

# Red Lake Police Services Board

## **Rules and Procedures**

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## **Article 1 - Definitions**

For the purpose of this By-Law, the following words shall have the meaning given herein:

- 1.1 “Act” means the *Police Services Act, R.S.O. c.P.15*.
- 1.2 “Board” means the Red Lake Police Services Board.
- 1.3 “Chair” means the Chair of the Board.
- 1.4 “Council” means the Council of The Corporation of the Municipality of Red Lake.
- 1.5 “Days” means calendar days exclusive of Saturdays, Sundays and Statutory holidays.
- 1.6 “Detachment Commander” means the member of the Ontario Provincial Police assigned as Detachment Commander reporting to the Red Lake Police Services Board either permanently or in an acting capacity.
- 1.7 “Electronic” means a Meeting held in full or in part, via electronic means (including telephone, video conferencing etc.) and with or without in-person attendance.
- 1.8 “Local Policies” means written or verbal policies established for police services in accordance with Section 10(9) (c) of the Act.
- 1.9 “Meeting” shall mean any regular, special, emergency or other meeting of the Board;
  - a) Regular Meeting means a scheduled meeting held in accordance with the approved calendar/schedule of meetings;
  - b) Open Meeting means any meeting or part of a meeting that is open to the public;
  - c) Closed Meeting means any meeting or part of a meeting that is closed to the public;
  - d) Special Meeting means a meeting not scheduled in accordance with the approved calendar/schedule of meetings; and
  - d) Emergency Meeting means a meeting not scheduled in accordance with the approved calendar/schedule of meetings that is held if a matter arises, which in the opinion of the Detachment Commander, in consultation with the Chair or Vice-Chair, is considered to be urgent or

time sensitive in nature, or which could affect the health or well-being of the residents of the Municipality of Red Lake, or if a State of Emergency is declared (municipal or provincial under Section 4 or Section 7.01 of the *Emergency Management and Civil Protection Act*) or if so advised by a Provincial Ministry.

- 1.10 “Member” means a Member of the Red Lake Police Services Board.
- 1.11 “Police Service” means policing provided under contract by the Ontario Provincial Police to The Corporation of the Municipality of Red Lake.
- 1.12 “Provincial Policies” means the written policies contained with OPP Police Orders or Directives established by the Ontario Provincial Police for the delivery of police services.
- 1.13 “Quorum” means a majority of the members of the Board in accordance with Section 35(2) of the Act.
- 1.14 “Recorded Vote” means the recording of the name and vote of every Member present on any matter or question.
- 1.15 “Secretary” means the Secretary of the Red Lake Police Services Board.
- 1.16 “Vice-Chair” means a Member of the Board required to act from time to time in the place of the Chair.

## **Article 2 - Application**

- 2.1 The rules and procedures contained herein shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business of the Red Lake Police Services Board, and, except as herein provided, Robert’s Rules of Order shall be followed for governing the proceedings and conduct of the Members and that all Members be governed by the Municipal Conflict of Interest Act.
- 2.2 The Chair and the Secretary are hereby authorized to sign all documents for and on behalf of the Board, which the Board has approved.
- 2.3 The Chair shall decide all points of order or procedure for which rules have not been provided for.

### **Article 3 – Board Composition**

- 3.1 In accordance with Section 27(4) of the Act shall consist of a three (3) member board as follows:
- a) The Head of the Municipal Council or, if the Head chooses not to be a Member of the Board, another Member of the Council appointed by Resolution of the Council.
  - b) One person appointed by Resolution of the Council, who is neither a Member of the Council nor an employee of the Municipality; and
  - c) One person appointed by the Lieutenant Governor in Council.

### **Article 4 – Quorum**

- 4.1 In accordance to Section 35(2) of the Act, a majority of the members of the board constitutes quorum. For the purposes of the Red Lake Police Services Board, quorum is two (2) members present at a meeting.

### **Article 5 – Oath of Office**

- 5.1 Before entering on the duties of office, members of the Board shall take an oath or affirmation of office in the prescribed form as stated in Section 32 of the Act.

### **Article 6 - Duties and Roles**

#### 6.1 Board

It shall be the Role of the Board to:

- a) be responsible for those duties as set out in Section 10 (9) of the Act (*Appendix “A”*); and
- b) Section 30 and 32 of the *Adequacy and Effectiveness of Police Services Regulation. (O. Reg. 3/99) (Appendix “B”)*

#### 6.2 Chair

It shall be the Role of the Chair to:

- a) Report on the activities of the Board and of the OPP to Council as required.
- b) Act as the spokesperson for the policy decisions of the Board.
- c) Set the Agenda for all Board meetings.
- d) Open meetings of the Board by taking the Chair and calling the Members to order.
- e) Receive and submit all Motions presented by the Members.
- f) Put to vote all Resolutions presented by members and announce the results.
- g) Decline to put to vote all Motions, which infringe upon the rules and procedures or are beyond the jurisdiction of the Board.
- h) Enforce the observance of order and decorum at all meetings.
- i) Adjourn the meeting upon Motion duly moved.
- j) If deemed necessary adjourn, suspend or recess the meeting.
- k) Sign all documents for and on behalf of the Board, which the Board has approved, including but not limited to:
  - i) Policies;
  - ii) Resolutions;
  - iii) Minutes;
  - iv) Agreements; and
  - v) Protocols.
- l) Perform any other additional duties when directed to do so by Motion of the Board.

### 6.3 Vice-Chair

It is the Role of the Vice-Chair to:

- a) In the event that the Chair is absent or vacant, the Vice-Chair shall act in the place of the Chair and shall have the same authority, rights and powers.

#### 6.4 Secretary

It is the Role of the Secretary:

- a) To attend all meetings of the Board and to record the minutes, orders and requests of all such meetings.
- b) To cause an Agenda to be prepared as per Article 9 of the rules and procedures.
- c) To provide a meeting package, via email or picked up by the Member or Detachment Commander, at least three (3) days prior to the next Regular Meeting thereof, except in circumstances over which the Secretary has no control.
- d) To act as a resource person for the board.

#### **Article 7 - Selection of Chair and Vice-Chair**

- 7.1 In accordance with Section 28(1) and (2) of the Act, the Members of the Board shall, at the first meeting of each year, select from amongst its Members, a Chair and Vice-Chair for a term of one (1) year.
- 7.2 The election of the Chair shall be conducted by the Secretary.
- 7.3 The election of the Vice-Chair shall be conducted by the Secretary.

#### **Article 8 - Meetings of the Board**

##### 8.1 Regular Meetings of the Board

- a) The Board shall hold at least four (4) regular meetings each year at such place and time as may be determined by the Board.

For greater clarity, meetings will be held the second Wednesday of the month at 3:00 p.m. during the months of January, April, July and October; subject to change with the consent of a majority of the members.

- b) The Chair shall preside at all meetings or in the absence of the Chair, the Vice-Chair.

- c) The Chair or in the absence of the Chair, the Vice-Chair may cancel a regular meeting of the Board where the Chair or Vice-Chair deems such meeting not warranted, however, such cancellation shall not permit the Board to hold less than four (4) regular meetings each year.
- d) If any member of the board is absent for three (3) consecutive meetings without the permission of the Board, they shall be removed from the Board and the Council of the Municipality of Red Lake shall be requested to replace the delinquent member. The Provincial Appointee is the responsibility of the Province of Ontario and if necessary, would have to be removed by the Province upon the request of the Board.

## 8.2 Special Meetings of the Board

- a) The Chair, or in the absence of the Chair, the Vice-Chair, may at any time summon a Special Meeting of the Board and shall do so whenever requested by the majority of the Board.
- b) The Secretary shall give notice to all Members of such Special Meetings by whatever means deemed expedient by the Secretary.
- c) No Special Meeting of the Board shall be held less than twenty-four (24) hours' notice to the Members.
- d) Notification to the Public of a Special Meeting will be deemed complete with notification on the Municipal Office doors, Municipal website and Municipal Newsletter, if possible, within twenty-four (24) hours in advance of the meeting.
- c) A meeting deemed to be a Closed Meeting will require Public notification.
- d) No business may be transacted at a Special Meeting other than that specified in the notice or Agenda.

## 8.3 Open and Closed Meetings

- a) Meetings of the Board shall be open to the Public. The Board may direct the following to be discussed in Closed Meeting:

- i) Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
  - ii) Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceeding be open to the public.
- b) A meeting shall not be closed to the Public during the taking of a vote.
  - c) Meetings which are closed to the Public shall be referred to as “Closed” meetings.

#### 8.4 Electronic Participation

- a) Members may participate electronically in a Regular, Special, Open, Closed or Emergency Meeting of the Red Lake Police Services Board during a declared State of Emergency (municipal or provincial under Section 4 or Section 7.01 of the *Emergency Management and Civil Protection Act*) or if so advised by a Provincial Ministry.
- b) Electronic Participation may be by teleconference and/or video conference.
- c) Members participating electronically count towards quorum.
- d) Members participating electronically are permitted to vote. Their vote shall be announced verbally (teleconference) or by way of a show of hands (video conference).
- e) The Chair and the Secretary are required to be present in person at a meeting. If the Chair is participating electronically, the Vice-Chair is required to be present in person. If both the Chair and Vice-Chair are participating electronically, the remaining Board Member shall Chair the meeting in person.
- f) Members wishing to participate electronically at a meeting shall provide written (email) notice to the Secretary a minimum of one (1) week prior to the meeting.

- g) Members participating electronically in a Closed Meeting shall take all measures possible to ensure that their participation does not permit non-members to hear, see or participate in meeting proceedings.

### **Article 9 - Calling of the Meeting to Order; Quorum**

- 9.1 The Chair shall call the meeting to order as soon as possible after the time announced for the commencement of the meeting and a quorum is present.
- 9.2 If a quorum for either a Regular or a Special Meeting of the Board is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present, and the meeting shall stand adjourned until the next Regular Meeting or such time as determined by the Chair.

### **Article 10 - Committees of the Board**

- 10.1 The Board may at any time appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 10.2 The Committee shall report upon its work to the Board at the meeting of the Board immediately following the date of the Committee meeting or at a specified time agreed to by the Board.

### **Article 11 – Agendas and Supporting Materials**

#### 11.1 Agenda Format

A meeting notice shall be in the form of an agenda and shall indicate the day, date, time and place of commencement of the meeting.

An annual meeting schedule (which will be updated accordingly) may also be posted on the Municipal Office doors and municipal website and may serve as notice to all residents.

#### 11.2 Public Notice

The published agenda shall be considered as adequate public notice and deemed to have been given by it posting on the Municipal website and available for public review in the office of the Clerk no later than 4:00 p.m. on the Friday or applicable business day preceding the regularly scheduled meeting.

The Clerk or designate may provide each member of Council with an electronic copy of the agenda with supporting reports and correspondence

by 3:00 p.m. on Thursday immediately prior to every regular Police Services Board meeting.

The Notice of meeting shall be posted on the Municipal Office doors and/or Municipal Newsletter and the agenda shall be posted on the Municipal Website.

Public Notice – Emergency – Not Required

If a matter arises, which in the opinion of the Detachment Commander, in consultation with the Chair or Vice-Chair, is considered to be urgent or time sensitive in nature, or which could affect the health or well-being of the residents of the Municipality of Red Lake, or if a State of Emergency is declared (municipal or provincial under Section 4 or 7.01 of the Emergency Management and Civil Protection Act) or if so advised by a Provincial Ministry, the notice requirements of this By-Law may be waived and the Secretary shall make his/her best efforts to provide notice prior to the action, the Secretary shall provide notice as soon as practicable following the action.

- 11.3 The Secretary shall cause an Agenda to be prepared for the use of the Members at the Regular Meeting of the Board in the following order:
- 1) Call to Order
  - 2) Disclosure of Pecuniary Interest and the General Nature Thereof
    - (a) For the agenda for this meeting; and
    - (b) For minutes of a meeting at which a member was not in attendance.
  - 3) Delegations/Deputations
  - 4) Minutes of Previous Meeting(s)
  - 5) Unfinished Business
  - 6) Reports (*and motions if required*)
  - 7) Correspondence
  - 8) Motions (*to be brought forward after applicable item*)
  - 9) By-Laws
  - 10) New Business
  - 11) Adjournment
- 11.4 The Secretary shall receive all reports and supporting materials for the Agenda at least three (3) days prior to the Regular Board Meeting and may consult with the Chair prior to the completion of the Agenda.
- 11.5 An item that is not included in the Agenda may not be introduced at the meeting without the consent of a majority of the members present.

- 11.6 The Secretary shall receive every letter, petition and other communication addressed to the Board and shall:
- a) If in the opinion of the Secretary the subject matter is properly within the jurisdiction of the Board, place it on the Agenda to be dealt with; or
  - b) If in the opinion of the Secretary, and confirmed by the Chair, the subject matter is properly within the jurisdiction of the OPP Detachment Commander, shall refer the matter to him or her for necessary action and subsequent report to the Board.
- 11.7 The Secretary shall provide the Agenda for each regular meeting to each Member of the Board not less than three (3) days prior to the meeting.
- 11.8 The Secretary shall cause an Agenda to be prepared for the use of the Members at the Open Meeting of the Board in the following order:
- 1) Call to Order
  - 2) Adjourn to Closed Meeting
  - 3) Report from Closed Session
  - 4) Adjournment
- 11.9 The Secretary shall cause an Agenda to be prepared for the use of the Members at a Closed Meeting of the Board in the following order:
- 1) Call to Order
  - 2) Disclosure of Pecuniary Interest and the General Nature Thereof
    - (a) For the agenda for this meeting; and
    - (b) For minutes of a meeting at which a member was not in attendance.
  - 3) Minutes of Previous Meeting(s)
  - 4) Matters for Deliberation approved by Public Resolution
  - 5) Adjournment
- 11.10 The Secretary shall cause an Agenda to be prepared for the use of the Members at a Special Meeting of the Board in the following order:
- 1) Call to Order
  - 2) Disclosure of Pecuniary Interest and the General Nature Thereof
    - (a) For the agenda for this meeting; and
    - (b) For minutes of a meeting at which a member was not in attendance.
  - 3) Matters for which Special Meeting was Called
  - 4) Adjournment

**Article 12 – Code of Conduct - Members of Police Services Board (Ont. Reg. 421/97)**

- 12.1 Board Members shall attend and actively participate in all Board Meetings.
- 12.2 Board Members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
- 12.3 Board Members shall undergo any training that may be provided or required for them by the Solicitor General.
- 12.4 Board 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.
- 12.5 No Board Member shall purport to speak on behalf of the Board unless he or she is authorized by the Board to do so.
- 12.6 A Board Member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion.
- 12.7 Board Members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
- 12.8 Board Members shall uphold the letter and spirit of this Code of Conduct and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 12.9 Board Members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Ontario Human Rights Code* and the *Canadian Charter of Rights and Freedoms*.
- 12.10 Board Members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
- 12.11 (1) Board Members shall not use their office to obtain employment with the Board or the police force for themselves or their family member.
- (2) For the purposes of subsection (1),

“Family member” means the parent, spouse or child of the person, as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*.

12.12 A Board Member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the Board.

12.13 Board Members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Board or the police force.

12.14 (1) A Board Member whose conduct or performance is being investigated or inquired into by the Ontario Civilian Police Commission under Section 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry and hearing.

(2) If the application of subsection (1) results in a board not having enough members able to exercise their duties in order to constitute a quorum during an investigation, inquiry or hearing under Section 25 of the Act, the Chair of the Commission may appoint that number of persons necessary to constitute a quorum, who shall act in the place of the members who are unable to exercise their duties.

(3) The Chair of the Commission:

a) shall specify in an appointment made under subsection (2) that the appointee may only exercise such duties as are necessary for the effective operation of the board during the investigation, inquiry or hearing and, for such purpose, may specify the duties the appointee may or may not exercise; and

b) shall cancel an appointment made under subsection (2) as soon as a member of the board who declined to exercise his or her duties resumes exercising his or her duties or is replaced under subsection 25(8) of the Act.

12.15 If the Board determines that a Board Member has breached the Code of Conduct set out in this policy, the Board shall record that determination in its minutes and may:

a) require the Member to appear before the Board and be reprimanded;

b) request that the Ministry of the Solicitor General conduct an investigation into the Member's conduct; or

- c) request that the Commission conduct an investigation into the Member's conduct under Section 25 of the Act.

### **Article 13 – Complaint Guidelines**

13.1 Any complaints against the members of the Red Lake Ontario Provincial Police will be forwarded and addressed to the Detachment Commander.

### **Article 14 - Conflict of Interest**

14.1 Where a Member, either on his or her own behalf or while acting for another, has any pecuniary interest, either direct or indirect, in any matter which is the subject of consideration at a meeting of the Board shall:

- i) Prior to any consideration of the matter at the meeting, disclose the conflict of interest and general nature thereof.
- ii) Not take part in any discussion of, or vote on any question in respect of the matter.
- iii) Not attempt in any way to influence the voting on any such matter either before, during or after the meeting.
- iv) Forthwith leave the meeting for that part of the meeting during which the matter is under consideration.

14.2 Where the conflict of interest has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board immediately following the meeting in which the matter was considered.

14.3 The Secretary shall record the particulars of any disclosure of interest in the minutes of the meeting.

14.4 The Secretary shall maintain a registry in which shall be kept,

- a) A copy of each statement filed under Sections 14.1 and 14.2; and
- b) A copy of each declaration recorded under Section 14.3.

The registry shall be available for public inspection on the Municipal website ([www.redlake.ca](http://www.redlake.ca))

## **Article 15 - Hearing of Delegations**

- 15.1 Delegations will only be heard at regular meetings of the Board provided the person(s) representing the delegation has provided at least five (5) days written notice of the request.
- 15.2 A request for a delegation shall include a list of the person(s) who will be appearing before the Board and information as to the content of the presentation.
- 15.3 Unless approved by the Chair, delegations shall be restricted to presentations of no more than ten (10) minutes.
- 15.4 Upon receipt of the written notice, the Secretary shall list the delegation on the appropriate meeting agenda.
- 15.5 The Chair may curtail any delegation, any questions, or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the person(s) appearing shall immediately withdraw.

## **Article 16 - Rules of Debate**

- 16.1 Every Member, before speaking to a question or motion, shall first receive recognition from the Chair.
- 16.2 When a Member wishes to speak on any question, motion or item, they shall, in an orderly manner, obtain the Chair's attention and the Chair shall keep a list of those Members who wish to speak. The Chair then shall recognize the Members in the order in which they came to the Chair's attention.
- 16.3 When a Member is speaking, no other Member shall pass information between any Member or the Chair or interrupt that Member except to raise a point of order.
- 16.4 No Member shall speak to the same question or motion for more than 10 minutes, without leave of the Chair.
- 16.5 After a question is put by the Chair, no Member shall speak to the question, nor shall any other motion be put forward until the vote has been taken and the results declared.

16.6 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. In the event of an appeal, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this section is final.

### **Article 17 - Motions**

17.1 All motions shall be duly moved and seconded before being discussed or put to a vote.

17.2 The Chair shall read a motion before a vote is taken.

17.3 After a motion has been moved, the Mover may withdraw it at any time prior to a vote being taken.

17.4 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions to:

- i) adjourn;
- ii) amend;
- iii) refer;
- iv) suspend the rules of procedure; and/or
- v) vote on the question.

17.5 A motion to adjourn the meeting may be made at any time except when:

- i) a Member is speaking;
- ii) the question has been called;
- iii) a Member has indicated to the Chair his or her desire to speak on the question.

17.6 A motion to amend shall:

- i) be relevant to the question to be decided;
- ii) not be received if it in essence constitutes a reflection of the main questions.

17.7 A motion to refer the question shall include:

- i) the name of the Committee or other body or official to whom the question is referred; and

- ii) the terms upon which the question is to be deferred.
- 17.8 Debate upon a motion to refer shall only be permitted on the desirability of referring the question and the terms of the referral, and no discussion or the main question or an amendment thereto shall be permitted until dealt with.
- 17.9 No question shall be considered more than once at a meeting of the Board.

### **Article 18 - Voting on Motions**

- 18.1 A motion shall be deemed to be carried when a majority of the Members present and voting have expressed their agreement.
- 18.2 When, in the opinion of the Chair or upon the request of a Member, a question contains distinct proposals, the Chair may divide the question, and the vote upon each proposal shall be taken separately.
- 18.3 Every Member present at a meeting of the Board when a question is put shall vote unless prohibited by statute, and the Secretary shall record the name of the Member and the reason for prohibition.
- 18.4 If a recorded vote is requested, the Secretary shall conduct the vote in a counter clockwise direction starting on the Chair's right hand, asking the Members to indicate in favour with "yea" and opposed with "nay".
- 18.5 The Secretary will advise the Chair of the count of the vote who in turn will announce the results.
- 18.6 Where on any question there is a tie vote, the motion shall be deemed to have been lost (decided in the negative)
- 18.7 Every Member who is not disqualified from voting by reason of a Declaration of Pecuniary Interest shall be deemed to be voting against (deemed a negative vote) the motion if she/he declines or abstains from voting.

### **Article 19 – Minutes and Adoption**

- 19.1 At each regular scheduled Police Services Board (PSB) meeting, minutes of the preceding PSB Meeting and any PSB Hearing Meetings shall be submitted for adoption and, once approved by a majority of Members present, shall be signed by the Chair and the Secretary.

The Minutes as approved shall be available for public inspection in the Clerk's Office during regular business hours.

19.2 The Secretary shall record the following information for the purpose of the Official Minutes:

- i) The place, date and time of meeting.
- ii) The attendance of the Members.
- iii) The Members having a declaration of interest.
- iv) Any Public deputation and the name of the individual or group.
- v) Recorded votes of the Board.
- vi) Notices of Motion.
- vii) The reading, if requested, correction and adoption of the minutes of prior meetings.
- viii) All other proceedings of the meeting without note or comment.

19.3 Closed Meeting Minutes shall be submitted for adoption to the next Closed Police Services Board Meeting.

A Closed Meeting held only to approve the minutes of another Closed Meeting will be deemed to be automatically approved, and a statement of the automatic approval will be stated in the minutes immediately prior to adjournment.

Minutes of the Closed Meeting are not available for public inspection.

## **Article 20 - By-Laws/Policies**

20.1 All policies established by the Board shall be adopted by By-Law.

20.2 All polices shall be introduced upon either written or verbal motion of a Member, and any number of policies may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with each.

20.3 Every by-law/policy when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.

20.4 Every by-law shall be given three (3) readings prior to passage.

- 20.5 The first and second readings of a by-law shall be decided without amendment or debate.
- 20.6 By-laws may be given three (3) readings on the same day except when requested otherwise by motion of the majority of the Members present or as otherwise provided in law.
- 20.7 Every policy which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in a secure and proper facility.

### **Article 21 – Forms**

- 21.1 The Board may adopt for their use, any forms associated with the Municipality of Red Lake Procedural By-Law.

### **Article 22 – Conferences and Travel**

- 22.1 The Board shall follow the Municipality of Red Lake's Travel By-Law when travelling for conferences.

### **Article 23– Effective Date**

- 23.1 Effective Date. This By-Law comes into force and takes effect on the 13<sup>th</sup> day of January, 2021.
- 23.2 Read three times and finally enacted and passed in open session this 13<sup>th</sup> January, 2021.

## Appendix "A"

In accordance to the Police Services Act, R.S.O. 1990, c. P. 15:

Section 10 (9)

Role of Board:

(9) If one or more municipalities enters into an agreement under this section, the board or joint board shall advise the Ontario Provincial Police detachment commander assigned to the municipality or municipalities, or his or her designate, with respect to police services in the municipality or municipalities and shall,

(a) participate in the selection of the detachment commander of the detachment assigned to the municipality or municipalities;

(b) generally determine objectives and priorities for police services, after consultation with the detachment commander or his or her designate;

(c) establish, after consultation with the detachment commander or his or her designate, any local policies with respect to police services (but the board or joint board shall not establish provincial policies of the Ontario Provincial Police with respect to police services);

(d) monitor the performance of the detachment commander;

(e) receive regular reports from the detachment commander or his or her designate on disclosures and decisions made under section 49 (secondary activities);

(f) review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his or her designate on his or her administration of the complaints system.

## Appendix "B"

In accordance to O. Reg. 3/99: Adequacy and Effectiveness of Police Services

Section 30 and 32

30. (1) Every board shall prepare a business plan for its police force at least once every three years. O. Reg. 3/99, s. 30 (1).

(2) The business plan shall address,

(a) the objectives, core business and functions of the police force, including how it will provide adequate and effective police services;

(b) quantitative and qualitative performance objectives and indicators relating to,

(i) the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services,

(ii) community satisfaction with police services,

(iii) emergency calls for service,

(iv) violent crime and clearance rates for violent crime,

(v) property crime and clearance rates for property crime,

(vi) youth crime and clearance rates for youth crime,

(vii) police assistance to victims of crime and re-victimization rates, and

(viii) road safety;

(c) information technology;

(d) resource planning; and

(e) police facilities. O. Reg. 3/99, s. 30 (2).

32. (1) Every board shall enter into a protocol with its municipal council that addresses,

(a) the sharing of information with municipal council, including the type of information to be shared and the frequency for sharing such information;

(b) the dates by which the business plan and annual report shall be provided to municipal council;

(c) the responsibility for making public the business plan and annual report, and the dates by which the business plan and report must be made public; and

(d) if the municipal council chooses, the joint determination, and participation in, the consultation processes for the development of the business plan. O. Reg. 3/99, s. 32 (1); O. Reg. 185/16, s. 9.

(2) Every board shall consult with its municipal council, and the school boards, community organizations and groups, businesses and members of the public in the municipality it serves during the development of its business plan. O. Reg. 3/99, s. 32 (2).