

Lakehead Police Services Board

Agenda for Meeting: June 27th, 2018 at 6:00 p.m.
O'Connor Municipal Office
330 Highway 595, Kakabeka Falls, Ontario

1. Preliminary Matters

- (a) Administration of the Oath of Office for newly Appointed Member
- (b) Confirmation of Chair and Vice Chair
- (c) Call to Order by Chair
- (d) Attendance
- (e) Request/Receive Declarations of Pecuniary Interests (if any)

2. Deputations, Reports, or Correspondence Requiring Direction

2.0	Introduction: Inspector Al Gordon	-
2.1	Minutes of the Meeting January 27 th , 2018 (for approval)	1-7
2.2	Minutes of the Meeting April 25, 2018 (for approval)	8-9
2.3	Confirmation of pre-establishment activities	10-11
2.4	Report re Financial Results	12-13
2.5	Report re 2018 Budget	14-15
2.6	Report re Election Policy	16-18
2.7	Report from Acting Staff Sargeant Reppard Regarding February, March, April, May, Calls	TBD

3. Reports or Correspondence for Information

3.1	Correspondence Received (chronologically)	
	a) Email from Holly Doty May 3 rd re Election Policy (without enclosures)	19-20
	b) Email from Holly Doty May 8 re Safer Ontario Act (with 2 enclosures)	21-31
	c) Email from Holly Doty May 9 re Grants Transformation Process (with enclosure)	32-34
	d) Email from Holly Doty June 11 re Labour Seminar Program	35-37
	e) Email from Holly Doty June 18 re save two dates	38-39
	f) Letter from Chief Superintendent, Commander, North West Region June 20 th re apology	40
3.2	Correspondence Sent (none)	-

4. By-laws

4.1	Replacement By-law 2018-001 (Procedural Rules)	41-63
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**5. Discussion: New Business raised by Members;
Discussion with OPP, etc.**

6. Closed Session

Unless the agenda is amended, the secretary is not aware of any Closed Session agenda items.

7. Adjournment

(Curfew Set for 9:00 p.m.)

LAKEHEAD POLICE SERVICES BOARD

MINUTES OF THE REGULAR MEETING OF THE BOARD

Held at the Township of O'Connor Municipal Office
On Wednesday, January 24, 2018

PRESENT: Mayor Ziggy Polkowski, Municipality of Neebing
Mayor Kevin Holland, Township of Conmee
Councillor Jerry Loan, Township of O'Connor
Councillor Bill Groenheide, Township of Gillies

Rosalie A. Evans, Solicitor-Clerk for the Municipality of Neebing and Board Secretary
Acting Staff Sergeant John Reppard, O.P.P. Thunder Bay Detachment

REGRETS: Inspector Jim Graham, O.P.P. Thunder Bay Detachment Commander

1. PRELIMINARY MATTERS:

- (a) **Call to Order:** The Board Secretary assumed the chair and formally called the meeting to order at 6:00 p.m
- (b) **Selection of Chair and Vice-Chair:** The Secretary called for nominations for Chair. Member Loan nominated Member Holland. Member Polkowski seconded the nomination. Member Holland was asked whether he would stand for election, and he advised that he would. The Secretary called for further nominations. None were forthcoming. Member Holland was acclaimed as Chair of the Board for 2018.

The Secretary then called for nominations for Vice-Chair. Chair Holland nominated Member Loan. Member Polkowski seconded the nomination. Member Loan was asked whether he would stand for election, and he advised that he would. The Secretary called for further nominations. None were forthcoming. Member Loan was acclaimed as Vice-Chair of the Board for 2018.

The Secretary turned the chair over to Chair Holland.

- (c) **Approval of the Agenda:** Chair Holland asked whether any members wished to make any additions or adjustments to the agenda. None were forthcoming.

Res. No. 2018-001

Moved by: Member Polkowski
Seconded by: Member Groenheide

BE IT RESOLVED THAT the agenda for this evening's meeting be approved as circulated.

CARRIED ✓

- (c) Request/Receive Declarations of Interest: Chair Holland called for any declarations under the Municipal Conflict of Interest Act. No declarations were received.

2. REPORTS, DEPUTATIONS, OR CORRESPONDENCE REQUIRING DIRECTION:

2.1 Minutes of the Meeting December 5, 2017 (for approval)

Members present reviewed the minutes.

Res. No. 2018-002

Moved by: Member Polkowski
Seconded by: Member Groenheide

BE IT RESOLVED THAT the minutes for the inaugural meeting held on December 5, 2017, be approved as circulated.

CARRIED ✓

2.2 Report on Matters Arising out of the Minutes and/or Tabled at the Last Meeting

The Secretary reported that membership in the Ontario Association of Police Services Boards had been purchased for 2018. Information on cost for conferences and/or other training had not as yet been obtained.

Res. No. 2018-003

Moved by: Member Groenheide
Seconded by: Member Polkowski

BE IT RESOLVED THAT the Secretary be directed to enrol the Chair and Vice Chair in the OAPSB spring conference, scheduled for May 23-26 in Collingwood, and make the travel and accommodation arrangements.

CARRIED ✓

The Secretary was asked to follow up with the OAPSB regarding other training, including web-based training modules, that may be available. She was further requested to ask the Shuniah Police Services Board if it was aware of, or had, training materials that it could share.

Chair Holland and the Secretary had attended the conference of the Rural Ontario Municipal Association in Toronto from January 21-23rd. Within the conference, a meeting had been held with the Minister of Community Safety and Correctional Services, Honourable Marie LaLonde. At the meeting, the request to change the make-up of the Lakehead Police Services Board had been discussed. Chair Holland (and others present) had been advised that the request was timely, as the regulations for the amendments to Ontario's Police Services Act had not as yet been passed, and would be debated before the Standing Committee on Justice Policy very soon. She suggested that the Clerk of the Legislature be contacted to see whether the Board could send a representative to speak to the matter. It was also noted that, once the amendments (via Bill 175, the "Safer Ontario Act, 2017") are passed, there will be greater flexibility for Police Services Boards to determine their numbers. A larger board could be

established without seeking "permission". Chair Holland (and others present) had also been advised that the MCSCS had resolved most of the back-log of vacant seats on Ontario's Police Services Boards, and intend to fill vacant seats more promptly. The Province is seeking diversity in Police Services Board composition, including gender and racial diversity, as well as skill sets appropriate for the service.

The concept of detachment-wide boards was also discussed at the meeting. Councillor Don Smith (from the Municipality of Shuniah, and a member of the Shuniah Police Services Board) was present at the meeting. Both Chair Holland and Councillor Smith voiced opposition to the detachment-wide model for Northwestern Ontario based on sheer geographic size. Acting Staff Sergeant Reppard commented that the Thunder Bay detachment area is larger than many Southern Ontario Regions. Chair Holland noted that the resolution circulated needs to reference the unique position the detachment is in with respect to service to territories without municipal organization.

On consensus, the Board determined that it would be too costly to send a representative to speak to the debate on the bill at the Legislature in Toronto. On consensus, the Secretary was requested to circulate a resolution to member municipalities, and request that they pass it, which opposes detachment-wide police service boards for northwestern Ontario and supports flexibility for Board composition for joint boards, in a manner timely enough that the information can be sent to the Standing Committee on Justice Policy prior to the submission deadline of 6:00 p.m. March 1, 2018.

Res. No. 2018-004

Moved by: Member Polkowski

Seconded by: Member Loan

BE IT RESOLVED THAT the Board recommends that the composition of the Lakehead Police Services Board be expanded from a 5-person board to a 7-person board;

AND FURTHER, THAT each member municipality be requested to approve the increase and pass any by-law amendments or resolution reconsiderations as may be necessary;

AND FURTHER, THAT the Board recommend that each municipality pass a resolution to approve the Board's written submissions to the Standing Committee on Justice Policy to amend Bill 175 (the Safer Ontario Act, 2017) to allow for the Lakehead Police Service Board to have a composition of seven members, comprised of:

One member of the council of each member municipality, appointed by the Council, for a total of 4 members;

One member of the community, residing in one of the four member municipalities, appointed by each member municipality; and

Two members of the general public, appointed by the Province.

CARRIED ✓

Recruitment for the Community Member appointment was discussed. It was agreed that each member municipality would advertise the vacancy in their newsletters and seek applications from interested parties. Applications are to be directed to the Board Secretary. Members of the Board, and members of the member municipality's councils are to be encouraged to approach suitable and interested residents to encourage participation.

Discussion turned to the funding of the Board. The merits and equity of several funding models were discussed.

Res. No. 2018-005

Moved by: Member Groenheide

Seconded by: Member Loan

BE IT RESOLVED THAT Neebing be the keeper of the "treasury" for the Board and be responsible for payment of accounts;

AND FURTHER, THAT Neebing invoice the member municipalities for re-imbusement of expenses on the cost sharing basis set out in this resolution;

AND FURTHER, THAT the cost sharing between members be based on a pro-rata basis using the "per household" figures utilized by the Ontario Provincial Policing funding model;

AND FURTHER, THAT this resolution be circulated to each member municipality for approval.

CARRIED ✓

Payment for attendance at the December meeting was discussed. The Secretary was directed to check with the Clerks of O'Connor and Conmee to see whether payment had been provided through the Townships. If not, payment would be arranged through the Board's new funding model. Chair Holland advised that he would forego payment if Conmee had not already made the payment.

The per-meeting fee determined at the last Board meeting was discussed. On consensus, members agreed that the \$150.00 per meeting would apply regardless of the length of the meeting, but for full day training/conference attendance, the per diem rate would increase to \$300.00.

Out-of-pocket expense re-imbusement was discussed. It was agreed that mileage would be paid (at any given time) at the Revenue Canada rate for mileage.

2.3 Report from Board Secretary Regarding Letterhead

Members, on consensus, approved the format of letterhead appended to the Report.

2.4 Report from Acting Staff Sargeant Reppard Regarding December Calls

Acting Staff Sargeant Reppard reviewed the report with members. He noted that, at 22 calls, we are slightly up from 18 in the prior year, however, "weighted hours" were down, meaning calls were less complex, and required less time to resolve.

Member Polkowski indicated his council had requested attention to East Oliver Lake Road where speeding appears to be a problem. Staff Sargeant Reppard made note of this, but also advised that members need not await Board meetings to make such requests. Calls or emails are welcome at any time.

It was noted that Neebing Council had been looking at purchasing two "flashing" portable signs that warn drivers they are exceeding the speed limit. On consensus, the Board Secretary was asked to research the cost of those signs, and include in the requests to member municipalities a suggestion that the Board purchase the signs and members share them.

3. BY-LAWS:

3.1 By-law 2018-001 of the Board – Procedural Rules

The Secretary overviewed for members the changes made to the draft by-law based on discussion at the December meeting. She further suggested that the "agenda" section be simplified to the sort of style that she had used for the agenda for this meeting and the December meeting. Members present agreed.

It was noted that the section on Board representation would need to change based on discussion earlier in the meeting.

Res. No. 2018-006

Moved by: Member Polkowski
Seconded by: Member Loan

BE IT RESOLVED THAT By-law 2018-001, as presented in the agenda package, be amended by deleting the wording in Section 3.1 and replacing it with the following:

3.1 Board Composition: Legislative Requirements

The Lakehead Police Services Board was originally comprised of five Members, based on resolutions of the Municipalities under Subsection 33(5) of the Act. In anticipation of the passage of Bill 175 (the "Safer Ontario Act, 2017"), and a new Police Services Act (the "*proposed Act*") that will allow the Board to expand to seven Members in accordance with paragraph 24(3)((a)(i) of the *proposed Act*, the Lakehead Police Services Board has expanded to seven Members.

In accordance with Subsection 31(5) of the *proposed Act*, a seven member Police Service Board shall be comprised of:

- (a) The head of the municipal council, or if the head chooses not to be or is ineligible to be a member of the board, another member of the municipal council appointed by resolution of the council;
- (b) Two members of the municipal council appointed by resolution of the council;
- (c) One person appointed by resolution of the municipal council, who is neither a member of the council nor an employee of the municipality; and
- (d) Three persons appointed by the Lieutenant Governor in Council.

In accordance with Subsection 24(3)(c) of the *proposed* Act, the agreement between the municipalities who together form a joint police service board shall set out how the municipalities together will fulfill the role of the municipality in the legislation, including the single municipality referenced in the composition section cited above.

As payment to the Province for policing services represents the largest payment that each Municipality makes to an external agency in its annual operating budget, the Board will request that the Province allow each Municipality to appoint a member of its council to the Board, and reduce to two the number of persons appointed by the Lieutenant Governor in Council.

AND FURTHER, THAT By-law 2018-001, as presented in the agenda package, be further amended by deleting the word "five" in Section 3.2 and replacing it with the word "seven".

AND FURTHER, THAT By-law 2018-001, as presented in the agenda package, be further amended by deleting the wording in Section 7.6 and replacing it with the following:

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.

AND FURTHER, THAT By-law 2018-001 be passed, as amended.

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CARRIED ✓

4. DISCUSSION: NEW BUSINESS RAISED BY MEMBERS; DISCUSSION WITH OPP; ETC.

Chair Holland advised members present of other discussions and presentations from the Rural Ontario Municipal Association conference. No other matters of business were raised.

5. ADJOURN THE MEETING:

There being no further business to attend to, Chair Holland adjourned the meeting at 7:25 p.m.

REGULAR MEETING OF THE BOARD

Kevin Holland
BOARD CHAIR

Rosalie A. Evans
BOARD SECRETARY

LAKEHEAD POLICE SERVICES BOARD

DRAFT MINUTES OF THE REGULAR MEETING OF THE BOARD

Held at the Township of O'Connor Municipal Office
On Wednesday, April 25, 2018

PRESENT: Mayor Ziggy Polkowski, Municipality of Neebing
 Mayor Kevin Holland, Township of Conmee
 Councillor Jerry Loan, Township of O'Connor
 Councillor Bill Groenheide, Township of Gillies

Rosalie A. Evans, Solicitor-Clerk for the Municipality of Neebing and Board Secretary
 Acting Staff Sergeant John Reppard, O.P.P. Thunder Bay Detachment

Staff Sergeant John Reppard, O.P.P. Thunder Bay Detachment Commander
 Mr. Graham Wight, Ministry of Community Safety and Correctional Services

1. PRELIMINARY MATTERS:

- (a) Call to Order: The Board Chair called the meeting to order at 6:00 p.m
- (b) Approval of the Agenda: Chair Holland asked whether any members wished to make any additions or adjustments to the agenda. None were forthcoming.

Res. No. 2018-001

Moved by: Member Polkowski
 Seconded by: Member Groenheide

BE IT RESOLVED THAT the agenda for this evening's meeting be approved as circulated.

CARRIED ✓

- (c) Request/Receive Declarations of Interest: Chair Holland called for any declarations under the Municipal Conflict of Interest Act. No declarations were received.

2. REPORTS, DEPUTATIONS, OR CORRESPONDENCE REQUIRING DIRECTION:**2.1 Deputation by Mr. Graham Wight**

Mr. Wight advised members present that the Ministry of Community Safety and Correctional Services does not recognize the Lakehead Police Services Board as a legally constituted Board because it is not following the rules in the Police Services Act relating to Board composition.

Chair Holland explained the discussion he and others present, including the Secretary, had had with Minister LaLonde during the ROMA conference in Toronto in February.



Mr. Wight indicated that, despite those comments, there is no choice at this time but to abide by the provisions of the Police Services Board as it currently exists. Only two council representatives are permitted on a five person Board. Accordingly, none of the meetings of the Board held to date are considered legal, as there was never a quorum present.

The Ministry will not recognize the Board, and will direct the Thunder Bay Detachment of the OPP not to recognize the Board, and will not begin recruiting for Provincially-appointed members of the board, unless and until the Board composition conforms to the legislation.

Further discussion regarding these matters took place.

No satisfactory conclusion could be reached.

Mr. Wight left the meeting at 6:45 p.m.

Members present discussed next steps. By consensus, it was agreed that each Municipal Council would be requested to confirm the appointments of Mayor Holland (Conmee) and Councillor Loan (O'Connor), plus a community representative, whose name would be put forward by the Municipality of Neebing.

Members present confirmed the desire for Chair Holland and Vice Chair Loan to attend the Ontario Association of Police Services Boards conference in Southern Ontario in May.

3. ADJOURN THE MEETING:

There being no recognized quorum, Chair Holland adjourned the meeting at 7:10 p.m.

REGULAR MEETING OF THE BOARD

Kevin Holland
BOARD CHAIR

Rosalie A. Evans
BOARD SECRETARY

**LAKEHEAD POLICE SERVICES BOARD
Administrative Report**

Date: June 22, 2018 (For Meeting on June 27, 2018)
To: Members of Lakehead Police Services Board
Subject: Matters Arising from Minutes of Previous Meeting
Submitted by: Rosalie A. Evans, Board Secretary

RECOMMENDATION:

It is recommended that the Board enact a new Procedural By-law, as By-law 2018-001.

It is further recommended that the Board ratify all pre-formation activities (i.e. the actions taken and considered at the meetings of December 5, 2017, January 24, 2018 and April 25, 2018) with the exception of the passage of the procedural by-law.

BACKGROUND:

At the April 25th Board meeting, the members present were told that the Ministry of Community Safety and Correctional Services would not recognize the Lakehead Police Service Board because it had not been assembled in accordance with legislation.

The Ministry had authorized a 5-person board for our group, but the composition of the 5-person board must comply with the (existing) Police Services Act. Based on discussions with Minister LaLonde, the Lakehead Police Service Board had expanded to 7 members, four of whom were members of the councils of each of the 4 member municipalities. Formal approval had not as yet been obtained, but it was expected. The Board was told that it would not be forthcoming, and the Lakehead Police Service Board must be comprised of only the authorized 5 members, and the composition of the Board had to comply with the legislation.

It follows that only 2 of the 5 members can be members of any of the municipal councils. 2 must be appointed by the Province, and 1 must be a community member appointed by the councils. Each meeting to date has only been comprised of municipal council members. Any 2 could be appointed, but the other 2 are not considered members. Because each meeting was constituted with only 2 "legal" members, none of the meetings had quorum.

Since then each Municipality has passed the appropriate resolutions to reduce the Board to 5 members. The memberships of Mayor Holland (Conmee) and Councillor Loan (O'Connor) were confirmed, and the appointment of a community representative (Mr. Joe Beitz), was also approved.

The Board is now legally constituted.

(10)

DISCUSSION:

The Boards of Directors of Corporations are authorized to commence work prior to the incorporation of the Corporation, provided that, after the entity is incorporated, they pass a resolution to ratify pre-incorporation activity.

The Board Secretary proposes that a similar resolution be passed with respect to the activities of the Board prior to today's meeting. This will retroactively authorize the actions taken, allowing them to be included in the budget, etc.

The only exception is the Procedural By-law. Because it has an entire section devoted to the composition of the Board, the Secretary feels that the public record will be easier to follow if a new procedural by-law is enacted. She recommends that the original by-law be replaced rather than confirmed.

The By-law included in the agenda for this meeting is identical to the one passed in January, with the exception that the section on the Board composition has been changed to meet the legislative requirements. One other minor change was the removal of the second "s" in "Services". The proper name is "Police Service Board" rather than "Police Services Board".

The secretary recommends passage of a resolution as follows:

BE IT RESOLVED THAT:

The Lakehead Police Service Board hereby ratifies all of the actions taken by the following persons on behalf of the Board prior to the Board's establishment, with the exception of the passage of By-law 2018-001 on January 24th, 2018:

- a) Mayor Kevin Holland, Mayor of Conmee Township;
- b) Councillor Jerry Loan, Councillor with O'Connor Township;
- c) Councillor William Groenheide, Councillor with Gillies Township;
- and
- d) Mayor Ziggy Polkowski, Mayor of the Municipality of Neebing.

ATTACHMENTS:

None

(11)

**LAKEHEAD POLICE SERVICES BOARD
Administrative Report**

Date: April 19, 2018 (For Meeting on April 25, 2018)
To: Members of Lakehead Police Services Board
Subject: Financial Results, First Quarter, 2018
Submitted by: Rosalie A. Evans, Board Secretary

RECOMMENDATION:

This Report is prepared for the Board's information.

BACKGROUND:

Appended is a summary of expenditures for the Board between January 1st, 2018 and March 31st, 2018 (with December, 2017 expenditures included in this quarter).

No variance report comparing expenditures to budget is available, as there is no approved budget at this time.

DISCUSSION:

Each member municipality has been invoiced in accordance with Attachment One. It is Neebing's intention to issue invoices quarterly for Board expenses.

ATTACHMENTS:

One: Expense Summary

**LAKEHEAD POLICE SERVICES BOARD
Administrative Report**

Date: June 22, 2018 (For Meeting on June 27, 2018)
To: Members of Lakehead Police Services Board
Subject: Budget for 2018
Submitted by: Rosalie A. Evans, Board Secretary

RECOMMENDATION:

Administration recommends approval of a 2018, either as appended to this report, or amended as determined necessary by the Board.

BACKGROUND:

Although each member municipality has approved funding for the Board in its budget, and although a formula for sharing Board expenses has been approved, the Board has not as yet considered or passed a budget for 2018.

DISCUSSION:

The proposed draft budget assumes the following:

Regular board meetings are held four times per year (however, the December 2017 meeting is included in the 2018 budget). It is assumed that there are 5 Board members in total throughout all meetings. Accordingly, since we are only 3 to date, the December, 2017 meeting is inconsequential.

Allowance for two special board meetings is included.

Allowance for eight individual member meetings is included (committees; recruitment interviews, etc.).

It is assumed that 2 members will each travel for 2 conferences/training courses annually. It is assumed that 2 members will go to 1 local conference/training course annually. All training days are full days.

Conferences/training courses are estimated to be 4 days each.

ATTACHMENTS:

One: Proposed Budget

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ATTACHMENT ONE: Proposed Budget:**Draft Budget:****Board Costs:**

Per dia (Reg. Board mtgs)	3000
Per dia (Spl. Board mtgs)	1500
Per dia (Misc. mtgs)	1200
Per dia (Training)	7200
Mileage	700

Administration Costs:

Postage	50
Paper, etc.	150
Mileage	200

Training/Conference Costs:

Registration Fees:	2000
Travel Costs:	2000
Meals, Incidentals:	700

Membership Fees:

OASPB:	1400
OASPB Zone Membership:	200

Total: 20300

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LAKEHEAD POLICE SERVICES BOARD
Administrative Report

Date: June 22, 2018 (For Meeting on June 27, 2018)
To: Members of Lakehead Police Services Board
Subject: Elections Policy- Use of Board Resources
Submitted by: Rosalie A. Evans, Board Secretary

RECOMMENDATION:

Administration recommends approval of the Policy appended to this Report.

BACKGROUND:

The Municipal Elections Act, 1996 requires that local boards, including Police Service Boards, establish "rules and procedures with respect to the use of board resources during the election campaign period".

DISCUSSION:

A proposed policy is appended to this Report for the Board's consideration.

ATTACHMENTS:

One: Proposed Policy

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ATTACHMENT ONE: Proposed Policy

Policy Prohibiting Use of Municipal Resources During an Election

Date Approved: June 27, 2018

Purpose:

The purpose of this policy is to clarify that the Members of Board are required to follow the provisions of the *Municipal Elections Act, 1996*, during their campaigning for a seat on any municipal Council or for a seat as a School Board Trustee.

Scope:

This policy applies to any sitting Member, whether or not he or she is running for a seat as a candidate in a municipal election or for a seat as a School Board trustee.

This policy also applies to any Member who has been acclaimed for a seat on a municipal Council or as a School Board trustee.

This policy also applies to any Member who has declared that he or she will not be running for a seat on any municipal Council or as a School Board trustee.

Objectives:

The objectives of this policy are to uphold the law and to provide for an equal "playing field" for all candidates in municipal and School Board elections.

Governing Principles and Expectations:

Resources available to the general public are available to all candidates in municipal and school board elections. Resources that are not available to the general public may not be used for campaign purposes by Members of the Board who are candidates in an election.

Definitions:

"Board" means The Lakehead Police Service Board.

"Board Property" means any property or Resources owned by the Board, or by any Member Municipality of the Board.

"Member" means a member of The Lakehead Police Service Board.

"Member Municipality" means any one or more of the following:

- The Corporation of the Township of Conmee;
- The Corporation of the Township of O'Connor;
- The Corporation of the Township of Gillies; and/or
- The Corporation of the Municipality of Neebing.

"Resources" means facilities, infrastructure, money, vehicles, equipment, websites, telecommunication devices, newsletters, bulletin boards, supplies, services, staff or other assets.

"Secretary" means the secretary of The Lakehead Police Service Board.

Interpretation Rules:

When a person is prohibited under this policy from undertaking any activity, that prohibition also applies to prohibit him or her from causing or allowing another person to undertake that activity on his or her behalf or for his or her benefit.

The citation of any law (provincial legislation, regulation or municipal by-law) includes the law as passed, as amended from time to time, and any successor legislation.

Policies/Procedures set out:

Prohibitions:

No Member shall use the Board Property for any election campaign or campaign-related activities.

No Member shall undertake campaign-related activities on or involving Board Property during regular working hours or during the holding of any Board meetings. This includes the posting of campaign-related signs, posters, brochures, etc.

No Member shall use the services of persons during hours in which those persons receive any compensation from the Board or any Member Municipality.

Exemptions:

This policy does not prohibit attendance and/or campaigning by sitting Members at election events, such as "all-candidates' meetings" or debates, etc. which are organized and held on Board Property.

This policy does not prohibit a Member from utilizing services that the Board provides to members of the general public for a fee in accordance with any user fee by-law or policy.

Action:

The Secretary is authorized and directed to take the necessary action to give effect to this policy.

Members are responsible to ensure their strict compliance with the requirements of this policy.

Rosalie Evans

From: Holly Doty <admin@oapssb.ca>
Sent: Thursday, May 03, 2018 7:13 AM
To: Holly Doty
Subject: Required Board Policy re: Use of Board resources during election campaign
Attachments: DRPSB Policy.pdf; Ottawa PSB Policy.pdf; Pages from AGENDA_Public_April18.docx

Greetings Members!

Please be advised of this new policy requirement, as outlined in MCSCS Zone Advisor Jeeti Sahota's email below.

Sample policies are attached. Hope this helps.

Fred

Fred Kaustinen

Executive Director OAPSB

Policy regarding the use of board resources election period as per the Municipal Elections Act. The act states:

Use of municipal, board resources

88.18 Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.

This requirement was added in 2016.

As I understand it, a police services board is defined under the Municipal Affairs Act as a local board, and as such, the board would be required to have a policy in place.

Interpretation

1 (1) In this Act,

"local board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority; ("conseil local")

I have attached a couple of board policies for your reference.

Thank you

Jeeti

Holly Doty
Ontario Association of Police Services Boards
180 Simcoe St, London, ON N6B 1H9
T: 1-800-831-7727 | C: 519.636.7707
admin@oapsb.ca

Rosalie Evans

From: Holly Doty <admin@oapsb.ca>
Sent: Tuesday, May 08, 2018 4:31 PM
To: Holly Doty
Subject: Important UPDATE: Royal Assent of the Safer Ontario Act, 2018
Attachments: Reply MC-2018-1124.pdf; 18-0042 - All Chiefs Memo - Safer Ontario Act 2018.pdf

Dear Members,

Please note that **Bill 175, the *Safer Ontario Act, 2018***, received Royal Assent notice today.

Attached you will find a memo from the Ministry and a letter sent to Mr. Eli El-Chantiry, Chair, Ontario Association of Police Services Boards from Minister Lalonde.

Thank you!

Holly Doty
Ontario Association of Police Services Boards
180 Simcoe St, London, ON N6B 1H9
T: 1-800-831-7727 | C: 519.636.7707
admin@oapsb.ca

**Ministry of Community Safety
and Correctional Services**

Office of the Minister

25 Grosvenor Street
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Toronto ON M7A 1Y6
Tel: 416-325-0408
MCSCS.Feedback@ontario.ca

**Ministère de la Sécurité communautaire
et des Services correctionnels**

Bureau de la ministre

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18^e étage
Toronto ON M7A 1Y6
Tél. : 416-325-0408
MCSCS.Feedback@ontario.ca



MC-2018-1124

May 8, 2018

Mr. Eli El-Chantiry
Chair
Ontario Association of Police Services Boards
180 Simcoe Street
London ON N6B 1H9

Dear Mr. El-Chantiry:

I am pleased to share with you that Bill 175, the *Safer Ontario Act, 2018*, received Royal Assent on March 8, 2018.

The *Safer Ontario Act, 2018*, repeals and replaces Ontario's *Police Services Act*, amends the *Coroners Act*, and creates, for the first time, the *Missing Persons Act, 2018*, and the *Forensic Laboratories Act, 2018*. It also creates new legislation related to the oversight of police, including the *Police Oversight Act, 2018*, the *Ontario Policing Discipline Tribunal Act, 2018*, and the *Ontario Special Investigations Unit Act, 2018*. These statutes fall under the purview of the Ministry of the Attorney General.

Passing this legislation is a momentous step for our government. It represents the first comprehensive review of the *Police Services Act* since 1990 and the largest policing transformation in a generation. The changes support our goal to build a proactive, sustainable and effective model of policing in Ontario.

The *Police Services Act, 2018*, will modernize our approach to community safety by mandating municipalities to undertake local community safety and well-being planning, improve police oversight, transparency and accountability, enhance civilian governance and respond to the needs and realities of Ontario's diverse communities.

The majority of provisions in the *Police Services Act, 2018*, will come into force on January 1, 2020. Sections 32 and 77 of the Act, related to constituting First Nation police service boards, will come into force on January 1, 2019. Until this time, the current legislative framework of the *Police Services Act* remains in force.

I want to thank the Ontario Association of Police Services Boards for advocating on behalf of your members and for recommending changes to help achieve our shared goal of a safer Ontario. I am pleased that we were able to work together to address some of the issues you previously raised and included in your submission to the Standing Committee on Justice Policy.

Mr. Eli El-Chantiry
Page 2

Recognizing that police service boards play an important role in establishing policies governing police in their communities, we amended the legislation to enable boards to make policies with respect to the deployment of members of the police service while being prohibited from developing policies or providing direction on the conduct of specific operations or specific investigations. This authority will support police service boards in providing strong and consistent civilian governance over policing in local communities and across the province.

In response to your position on collective agreement negotiations, an amendment was made to enable legal counsel and advisors to the bargaining committee and to the police service board to conduct bargaining sessions on behalf of the bargaining committee and police service board. This amendment will provide police service boards and bargaining committees increased flexibility and choice in relation to who participates and conducts bargaining sessions.

Additionally, to enhance good governance and accountability, board members will be required to complete training associated with governance before they exercise their board responsibilities. Board members will also be required to complete training that promotes and recognizes the diverse, multiracial and multicultural character of Ontario society, and the rights and cultures of First Nation, Inuit and Métis peoples.

I look forward to working together to develop the regulations required to bring these changes into effect and continuing our dialogue to ensure that Ontario's approach to policing aligns with community needs.

Thank you again for your support and ongoing efforts to build safer, stronger communities in Ontario.

Sincerely,



Marie-France Lalonde
Minister

3.1b-4

Ministry of Community Safety and Correctional Services / Ministère de la Sécurité communautaire et des Services correctionnels

Public Safety Division / Division de la sécurité publique

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MEMORANDUM TO: All Chiefs of Police and Commissioner J.V.N. (Vince) Hawkes Chairs, Police Services Boards
FROM: Stephen Beckett Assistant Deputy Minister Public Safety Division and Public Safety Training Division
SUBJECT: Royal Assent of the Safer Ontario Act, 2018

Table with 2 columns: Field (DATE OF ISSUE, CLASSIFICATION, RETENTION, INDEX NO., PRIORITY) and Value (May 8, 2018, General Information, Indefinite, 18-0042, High)

On March 8, 2018, the Safer Ontario Act, 2018, received Royal Assent. I want to express my gratitude for the advice you provided to help shape the legislation and your collaboration in achieving this milestone.

The Safer Ontario Act, 2018 repeals and replaces Ontario's Police Services Act, amends the Coroners Act, and creates, for the first time, the Missing Persons Act, 2018, and the Forensic Laboratories Act, 2018. The Safer Ontario Act, 2018 also includes new legislation related to police oversight which falls under the purview of the Ministry of the Attorney General: the Policing Oversight Act, 2018, the Ontario Policing Discipline Tribunal Act, 2018, and the Ontario Special Investigations Unit Act, 2018.

Much of the Police Services Act, 2018, the Policing Oversight Act, 2018, and the Ontario Policing Discipline Tribunal Act, 2018 will come into force on January 1, 2020. The Ontario Special Investigations Unit Act, 2018 will come into force on June 30, 2018. Other new Acts and amendments to existing Acts found in the Schedules to the Safer Ontario Act, 2018, will come into force on dates specified in the legislation or on dates proclaimed by the Lieutenant Governor. Until that time, the current legislative framework continues to be in force (e.g., Police Services Act).

Further details on key dates can be found at the end of this memo.

An overview of the Safer Ontario Act, 2018, is below. All the new legislation is also available on Ontario's e-Laws website: https://www.ontario.ca/laws.

Police Services Act, 2018

The new *Police Services Act, 2018* (PSA) represents the largest policing and public safety transformation in a generation. The PSA is a product of extensive consultation with numerous stakeholders and partners to modernize our approach to community safety. Before the legislation becomes law, a collection of supporting regulations must be developed. The ministry will continue to seek input from our partners on this critical next phase.

I am pleased to take this opportunity to highlight key changes to the PSA:

Community Safety and Well-Being Planning

The new PSA will modernize our approach to community safety by enabling municipalities to take a leadership role in defining and addressing local needs. Municipalities will be mandated to work with police services and local service providers in health care, education and social services to develop and implement community safety and well-being plans that proactively address locally identified priority risks. This collaborative approach to community safety and well-being planning represents a province-wide shift from a reactive approach to a more proactive and holistic approach. This will help to ensure that those in need of help receive the right response, at the right time, and by the right service provider.

Recognizing that smaller municipalities may experience challenges due to limited capacity and resources, municipalities will have the discretion and flexibility to create joint community safety and well-being plans with surrounding municipalities or First Nation band councils. The new PSA also encourages a First Nation band council to prepare and adopt a community safety and well-being plan individually, or jointly, in consultation with other band councils or municipalities.

This new legislative requirement for community safety and well-being planning will come into force January 1, 2019. As we move forward, the ministry is committed to working with municipal, First Nation and policing partners to identify and develop the appropriate supports required to implement these changes. This includes continuing to transform our grant programs to an outcomes-based funding model that better supports local community safety and well-being initiatives. Further information on grants transformation will be communicated in the coming months.

Ministry staff will also be offering webinars on community safety and well-being planning in the coming months. If interested, please contact Emily Jefferson at Emily.Jefferson@ontario.ca and Tiana Biordi at Tiana.Biordi@ontario.ca for more information.

Police Service Boards

Recognizing that police service boards play an important role in governing the delivery of policing in their communities, the PSA will enable boards to make policies relating to the police service or the provision of policing, including the deployment of members, while establishing a prohibition on policies regarding the conduct of specific operations or specific investigations. In addition, police service boards will be required to publish their policies and directions to a chief of police in accordance with the regulations. This legislative clarification will support strong and consistent civilian governance over policing in communities across the province while safeguarding the independence of specific police operations and specific investigations.

All board members will be required to complete training within a prescribed timeframe, including training with respect to human rights and systemic racism, and the rights and cultures of

Ontario's First Nation, Inuit and Métis peoples. Other requirements include: strengthening reporting requirements for boards; requiring the municipal council to develop a diversity plan to help ensure that members of a police services board are representative of their community; and increasing the minimum and maximum board size, to five and nine members respectively, based on local needs. The legislation also expands the list of circumstances prohibiting individuals from becoming board members to ensure the integrity of civilian governance.

With respect to collective agreement negotiations, the legislation enables police service boards and bargaining committees to rely on legal counsel and advisors to participate in or conduct bargaining sessions. This will provide police service boards and bargaining committees with increased flexibility and choice in retaining the most appropriate expertise for labour relations.

First Nations Policing

Also, section 32 of the PSA introduces a legislative framework for a First Nation band council to request the Minister constitute a First Nation board to provide adequate and effective policing in a First Nation reserve or any other specified area. A First Nation board will have all of the same duties and powers as a municipal police service board. This will help ensure First Nation communities are provided with comparable choices as to how policing is provided and will support equitable policing services in First Nation communities. Further, under section 77 of the PSA, a band council of a First Nation will have the option to request that the Minister constitute a First Nation OPP board to oversee the policing provided by the Commissioner of the OPP. **Sections 32 and 77 will come into force on January 1, 2019.**

Additionally, the PSA acknowledges the importance of First Nation band by-laws by enabling the ministry to prescribe by-laws that should be incorporated into adequate and effective policing. The ministry will work closely with First Nation partners to identify and address these requirements. These changes as a whole will make police services and their boards more representative of, and accountable to, the communities they serve.

Ontario Provincial Police (OPP) Governance

The legislation strengthens civilian governance for the OPP by establishing the Ontario Provincial Police Governance Advisory Council to advise the Minister on his or her powers with respect to the OPP. The legislation also recognizes the importance of local governance for the OPP by creating OPP detachment boards and empowering them to determine objectives and priorities for the detachment within the parameters of the statute. Further, in recognizing that there are unique geographic differences among municipalities in Ontario, such as those in the north, the legislation offers flexibility to address local circumstances.

Additionally, the new PSA provides a legislative framework for First Nation band councils to enter into agreements with the Minister for the provision of policing by the OPP. Furthermore, it provides a mechanism by which a First Nation band council can request the Minister to constitute a First Nation OPP board to oversee policing provided by the OPP, pursuant to an agreement with the Minister. This approach also ensures that the detachment commander prepares a local action plan for the provision of policing to the First Nation or First Nations served by the First Nation OPP board.

Community Safety Service Delivery Framework

The new legislation clarifies the core functions that police service boards are responsible for providing, while placing parameters around the delivery of policing functions by for-profit entities.

Regulations to be developed would set out further details, including, for example, where a police service board or the Commissioner may enter into agreements with other entities to provide a policing function.

Special Constables

The legislation also modernizes the special constable program to provide a more robust regulatory structure regarding special constables and their employers where the special constables are not employed in a police service. This helps to professionalize the special constables program while ensuring the appropriate policing personnel focus on those community safety issues that best suits their training, knowledge, skills and abilities.

Inspector General of Policing

The legislation provides the power to ensure that police services are delivering policing in compliance with the Act, which includes establishing an Inspector General of Policing to oversee and monitor, among others, police services and police service boards against standards in the new PSA. The Inspector General of Policing will have a broad mandate to ensure the delivery of adequate and effective policing, including compliance with standards under the Act, as well as the power to receive and review complaints against board members and other policing complaints.

Accommodation of Disability Needs

While the PSA introduces changes to the accommodation of disability needs provisions, it does not affect the current duty to accommodate a member of a police service in accordance with the *Ontario Human Rights Code*. The legislation builds fair labour practices and due process for labour issues through a number of procedural changes and the ability to collectively bargain working conditions for accommodation of disability needs.

Suspension Without Pay

To improve accountability to the public, new provisions will broaden the circumstances for unpaid suspensions and provide clarity on the notification process and hearings available to affected police officers. The standard of proof for police disciplinary hearings will be “a balance of probabilities”, which is consistent with normal labour relations practices.

Policing Oversight Act, 2018 and the Ontario Policing Discipline Tribunal Act, 2018

The *Safer Ontario Act, 2018* introduces three new Acts related to the oversight of policing officials: the *Policing Oversight Act, 2018*, the *Ontario Policing Discipline Tribunal Act, 2018*, and the *Ontario Special Investigations Unit Act, 2018*. These statutes fall under the purview of the Ministry of the Attorney General and implement the recommendations in The Honourable Justice Michael Tulloch’s *Report of the Independent Police Oversight Review*.

To make the policing oversight bodies more independent, open, and accountable, these new statutes will:

- Create stand-alone legislation for policing oversight and remove the oversight agencies from the *Police Services Act*;
- Establish the Special Investigations Unit (SIU) as an independent agency;
- Rename the oversight bodies to better reflect their mandates – SIU as the Ontario Special Investigations Unit (OSIU); the Office of the Independent Police Review Director (OIPRD) as the Ontario Policing Complaints Agency (OPCA); and the Ontario Civilian Police Commission (OCPC) as the Ontario Policing Discipline Tribunal (OPDT);
- Expand the jurisdiction of the OSIU to include oversight of special constables, auxiliary members of a police service, and First Nations police services where they opt in to the new *Police Services Act, 2018* framework or enter into an agreement with the OSIU;
- Require the OPCA – rather than police services – to conduct professional misconduct investigations arising from public complaints about police officers and special constables in all but the most exceptional circumstances;
- Transform the OPDT into an adjudicative tribunal hearing professional discipline matters involving police officers and special constables;
- Create a duty to comply with the OSIU and OPCA and penalties for failing to fulfil this duty; and
- Strengthen the duty to notify the OSIU of an incident potentially within its mandate.

The changes relating to the Ontario Policing Complaints Agency and Ontario Policing Discipline Tribunal will take effect on January 1, 2020 when the *Policing Oversight Act, 2018* and the *Ontario Policing Discipline Act, 2018* come into force. This will align the implementation of the new regime for professional misconduct investigations and hearings with the implementation of the new *Police Services Act, 2018*.

Ontario Special Investigations Unit Act, 2018

The changes relating to the OSIU will take effect on June 30, 2018 when the new *Ontario Special Investigations Unit Act, 2018 (OSIUA)* comes into force. On this date, special constables who are members of police services and auxiliary members of police services will become subject to OSIU jurisdiction.

The OSIU's jurisdiction will be further expanded on **October 1, 2018** to cover those special constables who are not members of police services (e.g., those employed by transit agencies, universities/colleges, and various other entities). The Ministry of the Attorney General is also consulting with law enforcement, community organizations, and advocates to ensure their input is incorporated into a variety of proposed regulations for the new OSIUA, which are anticipated for later this year.

Of note, the OSIUA is an interim statute. It will only govern the OSIU until the new *Policing Oversight Act, 2018* and PSA become law on January 1, 2020.

General Regulation under the OSIUA

A regulation (O. Reg. 356/18) providing that chiefs of police are the “designated authorities” in relation to special constables and auxiliary members of a police service under their command will also come into force on June 30, 2018. This regulation will also provide that, by June 30,

2020, the OSIU will be required to ensure that each investigative team assigned to an incident is made up of no more than 50% of investigators who are former officials with police backgrounds.

Immediate Medical Care Regulation under the OSIU

Under the *Ontario Special Investigations Unit Act, 2018*, the Attorney General may make regulations prohibiting the OSIU Director from investigating cases where a police officer provides immediate medical care to an individual.

A regulation (O. Reg. 355/18) is now in place specifying the circumstances in which the OSIU would not investigate, including situations where an officer provides immediate medical care such the administration of naloxone, but has no other interaction with the individual. **This regulation comes into force on June 30, 2018.**

The OSIU will not investigate an incident in which an official provided immediate medical care to an affected person if the care was provided in the following circumstances:

- There was no use of force against the affected person by any official.
- The person was not under arrest or detention or otherwise in custody.
- The need or apparent need for the immediate medical care was not caused or contributed to by an official.
- The need or apparent need for immediate medical care did not follow a car accident or a pursuit.

Police services will still be required to notify the OSIU of all incidents where officers are present and there is a death or serious injury, but this regulation will allow such circumstances to be dealt with more efficiently.

Consequential Amendment to O. Reg. 268/10 under the Police Services Act

Consequentially, the government will amend O. Reg. 268/10 under the *Police Services Act* to require that police officers comply with an OSIU investigation by adding a provision clarifying that it is misconduct if a police officer does not comply with the OSIU. In addition, similar to the current requirement under section 11 of O. Reg. 267/10, the government will prescribe a requirement under O. Reg. 268/10 for a chief of police to promptly cause an investigation into any incident involving a member (i.e., police officers and special constables) or auxiliary member of the chief's police service that becomes the subject of an investigation by the SIU Director under section 15 of the OSIU Act. The purpose of the chief of police's investigation will be to review the policies of or services provided by the police service, and the conduct of its members and auxiliary members. **These regulatory changes will come into force on June 30, 2018.**

Coroners Act

The *Safer Ontario Act, 2018*, amends the *Coroners Act* to make inquests more accessible, meaningful, and flexible. These amendments respond to recommendations made by Justice Tulloch and address operational pressures and challenges with the current legislative/regulatory framework.

The following amendments to the *Coroners Act* are of note to police and will come into force on the below dates:

- April 30, 2018:
 - Making inquests mandatory when a death occurs due to an injury sustained or other event that occurred in custody, or when the use of force of a police officer, special constable, auxiliary member of a police force, or First Nations Constable is the cause of a death.
 - Requiring coroners to investigate all circumstances of deaths if they are being investigated by the Special Investigations Unit (SIU).
 - Removing procedural inefficiencies by allowing that anything seized for the purpose of a death investigation is to be kept safe and secure by the most appropriate party (currently they have to be kept with police).
- June 30, 2018:
 - Ensuring that definitions and terminology are consistent with the *Ontario Special Investigations Unit Act, 2018*.
- January 1, 2019:
 - Requiring the Chief Coroner to publish an explanation for why an inquest is deemed unnecessary if the death was investigated by the SIU.

Missing Persons Act, 2018

The newly created *Missing Persons Act, 2018*, includes three new measures to assist police services in locating a missing person in the absence of a criminal investigation. When certain circumstances are met, police officers will be able to:

- Seek an order for the production of records;
- Seek a warrant authorizing entry to facilitate a search for a missing person; and
- Issue an urgent demand for the production of records, without judicial authorization.

The Act also provides clarity and guidance around what may be disclosed to the public about a missing person before and after they are found.

Forensic Laboratories Act, 2018

The newly created *Forensic Laboratories Act, 2018*, establishes forensic laboratory oversight in Ontario to improve accountability and transparency of forensic testing through a multi-faceted oversight framework, including:

- Mandating forensic accreditation for all laboratories in Ontario that perform prescribed forensic tests
- Creating a provincial inspection and enforcement regime to verify accreditation status and levy fines in instances of non-compliance.
- Establishing a provincial online list of accredited laboratories in Ontario and any sanctions imposed by either government or accreditation bodies.
- Requiring the use of a prescribed cover form indicating accreditation status for all lab reports (both forensic and clinical) for legal proceedings
- Creating a forensic advisory committee to provide ongoing input on any potential legislative updates or developments in forensics.

Moving Forward – Regulatory Development

The ministry recognizes that there is a significant amount of regulatory work ahead. There will be further opportunities for collaboration to address any issues that remain. Details on the regulatory development process will follow.

Key Dates

- **April 30, 2018:** Changes to the *Coroners Act* related to mandatory inquests, coroners investigations for deaths being investigated by the SIU, and removing procedural inefficiencies come into force.
- **June 30, 2018:** The *Ontario Special Investigations Unit Act, 2018* and supporting regulations O. Reg. 355/18 and 356/18, definitions and terminology-related amendments to the *Coroners Act*, and consequential amendments to O. Reg. 268/10 under the *Police Services Act* come into force.
- **October 1, 2018:** Special constables who are not members of a police service (e.g. those employed by transit agencies, universities/colleges, etc.) will become subject to OSIU jurisdiction.
- **January 1, 2019:** Community Safety and Well-Being Planning (Part XI of the *Police Services Act*), sections 32 and 77 of the *Police Services Act, 2018*, and amendments to the *Coroners Act* related to publication, come into force.
- **January 1, 2020:** Remaining parts of the *Police Services Act, 2018*, as well as the *Policing Oversight Act, 2018*, and the *Ontario Policing Discipline Tribunal Act, 2018* come into force.

Let me take this opportunity to thank you again for your dedication in helping to shape the *Safer Ontario Act, 2018* and for your collaboration on this landmark achievement in Ontario's policing history.

Sincerely,



Stephen Beckett
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

Rosalie Evans

From: Holly Doty <admin@oapsb.ca>
Sent: Wednesday, May 09, 2018 7:30 AM
To: Holly Doty; Membership OAPSB
Subject: Update on the Ministry's Grants Transformation Process (All Chiefs Memo 2018-0040)
Attachments: 18-0040 - All Chiefs Memo - Update on the Grants Transformation.pdf

Good morning!

Please find a recent posting from the Ministry that may interest you - **Update on the Ministry's Grants Transformation Process. Memo attached.**

Just as friendly reminder that the Ministry circulated 'All Chiefs Memos' can be found on the OAPSB Member portal at <https://oapsb.ca/members/education-training/chiefs-memos/>. To access this page you would need to login using your board login.

There has been an influx of postings recently and I encourage you to login to see the full listing.

Have a great Wednesday.

Kind regards,

Holly Doty
Ontario Association of Police Services Boards
180 Simcoe St, London, ON N6B 1H9
T: 1-800-831-7727 | C: 519.636.7707
admin@oapsb.ca

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MEMORANDUM TO: All Chiefs of Police and
Commissioner J.V.N. (Vince) Hawkes
Chairs, Police Services Boards

FROM: Stephen Beckett
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

SUBJECT: Update on the Ministry's Grants Transformation Process

DATE OF ISSUE:	May 8, 2018
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	18-0040
PRIORITY:	Normal

As you are aware, in 2017/18, the Ministry of Community Safety and Correctional Services (Ministry) began transforming its traditional grant programs to develop an outcomes-based grant program that better supports local community safety and well-being initiatives across Ontario and aligns with the Ministry's Strategy for a Safer Ontario.

As part of the transformation process, the Policing Effectiveness and Modernization (PEM) Grant was introduced as a transitional program for police services/boards that receive funding under the four traditional policing grant programs – Provincial Anti-Violence Intervention Strategy (PAVIS), Toronto Anti-Violence Intervention Strategy (TAVIS), Community Policing Partnerships (CPP) and Safer Communities - 1,000 Officers Partnership (1,000 Officers) programs.

The PEM Grant supports initiatives that improve the effectiveness, efficiency and modernization of policing services. It provides greater flexibility to police services/boards to focus their funding on implementing initiatives that address the unique needs of a community.

The All Chiefs/Chairs Memorandum (index no. 17-0054), released on September 7th, 2017, outlined that the 2018/19 fiscal year will be the last year in which the Ministry offers the PAVIS, TAVIS, CPP and 1,000 Officers grants. However, to further ease the transition as the Ministry finalizes an outcomes-based grant program, I am pleased to advise you that eligible police services/boards will again have the option to either apply for funding under the PEM Grant or continue under the traditional policing grants in 2019/20. It is anticipated that the 2019/20 PEM Grant call-for-applications will be issued in fall 2018. Additionally, as the PEM Grant is not applicable to First Nations police services, the Ministry will continue to provide funding support under the traditional grants to ensure the policing needs of these communities are met on an ongoing basis.

Please note that grant funding is subject to the Ministry receiving the necessary appropriation from the Ontario Legislature.

Beginning in 2019, the Ministry will continue to engage with you as we move forward with the grants transformation process. The timing of these next consultations aligns with the Ministry's plan to launch the new outcomes-based grant program in the 2020/21 fiscal year. The Ministry strongly values the ongoing feedback from our policing, First Nations, and municipal partners. I would like to take this opportunity to thank you for your feedback and considerations throughout this transition.

Sincerely,



Stephen Beckett
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

Rosalie Evans

From: Holly Doty <admin@oapsb.ca>
Sent: Monday, June 11, 2018 4:21 PM
To: Holly Doty
Subject: Labour Seminar - Save the Date
Attachments: Labour Seminar 2018 - prelim program.pdf

Good afternoon.

You're Invited: OAPSB 2018 Labour Seminar

The 2018 Labour Seminar is designed for, and restricted to, police employer / governors (e.g. boards & Government) and their Command & Labour Relations staff.

Highlights of this year's program include:

- Learn about new police labour legislation
- Develop consensus-based common-front mandate for coordinated bargaining 2019-2022
- Identify lead agencies for coordinated bargaining process for 2019-2022

Please visit our website at www.oapsb.ca for the Preliminary Seminar Program (also attached).

The event will be hosted at the **Four Points by Sheraton Toronto Airport**, 6257 Airport Road,, Mississauga ON L4V 1E4 Canada.

Additional information will be provided on the oapsb.ca website shortly.

Kind regards,

Holly Doty
Ontario Association of Police Services Boards
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T: 1-800-831-7727 | C: 519.636.7707
admin@oapsb.ca



ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS

2018 LABOUR SEMINAR

Program

September 20th-21st, 2018

Four Points by Sheraton Toronto Airport
6257 Airport Road,
Mississauga ON L4V 1E4 Canada
fourpoints.com/torontoairport

Restricted to PSB members and their Bargaining Advisors

Sponsors:

Objectives:

- Learn about new police labour legislation
- Develop consensus-based common-front mandate for coordinated bargaining 2019-2022
- Identify lead agencies for coordinated bargaining process for 2019-2022

2018 LABOUR SEMINAR

Thursday September 20th, 2018

Updates from Members

8 -9am	Breakfast
9-9:10	Opening Address
9:10-noon	Bill 175 Labour Changes - Oversight, Discipline, Bargaining
Noon -1pm	Lunch OMERS update
1-2pm	Legal Developments on the Labour Relations Front
2-2:45pm	Collective Agreements Trends
2:45-3pm	Coffee break
3-4:30pm	Bargaining updates from delegates
4:30-6pm	Free time
6-6:30pm	Reception
6:30-8pm	Dinner

Friday September 21st

8-9am	Breakfast
9-11:30am	Coordinated Bargaining: Development of the Common Front Mandate for 2019 forward Identification of Lead Services for 2019 Bargaining
11:30am	Closing Address

3.1e-1

Rosalie Evans

From: Holly Doty, OASPB Administration <admin=oapsb.ca@cmail20.com> on behalf of Holly Doty, OASPB Administration <admin@oapsb.ca>
Sent: Monday, June 18, 2018 4:30 PM
To: Rosalie Evans
Subject: OAPSB News and Updates




The Leading Voice of Police Governance in Ontario

June 18 2018

OAPSB Labour Seminar

September
20-21
2018

 Four Points by Sheraton Toronto Airport
6257 Airport Road, Mississauga, Ontario L4V 1E4

[Register today!](#)

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Thank you 2018 Spring
Conference & AGM **Partners**

OAPSB NEWS

3.1e-2

To see **conference & Seminar Presentations**, click this [link](#)

LEGAL NEWS

SAVE THE DATE



Ontario Association of Police Services Boards

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File Reference:

OPP-7850

June 20, 2018

His Worship Kevin Holland
Chair, Lakehead Police Services Board

Mr. Robert VanNatto
Chair, Shuniah Police Services Board

Dear Mayor Holland and Mr. VanNatto:

It was recently brought to the attention of the Ontario Provincial Police (OPP) that the Lakehead and Shuniah Police Services Boards were not invited to the recent ceremony in Thunder Bay honouring *The Commissioner's Own Pipes and Drums* on the occasion of their 50th anniversary.

On behalf of the OPP, I sincerely apologize. Regrettably, you were not included on the invitation list when planning the band's northern tour. This was our oversight, and in no way does this inadvertent mistake diminish the importance of our contract boards to our organization.

The Ontario Provincial Police appreciates the cooperative relationships we share with our community safety partners. Please do not hesitate to contact me should you have any questions or wish to discuss.

Yours truly,

D.J. (Dave) Lucas
Chief Superintendent
Commander,
North West Region

LAKEHEAD POLICE SERVICE BOARD

BY-LAW NO. 2018-001

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 Gillies, 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 2017-014 of The Corporation of the Township of Gillies;
3. By-law 2017-015 of The Corporation of the Township of O'Connor; and
4. 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 GILLIES, 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) **"Gillies"** means The Corporation of the Township of Gillies.
- (n) **"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.
- (o) **"Majority"** means more than half of the Members present at a Meeting.

- (p) **"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.

- (q) **"Member"** means a member of the Lakehead Police Service Board.

- (r) **"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 Gillies;
 - c) The Corporation of the Township of O'Connor; and
 - d) The Corporation of the Township of Conmee.

- (s) **"Neebing"** means The Corporation of the Municipality of Neebing.

- (t) **"O'Connor"** means The Corporation of the Township of O'Connor.

- (u) **"Open Meeting"** has the meaning set out in paragraph 1.1(p) of this By-law.

- (v) **"Quorum"** means a majority of the Members necessary to form a quorum.

- (w) **"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.

- (x) **"Regular Meeting"** has the meaning set out in paragraph 1.1(p) of this By-law.

- (y) **"Secretary"** means the Secretary of the Lakehead Police Service Board, as set out in Section 4.4 of this By-law.

- (z) **"Special Meeting"** has the meaning set out in paragraph 1.1(p) of this By-law.

- (aa) **"Term"** means the terms of the councils of the Municipalities.

(bb) **"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:

Needing is the lead Municipality in accordance with the Municipalities' contract with the Province for policing services. Accordingly, the Clerk for Needing shall be the Secretary to the Board, unless Needing'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 Gillies, 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 shall not 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 Effective Date:

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

ENACTED AND PASSED THIS 27th DAY OF JUNE, 2018

Chair

Secretary