attend a Meeting, the Board shall select a person to act as Acting Secretary for the Meeting, and to undertake the follow up secretarial duties from that Meeting, held in the absence of an appointed Secretary. The appointed Acting Secretary may be a Member of the Board.

4.6 Board Office:

The office of the Board shall be maintained at the Neebing Municipal Office located at 4766 Highway 61, Neebing, Ontario (P7L 0B5). Office hours shall be flexible and shall consist of those open hours of the Neebing Municipal Office at which time the Secretary is present.

5 Responsibilities of the Board

5.1 Source:

The source for the responsibilities set out in this Section is Ontario Regulation 421/97 passed under the Act. Any amendments to the regulation shall be considered to have been included in this By-law.

5.2 Meeting Participation:

Members are expected to attend, and actively participate, in all Meetings.

5.3 Police Force Operations:

Members shall not interfere with the Detachment Commander's operational decisions and responsibilities, or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.

The Board shall participate in the recruitment and promotion of the Detachment Commander position, in accordance with Provincial rules and practices in this regard.

5.4 Training:

Members shall undergo any training that may be provided or required for them by the Province. Any costs of this training are the responsibility of the Board, for any Members appointed to the Board by the Lieutenant Governor in Council, and for the Municipality represented by the Member for other Members.

5.5 Confidentiality Obligations:

Members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.

5.6 Speaking on Behalf of, or Contrary to, the Board:

No Member shall purport to speak on behalf of the Board unless he or she is authorized by the Board to do so.

A Member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion.

5.7 Obligation to Act in Good Faith:

Each Member shall discharge his or her duties loyally, faithfully, impartially and according to the Act, any other legislation, regulation, rule or by-law, as provided in his or her oath or affirmation of office.

Members shall uphold the letter and spirit of the Code of Conduct set out in Regulation 421/97, and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Board.

5.8 Obligation to Act with Respect:

Members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code, R.S.O. 1990, c. H.19, and the Canadian Charter of Rights and Freedoms, Part I of the Constitution Act, 1982, Schedule B to the Canada Act 1982 (UK), 1982, c. 11.

5.9 Pecuniary Interests:

In all matters and under all circumstances the Members shall be guided by and shall adhere to the requirements of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.

5.10 No Advancement of Self or Others:

No Member shall use his or her office to advance his or her personal interests or the interests of any person or organization with whom or with which he or she is associated.

No Member shall use his or her office to obtain employment with the board or the police force for himself or herself, or for any Member of his or her family, whether related by birth, adoption or marriage.

It is acknowledged that the requirements of this Section are beyond those set out in Section 5.9 of this By-law.

5.11 Requirement to Resign:

Should a Member apply for employment with the police force, including employment on contract or on a fee for service basis, he or she shall immediately resign from the Board.

5.12 Discreditable Conduct:

No Member shall engage in conduct that would discredit or compromise the integrity of the Board or the police force.

6 Committees of the Board

6.1 Committees:

The Board may at any time by motion appoint one or more Members to a Committee to inquire into any matter within the jurisdiction of the Board. Where assistance from the general public would be of benefit to a committee, the Board may appoint persons to work on Committees who are not Members.

6.2 Terms of Reference:

The Board shall either set or approve terms of reference for any Committee established under Section 6.1. Where the Board has not set terms of reference, the first task of any Committee is to form terms of reference and to forward same to the Board for approval. No Committee shall operate without approved terms of reference.

6.3 By-law:

This By-law applies to the operations and conduct of business of Committees, with appropriate adjustments for Committee circumstances.

6.4 Committee Reports:

A Committee formed under Section 6.1 shall report upon the status of its work to the Board at the Meeting of the Board next following the date of any Committee Meeting. This requirement shall continue until such time as the work of the Committee is completed.

7 Regular Board Meetings

7.1 Regular Board Meetings:

Regular Meetings of the Board shall be held four times each calendar year. The schedule of meetings for the upcoming year and the January of the following year shall be scheduled at the January meeting each year. All regular meetings shall commence at 6:00 p.m. on the selected meeting dates, and shall be held in the Council Chambers for O'Connor, located at 330 Highway 595, Kakabeka Falls, Ontario.

7.2 Vacation Periods:

Despite Section 7.1, the Board may determine not to hold Regular Meetings during months of July, August and December. Should the need arise, the Chair or Vice-Chair may, at any time, summon a Special Meeting of the Board in accordance with Section 8 of this By-law

7.3 Notice:

No notice is required to be provided to any Member for Regular Meetings held in accordance with Section 7.1.

7.4 Agendas:

The Secretary shall prepare an agenda for Board.

All items to appear on the agenda shall be in the possession of the Secretary by 12:00 noon on the Thursday of the week preceding the meeting, except for a Special Meeting. If the day fixed for the agenda items is a holiday, the items shall be in the possession of the Secretary by 12:00 noon on the next business day, which is not a holiday.

Only items of urgency may be added to the agenda after the deadlines set out in this Section.

The Secretary shall finalize and have the agenda prepared by 4:00 p.m. on the Friday preceding a Regular Meeting. If the day fixed for the agenda items to be received is a holiday, the agenda shall be finalized 4:00 p.m. on the next business day, which is not a holiday

If a Special Meeting is called, the Secretary will endeavor to have the agenda

available to Members prior to the Special Meeting, however, in circumstances where the notice is short, this may not always be possible.

7.5 New Business:

Despite Section 7.4, a Member of the Board, with the consent of the Chair may raise an item or items for discussion under “New Business”. Such items, unless urgency requires otherwise, will be raised for discussion purposes only, and any resolution or decision shall be deferred to the next meeting of the Board.

7.6 Agenda Format:

Agendas shall be formatted as set out in this Section. Modifications to the matters to be included, or the order of business, may be affected without requiring an amendment to this By-law.

1. Preliminary Matters (elections/appointments, call to order, approval of agenda, disclosures of pecuniary interest, etc.);
2. Deputations, Reports, or Correspondence requiring Direction;
3. Reports or Correspondence for information;
4. By-laws;
5. Discussion (New business raised by Members, discussion with police representatives, etc.);
6. Closed Session (when and if required) & matters arising from Closed Session; and
7. Adjournment.

7.7 Curfew:

The Board shall stand adjourned at 9:00 p.m. until the next Regular Meeting unless a resolution extending the time for no more than one half hour has been passed.

7.8 Attendance:

Each Member shall endeavor to attend all Regular Meetings. Where a Member is unable to attend he or she shall, if possible, advise the Secretary of this fact prior to the commencement of the meeting.

A Member who misses three Meetings in succession shall be required to explain the absences to the Board, and the Board may request that he or she resign his or her seat and/or take such other measures as may be necessary to facilitate the continued and future business of the Board.

Whenever a Member who is also a member of the council of one of the Municipalities is unable to attend a Meeting, he or she shall endeavor to have another member of that Municipality’s council attend the Meeting. The purpose for attendance is to provide input to the Board from that Municipality’s perspective on items on the agenda for that Meeting. The attending council member is not permitted to vote at the Board table, however, the Board will take into consideration any contribution the representative may have to any item of business being debated or considered, and the representative will be entitled to

participate in discussion and/or ask questions relating to agenda items.

8 Special Board Meetings

8.1 Summoning of a Special Meeting:

The Chair or the Vice Chair may, at any time, summon a Special Meeting, and shall do so whenever requested by a Majority of the Members.

8.2 Notice of Special Meetings:

The Secretary shall give notice to the Members of all Special Meetings of the Board whenever a Special Meeting is properly called. Such notice shall be by telephone, or other means deemed appropriate by the Secretary and acceptable to the Member receiving the notice.

No Special Meeting of the Board may be held with less than 24 hours' notice to the Members.

Notice to the public is deemed to have been given by including reference to the Special Meeting in the calendar of meetings posted on each Municipality's website, together with a posting of a copy of the agenda (if available).

8.3 Agenda

Only the items specified on the agenda for the Special Meeting shall be dealt with at the Special Meeting.

9 Quorum; Duties of Chair

9.1 Commencement of Meetings:

As soon after the hour fixed for the holding of a Regular or Special Meeting as there is a Quorum present, the Chair shall call the Members to order.

9.2 Where No Quorum is Present:

If no Quorum is present within thirty (30) minutes after the appointed time, the Secretary shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Regular Meeting, or until a Special Meeting is scheduled (or re-scheduled, as the case may be).

9.3 Duties of the Meeting Chair:

It shall be the duty of the Chair to:

- (i) open the Meeting by taking the chair and calling the Members to order;
- (ii) announce the business before the Board in the order in which appears on the agenda;
- (iii) receive and submit, in the proper manner, all motions presented by the Members;
- (iv) put to vote all questions which are moved and seconded or necessarily arise in the course of the proceedings and to announce the result;

- (v) decline to put to vote motions which infringe the rules of procedure;
- (vi) restrain the Members, within the rules of order, when engaged in debate;
- (vii) enforce on all occasions the observance of order and decorum among the Members;
- (viii) call by name any Members persisting in breach of the rules of order of the Board, thereby ordering him or her to vacate the meeting room;
- (ix) authenticate by signature all by-laws, resolutions and minutes of the Board undertaken at a Meeting chaired by him or her;
- (x) inform the Board, when necessary or when referred to for the purpose, on a point of order or privilege;
- (xi) represent and support the Board, declaring its will, and implicitly obeying its decisions in all things;
- (xii) ensure, to the best of his or her ability, that each decision of the Board is in conformity with the laws and by-laws governing the activities of the Board;
- (xiii) adjourn the Meeting when the business is concluded;
- (xiv) adjourn the Meeting, without question put, in the case of grave disorder arising in the place of the Meeting; and
- (xv) order any individual or group in attendance at the Meeting to cease and desist any Improper Behaviour, and to order the individual or group to vacate the meeting place where such behaviour persists.

10 Open and Closed Meetings

10.1 Open:

All Meetings shall be open to the public, subject to Section 10.2.

10.2 Closed Meetings

Regular or Special Meetings, or portions of those Meetings, may be undertaken in the absence of the public for the purpose of discussing any of the following matters:

- (i) any of those matters for which a municipal council is authorized to close a meeting to the general public under Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25;
- (ii) intimate financial and personnel matters, where a named or identifiable employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board concurs;
- (iii) consideration of candidates for the position of Detachment Commander;
- (iv) matters that are specifically restricted by legislation regarding the protection of privacy;
- (v) matters relating to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 or the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31;
- (vi) matters involving public security, the revelation of which would

endanger the security of the property of the Board, the property of any of the Municipalities, or the operations of the policing services.

10.3 Exception for Voting:

No Meeting or portion of a Meeting may be closed to the public during the taking of a vote.

11 Rules of Conduct during a Meeting of the Board

11.1 Disrespectful language:

No Member shall speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, or any member of the senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

11.2 Rules:

No Member shall:

- (i) use offensive words or unparliamentary language in or against the Board or against any Member;
- (ii) disturb another Member, or any other person present, by any Improper Conduct;
- (iii) speak on any subject other than the subject in debate;
- (iv) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- (v) resist the rules of the Board or disobey the decisions of the Chair on questions of order or practice or upon the interpretation of the rules of the Board;
- (vi) leave a meeting without first obtaining permission from the Board or the Chair;
- (vii) be permitted to retake his or her seat after being ordered to vacate, having committed a breach of any rule of the Board, until the next meeting, and without making an apology to the Board; or
- (viii) interrupt a Member who has the floor, except to raise a point of order or privilege.

12 Motions

12.1 Mover and Seconder Required:

A Motion must be formally moved and seconded before the Chair can put the question or a motion be recorded in the minutes. The Chair may second a motion.

12.2 Reading of the Motion:

Motions shall be read to the Board, in full, by the Chair or, at the direction of the Chair, the Secretary, before debate. At any time during debate, provided it does not interrupt a Member who has the floor, any Member may request that the

motion be read again.

12.3 “Friendly” Motions to Amend:

Any Member may request a “friendly amendment” to a motion that is under debate. A motion for a “friendly amendment” shall:

- (i) be presented verbally to the mover and seconder of the motion;
- (ii) receive verbal consent of both the mover and the seconder of the motion;
- (iii) upon the consent of the mover and the seconder, be considered to be a part of the motion under debate, and may be written on the motion, where appropriate.

12.4 Formal Motions to Amend:

A formal motion to amend a motion that is under debate may be moved by any Member. Provided it is seconded by another Member, all debate on the main motion will cease until such time as the amendment motion has been voted upon.

Any Member may move a motion to amend the amendment motion. Provided it is seconded by another Member, all debate on the original amendment motion will cease until such time as the motion to amend the amendment motion has been voted upon.

Only one formal motion may be presented to amend an amending motion. If that motion passes, debate shall resume on the amendment motion, as amended. If that motion fails to pass, debate shall resume on the amendment motion as originally presented, and no further motions to amend the amendment motion may be moved.

12.5 Speaking Rules:

Every Member, prior to speaking to any question or motion shall address the Chair. When two or more Members speak, the Chair shall designate the Member who has the floor, who shall be the Member who, in the opinion of the Chair, spoke first.

12.6 Remaining in Place for the Vote:

When the Chair calls for the vote on a question, each Member shall occupy his or her seat and shall remain in that seat until the result of the vote has been declared by the Chair. During the vote, no Member shall make any noise or disturbance.

12.7 Interruptions:

When a Member has the floor, no other Member shall pass between that Member and the Chair, or interrupt the Member speaking, except to raise a point of order or a point of personal privilege.

12.8 Motions Without Notice:

The following motions may be introduced without notice and without leave, but

such motions must be moved and seconded:

- (i) to refer a matter to a committee or to another person for further information and/or research;
- (ii) to adjourn the meeting;
- (iii) to amend a motion under debate;
- (iv) to suspend the Rules of Procedure

12.9 Motion to Reconsider:

After any question has been decided by the Board, any Member who was present and who voted in the Majority may, at a subsequent Meeting of the Board, move for the reconsideration of that motion, provided due notice of the intention to introduce the motion to reconsider is given as required by this By-law. No discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

No question shall be reconsidered more than once during a Term, nor shall a vote to reconsider be reconsidered. If a motion to reconsider is decided in the affirmative, reconsideration shall become the next order of business and debate on the question to be reconsidered shall proceed.

12.10 Withdrawal of a Motion:

Once read or stated by the Chair or presiding officer, a motion belongs to the assembly, and it may not be withdrawn without the consent of the majority of the Members present.

12.11 Reading of the Motion Prior to Voting:

Immediately prior to voting on a motion, the Chair shall state the question in the precise form it is to be recorded in the minutes, including any amendment to the question.

12.12 Calling of the Question:

After the question has been called on a motion, whether amended or not, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.

12.13 Method of Voting:

On an unrecorded vote, the manner of determining the decision of the Board on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

12.14 Abstaining from Voting:

A failure to vote by a Member who is present at the Meeting at the time of the vote, and who is qualified to vote, is deemed to be a negative vote.

13 Members of the Public Attending Meetings

13.1 Open:

Subject to the provisions of Section 10.2 of this By-law, any person may attend a regular or special meeting of the Board or any of its committees to observe the proceedings. Persons in attendance should sign the attendance sheet provided, but are not required to do so. All persons in attendance must abide by the rules of conduct set out in Sections 11 and 13.7 of this By-law

Subject to the provisions of Section 10.2 of this By-law, persons representing public media may attend a Regular or Special Meeting of the Board or any of its Committees to observe the proceedings.

13.2 Requests to Speak:

All requests to appear before the Board shall be made in writing, and received in the Secretary's office by the agenda deadline as provided under Section 7.4 of this By-law.

The written request shall state the general nature of the subject matter of the presentation.

Subject to Section 13.3, the written request will be included in the agenda as a matter of public record, and should not contain any confidential information that the Deputant does not wish to be made public.

If the written request is lengthy or contains material that is complex or expensive to copy, the Deputant may be required to pay a fee for the reproduction of the material, or may be required to bring eight copies of the material to the Secretary for distribution in the agenda package and the formal record.

If the Deputant wishes to distribute additional documents as information at the Meeting, a copy of the documents submitted must be retained by the Secretary as part of the record of the Meeting.

Deputants must restrict their comments to the subject matter outlined in their requests for deputation.

13.3 Restrictions on Deputations:

The Secretary shall not include in any Meeting agenda a request for a deputation in any of the following circumstances:

- a) the deputation relates to a subject matter that is not within the jurisdiction of the Board;
- b) the Deputation relates to existing or potential litigation involving the Board;
- c) the subject matter has already been presented to the Board by the Deputant, or an organization to which the Deputant belongs or is affiliated, within the same term of the Board;
- d) the subject matter is a request to re-consider an earlier decision made

- by the Board within the same Term; or
- e) the correspondence seeking the deputation contains language that is disrespectful, foul or offensive, insulting or slanderous against any person.

Where this rule is invoked, the Secretary shall provide the person requesting the deputation with written reasons for refusing to place it on the agenda.

13.4 Appeal of Refusal:

Where the Secretary has refused a deputation request in accordance with Section 13.3, the person making the request may seek an exemption from Section 13.3 in writing. The Secretary will report to the Board on the request for the exemption, outlining why, in his or her opinion, Section 13.3 applies. By resolution of the Board, an exception to the rules in Section 13.3 may be made, in which case, the Deputation will be scheduled for the next Regular Meeting.

13.5 Time limits:

The presentation shall be limited to ten minutes, however if the delegation consists of more than five (5) persons, two (2) speakers shall be allowed to speak, each limited to not more than ten (10) minutes.

13.6 Limitations on Deputations:

The number of deputations allowed at any Regular or Special Meeting of the Board shall be limited to two, and will be placed on the agenda based on a “first come; first served” basis.

13.7 Rules for Members of the Public:

Electronic Devices: Members of the public must turn electronic devices to “silent” or “vibrate” so as not to interrupt the Meeting. Should a person in attendance wish to respond to a call, text or other telecommunication, he or she must step outside of the meeting room to do so. Speaking aloud on a device or texting on a device is not permitted during the course of a Meeting.

No Recordings: No person may record the proceedings of a meeting in any manner (apart from taking personal notes) without the prior permission of the Board. This rule applies to all members of the audience, including persons representing media.

No Debate: A Deputation is a presentation to the Board – it is not a time to question Members and receive answers, or enter into debate with any Member. Persons wishing to question Members on any issue must do so outside of meeting times.

Rules for the Board also Apply: The rules for Members set out in Section 11 of this By-law for Members also apply to all persons in attendance at a meeting of the Board.

No Improper Conduct: No person shall, at any time during a Meeting, demonstrate Improper Conduct.

No Direct Access to the Members During meetings: No person, except Members and officers of the Board, is permitted to come within that portion of the meeting room occupied by the Members and the Secretary during the sittings of the Board without permission of the Chair or the Board. Members of the public attending the meetings shall remain in that portion of the meeting room reserved for the audience, or at the deputation table, as applicable.

13.8 Sanctions:

Where a Deputant, or any member of the audience, including representatives of the media, disregards any one or more of the rules set out in this By-law, the Chair shall advise the person of his or her error, remind him or her of the rules, and request that he or she adhere to the rules.

If the person repeatedly ignores the rules, the Chair may call an end to the Deputation and/or ask the person to leave the premises. Where a person refuses to leave the premises, he or she may be escorted from the building.

Subject to applicable law, the Board may, at its discretion, prohibit one or more persons from being eligible to request Deputations and/or attend meetings for a period of time.

13.9 Petitions:

Members of the public may, from time to time, present written petitions to individual Members or to the Secretary. Every petition to be presented to the Board, shall be legibly written or printed, shall not contain any obscene or improper matter or language, and shall be signed by at least one person, and filed with the Secretary. Any petitions meeting these requirements, and regarding matters that are within the jurisdiction of the Board, that are received by the Secretary within the timelines set out in Section 7.4 of this By-law, shall be included in the agenda for that Meeting.

14 **Availability of Information**

14.1 Confidential Reports and Information:

Information relating to matters described in Section 10.2 of this By-law, shall be marked "Confidential", and shall not be available to any persons other than Members or the Secretary, subject to applicable law.

14.2 Public Agendas:

Following the distribution of the agenda information to all Members, the public agenda materials may be made available to the media and to any other member of the public requesting such information, provided the disclosure of such information does not relate to matters described in subsection 10.2 of this By-law. Such materials shall be made available at the Board office no earlier than the second day preceding the day upon which the meeting is to be held.

15 By-laws

15.1 Text:

The full text of every by-law placed before the Board for consideration shall be included in the agenda package.

15.2 Introduction:

By-laws on the agenda shall be introduced for passage through the moving and seconding of a motion to enact the by-law. By-laws do not require any prescribed number of "readings".

15.3 Amendments:

Members wishing to introduce a motion to amend a by-law under consideration shall do so during the debate on the passage of the by-law. Each amendment shall be considered before another amendment is introduced.

15.4 Numeration:

Every by-law enacted shall be numbered, dated, signed by the Chair of the meeting at which it was enacted, and the Secretary at that meeting, and sealed with the seal of the Board.

16 Minutes

16.1 The Minutes shall record:

- (i) the place, date and time of meeting;
- (ii) the name of the Chair and record of the attendance of the Members;
- (iii) any pecuniary interests declared, specifying the nature of each;
- (iv) the reading, if requested, correction and adoption of the minutes of the prior meetings; and
- (v) all other proceedings of the meeting, without note or comment.

17 General

17.1 New Members

Whenever a new Member is appointed to the Board, the Secretary shall provide him or her with a copy of this By-law.

17.2 Notice Required to Amend

No amendment or repeal of this By-law, or any part of it, shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal is given at a previous regular meeting of the Board. Waiving of this notice requirement is prohibited.

17.3 Short Title:

This By-law shall be known as the "Procedural By-law".

17.4 Repeals:

By-laws 2018-001 and 2019-001 are repealed.

17.5 Effective Date:

This By-law shall come into force and take effect on the date that it is passed.

ENACTED AND PASSED THIS 12TH DAY OF APRIL, 2023

Chair

Secretary