



BOARD PROCEDURES PSB-AI-001

Adopted: 1992/12/18
Amended: 1994/04/22
Amended: 2012/06/22

Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that the policy requirements set out in this document will govern the conduct of the Board's business. Policy requirements set out in this document will form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in his/her administration and operation of the Peel Regional Police.

1. Subject

The guiding conditions under which the Board and the Committees of the Board will conduct its business. The requirements set out within this document will be the rules of the order and dispatch of business.

2. Specific Definitions

“Board” – means the Regional Municipality of Peel Police Services Board;

“Chair” – means the Member elected as Chair of the Board by its Members pursuant to s.28 of the Police Services Act;

“Vice-chair” – means the Member elected as the Vice-Chair of the Board by its Members pursuant to s. 28 of the Police Services Act

“Member” – means a Member of the Board pursuant to s.27 of the Police Services Act

“Chief” – means the Chief of Peel Regional Police;

“Executive Director” – means the person who has been appointed to the position by the Board;

“Deputation” – means an address to the Board at the request of a person or group wishing to speak;

“In-camera” – means all or part of a meeting or hearing that is closed to Members of the public, due to the fact that matters to be discussed fall within the provisions of s.35(4) of the Police Services Act or the Municipal Freedom of Information and Protection of Privacy Act;

“Point of order” – means a question by a Member with the intent to call attention to any issue relating to the conduct of the Board's business, or in order to assist the Member in understanding the Board's procedures, making an appropriate motion, or understanding the effect of a motion;

“Point of privilege” – means a question by a Member when s/he considers that the Member's rights, immunities or integrity of the rights, immunities or integrity of the Board as a whole have been impugned;

“Quorum” – means a majority of the Members of the board pursuant to s.35(2) of the Police Services Act;

3. Policy Requirements

ELECTION OF CHAIR AND VICE-CHAIR:

- 1) In accordance with Section 28(1) and (2) of the Police Services Act, the Members of the Board will, at its first regular meeting of each calendar year, select from amongst its Members, a Chair and Vice Chair for the year;
- 2) The election of the Chair will be conducted by the Board's Executive Director and the election of the Vice Chair will be conducted by the Chair;
- 3) Nominations will require a mover and a seconder;
- 4) When more than one nominee stands for election, a vote will be taken;
- 5) Prior to the vote being taken, each nominee will be given up to five minutes to speak to the nomination. Candidates will be called upon in alphabetical order of their surname;
- 6) After the nominees have completed their remarks, a vote will be taken;
- 7) If nominees are tied on the first vote, a ten minute recess will be held and a second vote will be taken. If on the second vote the nominees remain tied, a further ten minute recess will be held and a third vote will be taken. If nominees remain tied after a third vote, the election of the Chair or Vice Chair will be decided by lot drawn by the Board's Executive Director;
- 8) If a vote results in a tie and all seven members of the Board are not present, the matter will be deferred until the Board meets again with all members present;
- 9) No votes required under this section will be taken by ballot or any other form of secret voting;

DUTIES OF THE CHAIR:

- 10) The Chair will be the spokesperson of the Board;
- 11) The Chair will preside at all meetings of the Board and maintain order;
- 12) The Chair will commence the meetings of the Board by taking the chair and calling the Members to order, as soon as quorum is present;
- 13) The Chair will decide all questions of order at meetings;
- 14) The Chair will enforce on all occasions the rules of procedure and the observance of order and decorum among the Members;

- 15) If a question of procedure should arise during the course of a meeting not covered by this policy, it will be determined by the Chair with reference to Robert's Rules of Order;
- 16) The Chair, when it is not possible to maintain order, will adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- 17) The Chair will sit as ex-officio as a Member of all Committees of the Board and be entitled to participate at the meetings;
- 18) The Chair will adjourn the meeting when the business is completed or upon a motion to adjourn;

DUTIES OF THE VICE-CHAIR:

- 19) The Vice-Chair will act in the absence of the Chair and have the same authority as the Chair would have if present;
- 20) In absence of both the Chair and Vice-Chair at a meeting, the Members present will elect an acting Chair until such time the Chair or Vice-Chair is available;

MEETINGS OF THE BOARD:

- 21) A schedule of Regular Board meetings will be approved by the Board no later than the last meeting of the preceding year;
- 22) Regular Board meetings will normally be held on the fourth Friday of every month;
- 23) In the event the fourth Friday or the immediately preceding or following business day is a statutory or civic holiday, the Board meeting will be held on an alternate date;
- 24) The provisions of this policy are intended to govern the conduct of business at the meetings of the Board. Any variation from them will not invalidate any action taken at a regularly constituted meeting of the Board;

QUORUM:

- 25) A quorum will be a majority of the Members in accordance with Section 35(2) of the Police Services Act; (Four Members)
- 26) The Chair will call the meeting to order after the hour fixed for the meeting once a quorum is present;
- 27) At the Chair's direction, but no sooner than 30 minutes after the time appointed to commence the meeting of the Board, should no quorum be present, the Executive Director will call the roll and record the names of the Members present and the meeting will be adjourned until the dated of the next regular meeting or a special meeting called to deal with the matters on the agenda of the meeting adjourned;

SPECIAL MEETINGS:

- 28) The Chair may, at any time, summon a special meeting of the Board, and the Chair or Executive Director will summon a special meeting of the Board whenever requested by a majority of the Members of the Board;
- 29) The Executive Director will undertake to give at least 24 hours notice by telephone, e-mail, facsimile, delivery, mail, or any other fashion practical for special meetings;
- 30) In situations deemed urgent, the Chair may call a special meeting in such ways as s/he may deem best without regard to the time limit;
- 31) Notice of a special meeting will state the business to be considered, and no business other than that stated will be considered at such a meeting, except if all Members present at the special meeting agree;
- 32) Special meetings will take place in a location or fashion, such as a conference call, as deemed most appropriate by the Chair;

ORDER OF BUSINESS:

- 33) The order of business for regular meetings is as periodically established by the Board, and attached as Appendix A;
- 34) The order of business for special meetings is as periodically established by the Board, and attached as Appendix A;
- 35) As a general rule, the Board will deal with matters in the order established by the order of business and as shown on the agenda. The Chair may, at his/her discretion, alter the order established to facilitate the business of the meeting;

AGENDAS:

- 36) Prior to each regular meeting, the Executive Director will prepare an agenda of all business to be brought before the Board;
- 37) Each regular meeting will be comprised of a public and in camera agenda, as prepared by the Executive Director; the In Camera agenda will be comprised of two parts:
 - a) In Camera Agenda (Pink) – regular items not for public
 - b) In Camera Agenda (Blue) - items placed on this portion of the In Camera agenda are of subject matter that cannot be publicly disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*;
- 38) The Executive Director is responsible for the initial placement of all items on either the public or in camera agenda;

- 39) Items placed on the Board agenda consist primarily of reports prepared by Police or Board staff, correspondence directed to the Board, copies of correspondence received by the Board, deputations or presentations, and items of information or interest received by the Board or directed to the Board's attention;
- 40) All written reports, presentations and/or deputations submitted to the Board by police staff for inclusion on an agenda will be clearly marked "In Camera" if the item falls within the criteria of sections 59 to 61 of this policy;
- 41) The Executive Director will advise the Chief of Police if s/he believes the item is being improperly directed and if it has been put on an agenda other than that suggested;
- 42) The Executive Director will have ultimate authority to place agenda items;
- 43) The Executive Director is responsible for reviewing all items placed on the In Camera agenda to determine if the decision is to be "reported back" on the public agenda. The "reporting" on the public agenda will occur at the next regularly scheduled Board meeting, unless otherwise specifically directed by the Board;
- 44) Agendas for regular Board meetings will be delivered to Board Members no less than five calendar days prior to the Board meeting;
- 45) Upon receipt of the agenda, any Member of the Board or the Chief of Police may request that an item be moved from the public to the In Camera agenda. Board staff will comply with this request, and bring the matter to the attention of the Board when the item is being considered;
- 46) The Board may by motion move any item from the public agenda to the In Camera agenda, which will be done immediately unless otherwise specified by the Board. Should there be no In Camera agenda for that meeting, the Board may move that one be created for the item, or that the item be deferred to another meeting;
- 47) During an In Camera meeting, the Board may by motion move any item from the In Camera agenda to the public agenda, which will be done immediately, unless otherwise specified by the Board;
- 48) Consent Agenda –All items on the Consent Agenda will be dealt with by one motion, to state: "*The information be received*";
 - a) Any Member wishing to move an item from the Consent Agenda, will be done so without the need for a seconder, and any item moved from the Consent Agenda will be considered immediately after the Consent Agenda is dealt with;
- 49) The Executive Director will ensure that the public agenda for regular Board meetings will be posted on the Board's website no later than 24 hours prior to the Board meeting;

MINUTES:

- 50) The Executive Director will ensure that minutes are taken of each meeting of the Board, which will include:
 - a) the date, time and place of the meeting;
 - b) the names of the presiding Chair and Members of the Board, and a record of all those in attendance;
 - c) the adoption and correction of the minutes of the previous meeting(s);
 - d) declarations of conflict of interest;
 - e) all other proceedings of the Board;
- 51) Minutes will be factual, and will record without note or comment the actions or decisions of the Board;
- 52) Correction of the minutes will require a majority of the Board;
- 53) Minutes of a meeting will be confirmed at the next regular meeting of the Board;
- 54) The minutes will be signed by the Chair and the Executive Director following their adoption by the Board;

DEPUTATIONS:

Any member of the public may, either on his/her own behalf or as a representative of an organization or group, may appear at any public meeting of the Board and make a deputation.

- 55) Any individual or group wishing to appear before the Board will give notice in writing to the Executive Director a minimum of seven (7) working days prior to the meeting;
- 56) The notice should be signed and contain an outline of the presentation;
- 57) The Executive Director, after consultation with the Chair, will determine if the individual or group will be heard, any such decision to be based on the role and responsibilities of police services boards, with the right to appear not to be unreasonably withheld;
- 58) Deputations will be limited to a maximum of 10 minutes, such a time limit to be extended with the consent of the Board;

PUBLIC MEETINGS:

- 59) All meetings of the Board will be open to the public, subject to the conditions of sections 59 to 61 of this policy, and no person will be excluded from a public meeting except for improper conduct;

IN CAMERA MEETINGS:

- 60) A meeting or part of a meeting will be conducted in-camera if the subject matter to be considered falls within section 35(4) of the Police Services Act;

- 61) Notwithstanding the above, a meeting or part of a meeting may be conducted in camera if the subject matter to be considered cannot be publicly disclosed pursuant to the Municipal Freedom of Information and Protection of Privacy Act;
- 62) Attendance at in camera sessions will be restricted to those persons necessary for the conduct of business, and no observers will be entertained, except as specifically permitted by the Board;

MOTIONS AND RESOLUTIONS:

- 63) All substantive motions and resolutions identified in the agenda will be in writing;
- 64) Prior to the Board's consideration of a motion, an amended motion on the same subject, approved by both mover and seconder, may be substituted for the original one;
- 65) Reconsideration of any decision of the Board will require the consent of a majority of the Members and requires that the Member who moved the original motion or resolution be present;
- 66) Repealing, rescinding or altering any decision of the Board will require a two-third majority of the Members of the Board of those present (5 of 7, 4 of 6, 4 of 5, or 3 of 4);
- 67) A motion will be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question by show of hands;

AMENDMENTS

- 68) Should the passage of time, introduction of new information, an action undertaken by any level of government, or any other relevant occurrence materially alter the circumstances under which the Board made a decision as referred to under section 66, the Board will consider the matter as if it were a new item, and section 66 will not apply;

POINT OF ORDER:

- 69) Any Member desires to address a point of order, the Member will ask leave of the Chair to raise a point of order and after leave is granted the Member will state the point of order to the Chair and the point of order will be decided by the Chair;
- 70) A Member will only address the Chair for the purpose of appealing the Chair's decision to the Board;
- 71) The Board, if appealed to, will call a vote, without debate on the following question: "Will the Chair be sustained?", and its decision will be final;

POINT OF PRIVILEGE

- 72) Any Member may raise at any time, with leave of the Chair, to raise a point of privilege, when a Member considers that the Member's rights, immunities or integrity of the rights, immunities or integrity of the Board as a whole have been impugned;

- 73) The Chair will then either hear and rule on the point of privilege, or permit a debate and a vote to be held on the question;

COMMITTEES OF THE BOARD

- 74) Subject to provisions of Section 34 of the *Police Services Act*, standing or ad hoc committees may be established by the Board at any time as is necessary to inquire and report on any matters within the jurisdiction of the Board;
- 75) The Board defines the mandate of the Committees and appoints the committee membership by resolution;
- 76) The Board will appoint a Chair of the Committee;
- 77) If the Board Chair is not appointed to a committee, s/he is an ex officio member of all committees;
- 78) The Board will provide the Committee with a specific mandate or degree of authority for which the Committee is responsible;
- 79) The Board Committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. The Board Chair may designate a committee Chair to speak to the media regarding deliberations of the committee;
- 80) Committee decisions made within that mandate will be reported back to the Board for affirmation;
- 81) If the recommendation of the Committee exceeds the mandate or authority provided by the Board, the Committee will return its recommendations to the Board as an agenda item for consideration and adoption;
- 82) Membership on Board Committees will be reviewed annually and revised accordingly.

4. Measurement Methods

The Chair will ensure that the rules of procedure contained in this policy are observed in all proceedings of the Board.

5. Reporting

The Chair and/or the Executive Director will report to the Board on an exception basis. For further clarity, this applies to those circumstances where the breaches of procedure have resulted in circumstances which are detrimental to the Board, or has resulted in significant issues of liability.

6. Authority/Legislative Reference

Police Services Act, Sections 27, 28, 34, 35
Municipal Freedom of Information and Protection of Privacy Act
Board Minute #61/12

Replaces: Procedural Policy - Adopted 1992/12/18; Amended 1994/04/22;
Amended 1995/05/12 (*Pages I-Q-1 to I-Q-4*)
Meetings – Adopted 1990/04/10; Amended 1992/04/24; Amended 1993/03/19
(*Page I-L-1*)
Meetings – Attendance at In-Camera Sessions – Adopted 1990/05/18 (*page I-L-2*)
Meetings – Items Pending – Adopted 1986/11/11; Amended 1986/12/09 (*page I-L-3*)
Meetings – Items Pending – Adopted 1998/01/23
Meetings – Order of Business – Amended 1993/02/19 (*page I-L-4*)
Agendas – Adopted 1980/11/25; Adopted 1989/11/24; (*page I-A-1*)
Agendas – In Camera – Adopted 1988/06/14 (*page I-B-1*)
Agendas – In Camera and Regular – Adopted 1993/10/22 (*pages I-C-1 to I-C-3*)

7. Linkage to Appropriate Police Service Procedure/Directive

N/A

Review Date: Tri-Annual

APPENDIX "A"**ORDER OF BUSINESS – REGULAR MEETINGS****Regular & In Camera Meetings:**

- a) Roll Call
- b) Declaration of Conflict/Pecuniary Interest
- c) Minutes of Previous Meeting(s)
- d) Deputations
- e) Presentations
- f) Unfinished Business
- g) New Business
 - a. Consent Agenda
 - b. Other New Business
- h) In Camera Reports (Regular Meetings only)
- i) Adjournment

ORDER OF BUSINESS – SPECIAL MEETINGS

- a) Roll Call
- b) Declaration of Conflict/Pecuniary Interest
- c) Minutes of Previous Meeting(s)
- d) Deputations
- e) Presentations
- f) Unfinished Business
- g) New Business
 - a. Consent Agenda
 - b. Other New Business
- h) In Camera Reports
- i) Adjournment