

Peterborough County OPP Detachment Board Meeting

The meeting can also be observed by:

Joining at the following link:

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Webinar ID: 131-049-683

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The proceedings of this meeting will be recorded and made available on the internet.

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October 21, 2024

1:00 pm

Electronic Meeting Site

Pages

1. **Opening Ceremonies**
  - 1.1 **Call to Order**
  - 1.2 **Roll Call**
  - 1.3 **Land Acknowledgement and Moment of Reflection**
2. **Disclosure of a Conflict of Interest**
3. **Approval of Agenda**
4. **Adoption of Minutes**
  - 4.1 **Peterborough OPP Detachment Board Minutes of September 30, 2024**

5.	Delegations/Presentations	
6.	Business Arising Out of a Previous Meeting	
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8.	By-laws	
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10.	Information Items	
10.1	Member Carolyn AmyotteRe: Highway 28 Mayor's Coalition Update	
11.	Closed Meeting	
12.	Business Arising from Closed Meeting	
13.	Adjournment	
13.1	The next meeting is scheduled for December 2, 2024.	
13.2	Adjournment	

**Minutes**  
**Peterborough OPP Detachment Board**  
**Monday, September 30, 2024**  
**Peterborough County Committee Room 1:30 PM**

Accessible formats and communication supports are available upon request. The Municipality of Trent Lakes is committed to accessibility for persons with disabilities. Please contact [clerk@trentlakes.ca](mailto:clerk@trentlakes.ca) if you have an accessible accommodation request.

Present:

Member Carolyn Amyotte, Mayor, North Kawartha  
Member John Braybrook, Councillor, Trent Lakes  
Member Laurie Carr, Chief, Hiawatha First Nation  
Member Caroline Goodenough, Provincial Appointee  
Member Brian Henry, Councillor, Selwyn  
Member Jeffrey Jacobs, Deputy Chief, Curve Lake First Nation (arrived at 1:44 p.m.)  
Member Joe Taylor, Mayor, Otonabee-South Monaghan  
Member Heather Watson, Mayor, Douro-Dummer  
Member Hart Webb, Deputy Mayor, Havelock-Belmont-Methuen  
Member Patrick Wilford, Mayor, Asphodel-Norwood

OPP Representatives Present:

Chris Galeazza, Detachment Commander, Peterborough County OPP

Staff Present:

Bianca Dragicevic, Interim Board Administrator/Deputy Clerk, Trent Lakes  
Marissa Martin, Records and Information Management Coordinator, Peterborough County

**1. Opening Ceremonies**

1.1. Call to Order

The Interim Board Administrator called the meeting to order at 1:30 p.m.

1.2. Roll Call

The Interim Board Administrator called the Roll.

1.3. Land Acknowledgement and Moment of Reflection

The Interim Board Administrator led the Board in a Land Acknowledgement and Moment of Reflection.

## **2. Administration of Oath/Affirmation of Office**

The Interim Board Administrator administered the Oaths/Affirmations of Office for the following members:

- Member Carolyn Amyotte
- Member John Braybrook
- Member Caroline Goodenough
- Member Brian Henry
- Member Joe Taylor
- Member Heather Watson
- Member Hart Webb
- Member Patrick Wilford

## **3. Election of Chair and Vice-Chair**

### **3.1. Nomination of Chair**

The Interim Board Administrator called for nominations for the position of Chair.

Member Braybrook was nominated by Member Watson for the position of Chair for the Peterborough OPP Detachment Board. The nomination was seconded by Member Goodenough.

The Interim Board Administrator called a second time for nominations. The Interim Board Administrator called a third and final time for nominations. There were no further nominations for the position of Chair and the nominations for the Chair Position was closed.

Member Braybrook accepted the nomination.

By acclamation, Member John Braybrook was appointed as Chair for the Peterborough OPP Detachment Board until the next annual appointment of the Chair.

### **3.2. Nomination of Vice-Chair**

The Interim Board Administrator called for nominations for the position of Vice-Chair.

Member Heather Watson was nominated by Member Taylor for the

position of Vice-Chair for the Peterborough OPP Detachment Board.  
The nomination was seconded by Member Amyotte.

The Interim Board Administrator called a second time for nominations.  
The Interim Board Administrator called a third and final time for  
nominations. There were no further nominations for the position of Vice-  
Chair and the nominations for the Vice-Chair Position was closed.

Member Watson accepted the nomination.

By acclamation, Member Heather Watson was appointed as Vice-Chair  
for the Peterborough OPP Detachment Board until the next annual  
appointment of the Vice-Chair.

#### 4. Reports

- 4.1. Bianca Dragicevic, Interim Board Administrator  
Re: Peterborough County OPP Detachment Board Insurance

Resolution No. **DB2024-01**

Moved by Member Amyotte  
Seconded by Member Wilford

**That** the Board receive the report from the Interim Board Administrator  
regarding Detachment Board Insurance; and further  
**That** the Board direct the Interim Board Administrator to proceed with  
implementing Option 1, Group Insurance Policy through the Ontario  
Association of Police Services Board; and further  
**That** the cost of the insurance be distributed equally amongst the 7  
participating municipalities; and further  
**That** the Chair and Interim Board Administrator be authorized to execute  
any documents and agreements required for the Detachment Board  
Insurance.

Carried.

#### 5. Adjournment

- 5.1. The next meeting is scheduled for October 21, 2024 at 1:00 p.m.

- 5.2. Adjournment

Resolution No. **DB2024-02**

Moved by Member Amyotte  
Seconded by Member Webb

**That** the Board adjourn at 2:28 p.m.

Carried.

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John Braybrook, Chair

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Bianca Dragicevic, Interim  
Board Administrator

# Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** Peterborough OPP Detachment Board Terms of Reference

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## **Recommendation:**

**That** the Board receive the report from the Interim Board Administrator regarding Peterborough OPP Detachment Board Terms of Reference; and further

**That** the Board adopt the Terms of Reference for the Peterborough OPP Detachment Board.

## **Financial Implications:**

There are no financial implications as a result of this report.

## **Background:**

With the enactment of the new *Community Safety and Policing Act, 2019* (CSPA) on April 1, 2024, staff from the participating Municipalities and First Nations (Asphodel-Norwood, Curve Lake First Nation, Douro-Dummer, Havelock-Belmont-Methuen, Hiawatha First Nation, North Kawartha, Otonabee-South Monaghan, Selwyn, and Trent Lakes) worked collaboratively to develop the Terms of Reference, attached as Appendix A. The Terms of Reference are general in nature and are intended to outline the working relationship between the communities represented and the PODB. Specific policies and procedures are to be determined by the PODB.

The Terms of Reference have been approved by all the Peterborough County OPP policed Municipalities and First Nations. Although the Terms of Reference use the term ‘Peterborough County’ OPP Detachment Board, it is recommended that they remain as-is until a decision is made on the name of the Board.

## **Consultations:**

Staff from participating Municipalities and First Nations

## **Appendices:**

Appendix A – Terms of Reference

Submitted by:

*Bianca Dragicevic*  
Bianca Dragicevic, Interim Board Administrator



## **Peterborough County OPP Detachment Board Terms of Reference**

### **1. Purpose**

The Peterborough County OPP Detachment Board is established to fulfill the requirements of Section 67 of the Community Safety and Policing Act (CSPA) and any regulations thereunder.

### **2. Roles and Responsibilities**

Per Section 68 (1) of the CSPA as amended, the OPP Detachment Board's roles shall include:

- a. Consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
- b. Determining objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. Advising the detachment commander with respect to policing provided by the detachment;
- d. Monitoring the performance of the detachment commander;
- e. Reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f. On or before June 30 in each year, providing an annual report to the municipalities and First Nations regarding the policing provided by the detachment in their communities.

### **3. Authority**

Authority delegation is restricted to the scope described in Section 42 of the CSPA, as amended.

### **4. Reporting**

The OPP Detachment Board reports to the respective Municipal and First Nation Councils comprising the OPP Detachment Board as required in accordance with the CSPA, as amended.

### **5. Composition**

Unless otherwise determined by Provincial Legislation, membership shall be comprised of 15 members as follows:

- Municipal/First Nation Appointees – One (1) member appointed by each of the following municipalities and First Nations, who is a member of the council of the municipality or First Nation, for a total of nine (9) members:

- Asphodel-Norwood Township, Curve Lake First Nation, Douro-Dummer Township, Havelock-Belmont-Methuen Township, Hiawatha First Nation, North Kawartha Township, Otonabee-South Monaghan Township, Selwyn Township and Municipality of Trent Lakes.
- Community Appointees – three (3) members jointly appointed by each of the above municipalities and First Nations who are neither members of the council of, nor employees of, any of the municipalities or First Nations.
- Provincial Appointees - three (3) members appointed by the Minister.

## **6. Appointments to the OPP Detachment Board**

Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the CSPA, as amended.

Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

Council Appointments to the OPP Detachment Board shall be made by the respective Municipal or First Nation Councils; one (1) per Municipality or First Nation.

Community Representative appointments to the OPP Detachment Board shall be made and endorsed by all respective Municipal/First Nation Councils. In considering Community Representative appointments, preference shall be given to persons demonstrating knowledge or experience in a complimentary area, such as:

- |                   |                  |
|-------------------|------------------|
| • Finance         | • Legal          |
| • Social Services | • Health Care    |
| • Education       | • Mental Health  |
| • Governance      | • Youth Services |

### **6.1 Appointment of Community Representatives**

Appointed Board Members of the respective Municipal/First Nations will be tasked with reviewing the applications for Community Representatives and selecting three (3) candidates by consensus to recommend to each of the Municipal/First Nation Councils. If consensus cannot be reached, then the majority prevails.

The Community Representatives shall be ratified by consensus by all participating Councils. If consensus cannot be reached by the Municipal/First Nations Councils, then the majority prevails

## **7. Term of Office**

The Term of Office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

The Term of the Office for the First Nation Appointees on the OPP Detachment Board shall be concurrent with the term of the First Nation Councils.

The Term of Office for Council and Community Representatives on the OPP Detachment Board shall be concurrent with the term of the Municipal Councils.

## **8. Oath of Office and Training**

An OPP Detachment Board Member shall, at the time of their appointment as a member of the Board, take an oath or affirmation of office, in accordance with Section 35 of the CSPA, as amended.

An OPP Detachment Board Member shall successfully complete training, in accordance with Section 35 (2) of the CSPA, as amended.

## **9. Absence**

Should any Council or First Nation Representative be unable to attend OPP Detachment Board meetings for three (3) consecutive meetings due to medical, emergency or other reasons, the respective Municipal or First Nation Council may appoint an alternate Council/First Nation representative for the duration of the absence. The alternate Council/First Nation representative appointed shall comply with the prescribed standards with respect to the exercise of its powers and the performance of duties under the CSPA, as amended. The alternate Council/First Nation representative's appointment shall terminate once the original appointed Council/First Nation Representative is ready to resume their responsibilities.

Any Community Representative who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Board Administration shall advise the OPP Board, respective municipalities, and First Nations so that the vacancy may be filled.

## **10. Resignation**

Any Municipal, First Nation or Community Representative wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the OPP Detachment Board Administration who shall notify the respective municipality or First Nation so that a replacement may be appointed.

Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the OPP Detachment Board Administration and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

## **11. Filling Vacancies**

Vacancies of a Municipal/First Nation representative shall be filled at the discretion of the respective Municipal/First Nation Council within three (3) months of the vacancy occurring.

Vacancy of a Community Representative shall be filled in accordance with Section 9 and ratified by all participating Councils within three (3) months of the vacancy occurring.

Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

## **12. Chair and Vice-Chair**

In accordance with Section 36 of the CSPA, as amended, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

## **13. Support Resources**

The OPP Detachment Board shall be provided with administrative support through the appointment of a Board Administrator as determined by the municipalities. The Board Administration shall be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA, as amended.

### **13.1 Board Administration Appointment**

The Board shall appoint a Board Administrator. Compensation of the Board Administrator shall be included in the annual OPP Detachment Board budget and shared accordingly by the municipalities.

## **14. Quorum**

A majority of the members of the OPP Detachment Board constitute quorum.

## **15. Procedures**

All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:

- The CSPA and its regulations, as amended.
- The Code of Conduct for OPP Detachment Board Members, O. Reg 409/23,

as amended.

- The Peterborough County OPP Detachment Board Terms of Reference.
- Any adopted Peterborough County OPP Detachment Board Policies and Procedures.

The OPP Detachment Board shall review its Policies and Procedures as necessary. Any changes to the Terms of Reference require approval from the respective Municipal/First Nation Councils.

The OPP Detachment Board shall meet quarterly, at a minimum, unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule and the location of the meetings on the website of the respective municipalities and First Nations. The Board shall hold at least four (4) meetings per year in accordance with Section 43(1) of the CSPA, as amended. The OPP Detachment Board may close a meeting or part of a meeting to the public in accordance with Section 44(2) of the CSPA, as amended. Meetings may be held virtually, in-person or hybrid as determined by the Board in its Rules of Procedure.

Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Chair, shall vote.

The OPP Detachment Board may solicit, document and consider public input where appropriate.

The agenda shall be distributed and posted at least seven (7) days before the OPP Detachment Board meetings on the websites of the respective municipalities and First Nations.

The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the on the websites of the respective municipalities and First Nations.

The approved minutes, signed by the Chair and Board Administrator, will be the responsibility of the Board Administrator and shall be keep as the official record meeting. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Rules of Procedure.

## **16. Remuneration**

The amount of remuneration paid to each Provincial Appointee shall be determined in accordance with O. Reg. 135/24 of the CSPA, as amended.

The amount of remuneration paid to each Municipal Appointee shall be determined and paid by their respective Municipal Council.

The amount of remuneration paid to each First Nation Appointee shall be determined and paid

by their respective First Nation Council.

The amount of remuneration paid to each Community Representative shall be determined by unanimous agreement of the participating municipalities with each municipality paying an equal share of the remuneration.

## **17. Financial**

The OPP Detachment Board's annual budget shall be submitted for consideration to each of the Municipal Councils of the OPP policed communities comprised by the Board in accordance with Section 71 of the CSPA, as amended.

The OPP Detachment Board's annual budget shall be provided to each of the First Nation Councils represented on the OPP Detachment Board.

The Board Administration shall present a year-end financial report to the OPP Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal and First Nation Councils.

# Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** Draft Rules of Procedure By-law

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## Recommendation:

**That** the Board receive the report from the Interim Board Administrator regarding the Draft Rules Procedure By-law; and further

**That** the Board support the Rules of Procedure By-law.

## Financial Implications:

There are no financial implications as a result of this report.

## Background:

With the formation of the OPP Detachment Boards under the *Community Safety and Policing Act, 2019* (CSPA), section 46(1) of the CSPA states that a police service board shall establish its own rules and procedures in performing its duties under the Act. A procedure by-law was developed to govern the proceedings of the Board Meetings as well as any Committee meetings, if established by the Board.

Below is a summary of notable provisions that the Board may wish to amend prior to the passage of the by-law or at a future meeting:

- **Notice of Meetings:** Any instances of notice of meetings have been generally stated to be posted on the internet. This is in compliance with the Act, however, the Board may wish to amend the by-law to be more specific once a Board Administrator is appointed or if a website is developed for the PODB.
- **Location of Meetings:** As Peterborough County has offered to allow the Board to utilize the Committee Room as the meeting location, this has been indicated throughout the By-law.
- **Recording of Meetings:** The Procedure By-law does not allow the recording of proceedings by the public. However, it does allow the video and audio recording by the Board Administrator to be made available wherever possible.

- **Meeting Date and Time:** The Procedure By-law outlines that meetings will be generally held on the fourth Monday of the month at 1:00 p.m. With the appointment of the community and provincial representatives, the Board may wish to change the meeting date and time to accommodate more individuals.
- **Meeting Length:** The Procedure By-law allows a maximum of three (3) hours for regular and special Board Meetings. The By-law allows a maximum of two (2) hours for Committee Meetings.
- **Electronic Meeting Conduct:** The Procedure By-law does not prohibit Members from attending meetings electronically. The Board may wish to limit electronic participation or limit the number of meetings annually that members are able to participate electronically.
- **Electronic Meeting Conduct:** The Procedure By-law states that to Chair the meeting, the Member shall be in person. The Board may wish to permit the Chairing of a meeting even when participating electronically.

The Procedure By-law reflects general rules of procedure found in most Municipal Council meetings and has been modified to fit the legislated requirements of the CSPA. It is recommended that the Board support the Procedure By-law as presented, to be passed formally later in the agenda.

**Consultations:**

None.

**Appendices:**

By-law B2024-001 - Rules of Procedure By-law has been included as item 8.1 on the agenda.

Submitted by:

*Bianca Dragicevic*

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Bianca Dragicevic, Interim Board Administrator



## Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** 2025 Board Meeting Calendar

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### **Recommendation:**

**That** the Board receive the report from the Interim Board Administrator regarding the 2025 Board Meeting Calendar for information; and further

**That** the Board adopt the 2025 Board Meeting Calendar, as presented.

### **Financial Implications:**

There are no financial implications as a result of this report.

### **Background:**

The Board's Rules of Procedure By-law sets the schedule of Regular Board meetings. This section also specifies that the Board Administrator will bring forward a report in the fourth quarter of each calendar year with meeting dates to be approved by the Board for the following year.

The draft 2025 Board Meeting calendar, attached as Appendix A, has been prepared with Board meetings on the fourth Monday of each month, with the exception of December which the meeting is proposed to be on the third Monday due to its proximity to the holidays.

### **Consultations:**

None.

### **Appendices:**

Appendix A – Draft 2025 Board Meeting Calendar

Submitted by:

*Bianca Dragicevic*

\_\_\_\_\_  
Bianca Dragicevic, Interim Board Administrator



## 2025 Board Meeting Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Board (1:00 p.m.)	Holiday
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# Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** Policy 1.01 – Abuse, Discrimination, Harassment, and Violence Policy Approval

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## **Recommendation:**

**That** the Board receive the report from the Interim Board Administrator regarding Policy 1.01 – Abuse, Harassment, and Violence Policy; and further

**That** the Board approve Policy 1.01 – Abuse, Harassment, and Violence Policy, as presented.

## **Financial Implications:**

There are no financial implications as a result of this report.

## **Background:**

During the process for obtaining insurance, Ontario Association of Police Services Board (OAPSB) advised that the insurers require the Board to have a written policy with regard to abuse and abuse prevention which is reviewed by all employees, sub-contractors, and volunteers. They required this confirmation at the time of submitting the application for the insurance policy. However, recognising that not all Boards would have this at the time, they granted Boards 30 days from the activation date of the insurance policy. For Peterborough OPP Detachment Board, the activation date is October 2, 2024, therefore the policy must be passed by November 1, 2024.

As there is a requirement for the Board to have this policy, a policy was developed utilizing a sample provided by another Board through the OAPSB and through other similar policies. All Board Members must review the policy in detail and requires a sign-off from anyone impacted by the policy. This policy can be amended at any time and it is recommended that all parties must sign-off on the policy any time it is amended.

## **Consultations:**

None.

## **Appendices:**

Appendix A - Policy 1.01 – Abuse, Discrimination Harassment, and Violence Policy

Submitted by:

*Bianca Dragicevic*

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Bianca Dragicevic, Interim Board Administrator

**Peterborough OPP Detachment Board**  
**1.01 Abuse, Discrimination, Harassment, and Violence Policy**

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## **1. Purpose**

The Peterborough OPP Detachment Board (“the Board”) is committed to providing and maintaining a professional working environment that is based on respect for the dignity and rights of everyone. It is the Board’s goal to provide and maintain a healthy and safe work environment that is free of any form of abuse, discrimination, harassment or violence. The Board will not tolerate or condone discrimination, harassment or violence in the workplace. This policy is intended to identify behaviours that are unacceptable and establish a procedure to receive and manage complaints.

It is everyone’s responsibility to ensure that a workplace free from abuse, discrimination, harassment and violence is created and maintained, and to address violence or the threat of violence from all possible sources (including individuals who are not employees of the Board, such as suppliers and all members of the public).

## **2. Scope**

This policy applies to all employees and members of the Board, contractors, and volunteers. It applies in any location in which employees or members are engaged in work-related activities. This includes, but is not limited to:

- the workplace
- during work-related travel
- at restaurants, hotels or meeting facilities that are being used for business purposes
- during telephone, email or other communications
- at any work-related social event, whether or not it is employer-sponsored

This policy also applies to situations in which employees are harassed or subjected to violence in the workplace from individuals who are not employees of the Board, such as suppliers and all members of the public, although the available remedies may be constrained by the situation.

## **3. Definitions**

**Abuse** – means any action, act omissions or incident in which an employee, Board Member, contractor or volunteer are abused, threatened, harmed, injured, or assaulted in circumstances arising from their employment or volunteering, as a direct or indirect action or omission of another employee, volunteer or third party. This includes but is not limited to physical, psychological, emotional, verbal or sexual abuse.

**Discrimination** – means workplace discrimination which includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code (“the Code”) which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sex (including pregnancy and breastfeeding)
- gender identity and gender expression
- sexual orientation
- family, marital (including same-sex partnership) status
- disability or perceived disability
- a record of offences for which a pardon has been granted under the federal Criminal Records Act and has not been revoked, or an offence in respect of any provincial enactment

**Discriminatory Harassment** – means comments or conduct based on the protected grounds in the Code which the recipient does not welcome or that offends them. Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person’s membership in one of the protected grounds, such as race, religion or sexual orientation
- imitating a person’s accent, speech or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children
- inappropriate comments or jokes about an individual’s age, sexual orientation, personal appearance or weight

**Poisoned Work Environment** – means harassing comments or conduct can poison someone’s working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment if they are sufficiently serious or occur repeatedly include:

- deliberately excluding or socially isolating another individual from the team; for example, extending lunch invitations and deliberately omitting to ask the individual
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers

- distributing offensive e-mail messages or attachments, such as pictures or video files
- practical jokes that embarrass or insult someone
- jokes or insults that are offensive, racist or discriminatory in nature

**Sexual Harassment** – means “Workplace sexual harassment” as defined in the Ontario Occupational Health and Safety Act (“the OHSA”) as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Workplace Harassment** – means, in accordance with the OHSA,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) work place sexual harassment.

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient’s psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person’s dignity or psychological integrity
- it results in a poisoned work environment
- it intimidates, isolates or discriminates against the recipient

**Workplace Violence** – means, in accordance with the OHSA,

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

#### 4. Exemptions to the Definition of Harassment

The OHSA states that:

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Therefore, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan; imposing discipline for workplace infractions; and requesting medical documents in support of an absence from work

Workplace harassment also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

## **5. Duties and Responsibilities**

### **5.1 Board Members**

Board Members are expected to assist in creating a harassment-free workplace and ensure that measures and procedures in the abuse, discrimination, harassment and violence prevention program are carried out. Board members will also ensure that this policy is made readily available. Board members shall:

- Ensure compliance by all who have a relationship with the Board;
- Hold staff accountable to responding to and resolving complaints;
- Conduct regular risk assessments;
- Establish control measures;
- Establish and deliver training and education to employees;
- Integrate safe behaviour into day-to-day operations;
- Maintain and follow this policy including any procedures related to the investigation, reporting, and follow-up for incidents, as necessary;
- Take corrective action, debrief those involved in the incident either directly or indirectly, and provide response measures, as required;
- Identify and alert staff to violent persons and hazardous situations;
- Facilitate medical attention and support for those involved directly or indirectly;
- Immediately report a death or critical injury to a Ministry of Labour inspector, WSIB, and the police, as required, and follow all timelines and reporting requirements;



- Track and analyze incidents for trending and prevention initiatives; and
- Ensure the workplace abuse, discrimination, harassment and violence prevention program is reviewed at least once a year.

## **5.2 Employees**

Employees must do their part by ensuring that their behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

Employees shall:

- Participate in education and training programs in order to respond suitably to incidents of workplace abuse, discrimination, harassment or violence;
- Report to the Board the existence of any workplace abuse, discrimination, harassment or violence or threat of workplace abuse, discrimination, harassment or violence;
- Understand and comply with the violence and harassment prevention policies and related procedures;
- Contribute to risk assessments;
- Seek support when confronted with violence/harassment or threats of violence, and get medical attention when required; and
- At least once a year, participate in a review of the workplace abuse, discrimination, harassment or violence prevention program.

## **6. Procedure for Reporting and Investigating Complaints**

Employees are to report all abuse, discrimination, harassment or violence-related incidents, hazards or threats to the Board Chair or their supervisor. In instances where the supervisor or the Board Chair is the person engaging in the abuse, discrimination, harassment, or violence the complaint should be brought to the Vice-Chair and the Vice-Chair is responsible for these procedures.

The report can be made confidentially at the employee's request. However, the sharing of information to ensure the safety of others and prevent recurrence may be necessary (e.g. contents of a police report).

A formal complaint should be submitted as soon as possible and contain as much written information as possible, including the complainant's name, the name of the alleged harasser, the place, date, frequency and time of the incident(s), and the names of any possible witnesses and their contact information (if known) and should be completed on the Harassment and/or Discrimination Complaint Form or the Violent Incident Report Form, as applicable.

The Board Chair receiving the complaint shall arrange for an investigation and ensure that measures are taken to safeguard employees and Board Members and mitigate the violence or harassment. No report of workplace violence or harassment or risks of violence may be the basis of reprisal against the reporting employee. However, the Board will not tolerate a false and malicious complaint.

Although the Board has limited control over third parties, the Board will do its best to address the issue and prevent further problems from arising.

## **6.1 Investigation Procedure**

The Board Chair will ensure that an investigation is commenced as quickly as possible. If the resolution of the complaint is beyond the authority of the Board Chair, they shall make the Board aware of the report. They may use either an internal or external investigator, depending on the nature of the complaint. The Board will ensure that the investigator is not the respondent, is not under the direct control of the respondent, and is able to conduct an objective investigation.

The Board Chair, or the Board as applicable, will review all incident reports, monitor trends and review recommendations for prevention and enhancements to the Abuse, Discrimination, Harassment and Violence Policy and Procedures, as necessary.

The investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- interviewing witnesses, if any
- reviewing any related documentation
- making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of findings to the Board. The report will include:

- a summary of the steps taken in the investigation
- a summary of the complaint, allegations and response
- a summary of the evidence of witnesses (if any) and documentary evidence gathered
- the investigator's findings of fact
- the investigator's conclusion as to whether or not workplace harassment has occurred.

A summary of the findings will also be provided to the complainant and respondent in writing,

within 10 calendar days of the investigation being concluded.

Investigations will be completed within 50 days of the receipt of a complaint, where possible. Investigations will not exceed 90 days from the date of the complaint except in extenuating circumstances.

## **7. Corrective Action for Findings of Workplace Abuse, Discrimination, Harassment or Violence**

The Board Chair will determine what action should be taken as a result of the investigation.

The complainant and respondent will be informed of the results of the investigation and whether corrective measures were taken, if any were necessary. If a finding of workplace violence is made, the Board will take appropriate corrective measures, regardless of the respondent's seniority or position.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay;
- termination with or without cause;
- referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- financial penalties, such as the denial of a bonus or performance-related salary increase; and/or
- any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

## **8. Confidentiality of Complaints and Investigations**

The Board recognizes the sensitive nature of complaints of harassment and violence and will keep all complaints confidential, including identifying information about any individuals involved in the complaints, to the extent that the Board is able to do so. The Board will only release as much information as is necessary to investigate and respond to the complaint or situation, to take corrective action, to protect workers, or if required to do so by law.

Out of respect for the individuals involved and to protect the integrity of the investigation process, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

## **9. Record Keeping**

Records related to all complaints or incidents of workplace harassment, investigations, and reports will be subject to the confidentiality requirements of this policy. Records will be kept for a minimum of three years from the resolution of the complaint.

## **10. Education**

All employees and volunteers of the Board and Board members shall review this policy and sign Schedule A – Attestation.

New employees will receive orientation to the workplace abuse, discrimination, harassment and violence prevention program. In addition, all employees will receive an annual review of the program's components.

Any training developed, established, and provided will be done in consultation with and in consideration of any recommendations arising from investigation reports.

## **11. Protection from Retaliation**

The Board will not tolerate retaliations, taunts or threats against anyone who complains about harassment or workplace violence or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined, up to and including termination with or without cause.

## **12. Review Cycle**

This policy will be reviewed annually.

## **13. Repeals**

None.

## **14. Related Information**

Revisions to this document may impact the following policies, procedures, by-laws, or documents.

#	Document Title
Document	Harassment and/or Discrimination Complaint Form
Document	Violent Incident Report Form

## **15. Policy Revisions**

Version	Date Approved	Board Resolution
1	October 21, 2024	DB2024-XXX

**Schedule A – Attestation**

With my signature, as a Member of the Board, employee or volunteer of the Board, I confirm that I have read, understand, and accept the requirements of this Policy and agree to abide by its terms.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Peterborough OPP Detachment Board

**Harassment and/or Discrimination Complaint Form**

Related to Policy 1.01 – Abuse, Discrimination, Harassment and Violence Policy

This complaint form is for employees to report an incident or a complaint of harassment and/or discrimination.

Name of the Complainant:

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Contact Information:

**Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Address:**

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Name of the Respondent and contact information, if available:

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**Details of the complaint of harassment/discrimination**

Please describe in as much detail as possible the bullying, harassment and/or discrimination incident(s), including:

- (a) the names of the parties involved;
- (b) any witnesses to the incident(s);
- (c) the location, date and time of the incident(s);
- (d) details about the incident(s) (behaviour and/or words used);
- (e) any additional details. (Attach additional pages if required)

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**Relevant documents/evidence**

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: The employer is obligated to conduct an investigation appropriate in the circumstances into incidents of harassment and/or discrimination, whether or not a formal complaint is filed.**

Peterborough OPP Detachment Board

**Violent Incident Report Form**

Related to Policy 1.01 Abuse, Discrimination, Harassment, and Violence Policy

<b>Complainant Information</b>		
Name:		Job Title:
Department:	Date of Incident:	Time of Incident:
Type of Incident: <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Other		
Description of Incident:		
Location of Incident:		
Medical Attention required (Please explain):		



Police Called? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details:	WSIB reports issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide details:
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<b>Respondent Information</b>			
<input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Delivery Person <input type="checkbox"/> Ex-employee <input type="checkbox"/> Other (please specify) _____			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/Unknown		Name (if known)	
Age	Height	Weight	Complexion
Other distinguishing marks:			
Vehicle description (if any):			
<b>Other Information</b>			
Has the respondent been involved in any previous incidents with employees? If yes, provide details.			
Did any working condition contribute to the incident?			
Name of witnesses:			

Please provide any other information you think is relevant:

Name of investigator (Please print)

Signature of Investigator

Date: \_\_\_\_\_

# Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** Board Administrator Options

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## **Recommendation:**

**That** the Board receive the report from the Interim Board Administrator regarding Board Administrator Options; and further

**That** the Board approve hiring a Board Administrator; and further

**That** the Board approve the job posting and job description of the Board Administrator, as presented, with a monthly stipend of \$\_\_\_\_\_ and to proceed with the recruitment process for a permanent Board Administrator; and further

**That** the Board establish a Hiring Committee with Member John Braybrook as the Chair, and not more than three (3) additional Board Members at the Chair's discretion, to review applications, interview candidates and make a recommendation to the Board on the appointment of a Board Administrator.

## **Financial Implications:**

Total estimated cost between \$6,000.00 and \$9,000.00 to be drawn from the Peterborough OPP Detachment Board Budget. This cost was calculated based on a monthly stipend between \$500.00 and \$750.00. There may also be costs associated with advertising of the position.

If the position is paid through payroll, the budget for this position will need to be increased by approximately 25% to account for payroll contributions.

## **Financial Implications – Background:**

The recommended remuneration is a monthly stipend for the Board Administrator. It is recommended that this stipend be paid to the Board Administrator even if there is no meeting being held during a particular month. This remuneration is intended to reflect a wage for the position.

Consideration was also given to a per hour rate, however, a per hour rate would require the Board Administrator to track the amount of time spent working for the Board, as well as require oversight

from either a manager or the Board on the accuracy and approval of the timesheets. It is recognized that a per hour rate may result in a lower annual cost for the Board, depending on the workload. However, any overages may impact the annual budget for this position. Further, an hourly rate would not cover mileage, which is another unknown expense at this time but it would be recommended that a monthly stipend would cover all expenses including mileage. A monthly stipend would be a consistent rate for the Board's budget as well as the Board Administrator. It would allow the Board Administrator to be flexible with their time and would encourage efficiency.

For the Board's consideration when determining remuneration, the current minimum wage in Ontario is \$17.20 per hour. Below are a few examples within the range for the monthly stipend presented:

<b>Monthly Stipend Amount</b>	<b>Approximate Per Hour Rate (based on 7 hours of work per week for 52 weeks)</b>	<b>Estimated Annual Budget</b>
\$500.00	\$16.48	\$6,000.00
\$550.00	\$18.13	\$6,600.00
\$600.00	\$19.78	\$7,200.00
\$650.00	\$21.43	\$7,800.00
\$700.00	\$23.08	\$8,400.00
\$750.00	\$24.72	\$9,000.00

Should the Board proceed with a per hour rate, an hourly rate would need to be determined. Although the minimum wage rate is shown, to attract qualified candidates, it is recommended that the Board set a competitive wage above minimum wage. Below are a few examples of hourly rates and the estimated annual cost:

<b>Per Hour Rate</b>	<b>Estimated Annual Budget (based on 7 hours of work per week for 52 weeks)</b>

\$17.20	\$6,260.80
\$21.00	\$7,644.00
\$25.00	\$9,100.00
\$30.00	\$10,920.00

**Background:**

During the development of the Terms of Reference for the Peterborough OPP Detachment Board (PODB) with the participating First Nations and Municipal Staff, it was determined that the Municipality of Trent Lakes would provide a staff member as the Interim Board Administrator to help the Board begin to meet, including researching potential options for a permanent Board Administrator.

In anticipation of the PODBs first meeting, the Interim Board Administrator researched options that would suit the needs of the Board. The following options were identified and investigated:

**County of Peterborough Staff Member:** The first option investigated was to utilize a staff member from Peterborough County as the Board Administrator. Discussions took place with the CAO of Peterborough County regarding potential resources available from the County to the PODB. While this initially seemed like a viable option, after reviewing the full scope of duties required by the Board Administrator, the County determined that they do not have the capacity or ability to offer a staff member to act as the permanent Board Administrator.

The County has continued to offer the use of their Committee Room to hold the Board meetings. This room has technology to offer hybrid meetings. It should be noted that in order to utilize the County Committee Room, the meetings must take place during their working hours.

**Contracting a Current Board Administrator:** The second option investigated was contracting a Board Administrator from a neighbouring Board to fill the role for PODB. The Interim Board Administrator contacted the Executive Assistant (EA) for the Northumberland OPP Detachment Board to garner an understanding of how their hiring process was conducted for their EA. The EA recommended that this position is better suited to someone who is not an internal staff member for one of the Municipalities or First Nations to keep the operations of the Board separate from Municipal or First Nations operations.

The EA is technically hired as an employee of Northumberland County and the resources required for the role are provided by the County. Further, as the neighbouring County, a discussion was

had to determine if their EA could take on the role for the PODB as well. However, this was determined to not be a possibility due to distance and other external obligations.

**Municipal or First Nation Staff Member:** It was determined during the development the Terms of Reference for the PODB with the participating First Nations and Municipal Staff that staff resources in all of the Municipalities and First Nations were limited and could not be provided by any of the participating organizations on a long-term basis. Although a staff member is being utilized until the end of 2024 to assist the Board during the transition, there is no capacity to take this on long term.

Consideration could be given to rotating the Board Administrator between each Municipality and First Nation on an annual or term basis. However, this option would lead to less continuity from year to year or term to term. This option would first need to be discussed with the participating organizations to ensure there is capacity and to determine the staff and rotation schedule to take on this role.

**Member of OPP Staff:** The Interim Board Administrator also discussed with the Detachment Commander the possibility of a member of OPP Staff being the permanent Board Administrator. Due to the governance structure of the Board being oversight for the policing and operations of the Peterborough County OPP Detachment, both staff and the Detachment Commander agree that this position should remain separate from the OPP. It should be noted, however, that the Detachment Commander would be willing to assist by finding office space within the Detachment Building for the Board Administrator should the PODB opt to hire externally.

Due to the outcome of these options, below is an overview of the remaining option for the Boards consideration:

### **Hire a Board Administrator**

The PODB may opt to hire an external Board Administrator to fill the role for the PODB. A draft job description and job posting, attached as Appendix A and B, has been developed for the permanent Board Administrator. The Board Administrator will be required to provide clerical, financial, and administrative support to the Board and ensure that the Board's operations are compliant with the legislation. It is anticipated that this will be a part time role with approximately 7 hours of work per week including meeting time.

Although the Community Safety and Policing Act (CSPA) does not mandate a Board Administrator, the Board requires a designated person to handle incoming inquiries and response as well as managing outgoing correspondence on behalf of the Board. Should the Board opt to hire an external Board Administrator, considerations should be made to how the Board will manage processes such as payroll, time off requests, HR matters, and its role as an employer. Consideration may be given to engaging Peterborough County to assist with hiring for the role to minimize employer responsibilities.

It is further recommended that a Hiring Committee be established, consisting of the Chair of the Board, and no more than 3 Board Members, to review the applications and interview the applicants. This Committee will also make a recommendation to the Board for hiring a Board Administrator.

It is anticipated that the job posting will be open until November 13<sup>th</sup>, 2024 and to interview candidates during the following week with a recommendation presented to the Board at the December 2<sup>nd</sup>, 2024 meeting.

**Consultations:**

Sheridan Graham, CAO, County of Peterborough

Chris Galeazza, Detachment Commander, Peterborough County OPP

Debbie McBride, Executive Assistant, Northumberland OPP Detachment Board

Peterborough County CAOs

**Appendices:**

Appendix A – Job Posting

Appendix B – Job Description

Submitted by:

*Bianca Dragicevic*

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Bianca Dragicevic, Interim Board Administrator

## Employment Opportunity

Board Administrator – Permanent Part-Time \$\_\_\_\_\_ monthly stipend

The Peterborough OPP Detachment Board is seeking a Board Administrator. The Board Administrator supports the Board through the provision of confidential and high-quality administrative, secretarial and treasury duties, and acts as a resource person and liaison between the Board its various stakeholders.

This is a permanent part-time position; hours of work will vary with Board requirements. The successful candidate will be required to be available for Board meetings, whether as part of its regular schedule, and as required for special meetings and work of the Board and its Committees as determined from time to time. Meetings are generally held on the fourth Monday of each month at 1:00 p.m.

### **The Board Administrator will be responsible for:**

- Preparation of minutes and agendas.
- Preparation and presentation of the annual budget and quarterly updates.
- Developing policies and procedures.
- Board record keeping.
- Regular financial reporting and treasury duties.
- Scheduling and coordinating regular and special meetings.
- Arranging meeting venues, schedules, conference and training coordination.

### **Qualifications:**

- Post-secondary diploma/degree in business or office administration.
- Five years' experience in an administrative position directly supporting an executive-level board or an oversight body.
- Preference will be given to candidates with at least three years' municipal or public sector experience in budgeting, financial operations and financial reporting.
- Excellent interpersonal, organizational, analytical, project/time management, communication, problem-solving, and research skills.
- Thorough working knowledge of legislation/regulations/guidelines including the Community Safety and Policing Act, Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, and the Accessibility for Ontarians with Disabilities Act.

Qualified candidates are invited to submit a detailed cover letter and resume outlining their credentials relevant to the position, using PDF or word format. Applications must be received no later than 2:00 p.m., Wednesday, November 13<sup>th</sup>, 2024, clearly marked "Detachment Board Administrator" to Peterborough OPP Detachment Board, Attn Bianca Dragicevic, Interim Board Administrator, 760 Peterborough County Road 36, Trent Lakes ON, K0M 1A0 or email [clerk@trentlakes.ca](mailto:clerk@trentlakes.ca)

A detailed job description for this position can be accessed at [www.trentlakes.ca](http://www.trentlakes.ca)

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. The Peterborough OPP Detachment Board is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



# Peterborough OPP Detachment Board - Board Administrator Job Description

**Position Title:** Board Administrator

**Position Purpose:** Provides administrative and financial support to the Peterborough OPP Detachment Board and ensures its operations are compliant with legislation governing its responsibilities. The Board Administrator will provide a full range of administrative/financial duties to the board.

**Duties and Responsibilities:**

1. Act as confidential Board Administrator for the Board in all matters and ensure that the Board Chair is kept informed of urgent issues.
2. In consultation with the Board Chair, prepare all agendas for Board meetings based on correspondence received, scheduled reports, and current issues, and disseminate as required.
3. Distribute agendas and minutes of all Board/Committee meetings to the Clerk of each Member municipality.
4. Record and transcribe minutes of all Board meetings, without note or comment, and taking care to capture discussion and decisions accurately and in keeping with legislated requirements.
5. Schedule and coordinate regular and special meetings. Arrange meeting venues as required.
6. Coordinate delegations wishing to address the Board in accordance with the Board Rules of Procedure By-Law.
7. Maintain electronic and paper records in relation to Board agendas and minutes in accordance with Board policy. Archive agenda packages to electronic files.
8. Monitor Board obligations and request or provide mandatory reports as per legislation or Board policy. Ensure compliance with relevant legislation and any training requirements, including any amendments or changes to the legislation and its regulations. Research and prepare reports on topics as directed by the Chair and/or Board motion on topics that may affect Board business.
9. Handle incoming correspondence for the Board in accordance with Board policy. Respond directly to routine matters and prepare responses for approval of the Chair as required. Compose correspondence on the Board's behalf, including letters to government agencies, associations, and the public.
10. Maintain Board records in accordance with the applicable legislation.
11. Maintain files on all Board members, including dates of appointment, and ensure timely follow up with the Government of Ontario and the municipalities in the catchment area regarding community member appointments and reappointments. Assist with the call for community member appointments as necessary.
12. Monitor Board expenses so as to remain within budget and prepare an annual budget for presentation to the Board.
13. Preparation and presentation of the Board budget.
14. Coordinating financial reporting to the Board.
15. Arrange for payment of Board honoraria and reimbursement of Board expenses.
16. Register Board members for conferences and seminars and arrange accommodation and/or travel as required. Arrange for payment of annual memberships in approved associations.

The above generally describes the duties involved with the position. However, Detachment Board work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the OPP Detachment Board.

**Key Competencies and Qualifications:**

- Post-secondary diploma/degree in business or office administration.
- Five years' experience in an administrative position directly supporting an executive-level board or an oversight body.
- Preference will be given to candidates with at least three years' municipal or public sector experience in budgeting, financial operations and financial reporting.
- Excellent interpersonal, organizational, analytical, project/time management, communication, problem-solving, and research skills.
- Thorough working knowledge of legislation/regulations/guidelines including the Community Safety and Policing Act, Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, and the Accessibility for Ontarians with Disabilities Act.
- Knowledge of secretariat functions and rules of procedure for meetings.
- Strong computer literacy utilizing word-processing, spreadsheet, presentation and database software and have the ability to post on social media.
- Availability to attend meetings, conferences, training or other events as required.

**Working Conditions:**

1. Work is conducted in an office environment (on-site or remote home office)
2. Ability to sit for long periods of time.
3. Travel required to various meeting/training locations.
4. Ability to work in an environment with frequent interruptions.

**Hours of Work:**

This is a permanent part-time position with the Peterborough OPP Detachment Board and is subject to satisfactory performance and upon mutual agreement. The average weekly hours will be 7 hours though some weeks may be more and some less due to workload. The position will report to the Board Chair.

**Compensation:**

Upon hire, compensation will be a per month stipend of \$\_\_\_\_\_. This amount will be all inclusive of any expenses related to the position including travel.

# Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** Community Representative Appointment Options

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## **Recommendation:**

**That** the Board receive the report from the Interim Board Administrator regarding Community Representative Appointment Options; and further

**That** the Board direct the Interim Board Administrator to proceed with Option 1, Appoint members from the formerly appointed Police Service Boards for the appointment of the Community Appointees for the remainder of the term of the Board; and further

**That** the Board appoint a sub-committee of not more than four (4) of the currently appointed Peterborough OPP Detachment Board Members to review and recommend Community Appointments; and further

**That** the Board proceed with Option 2, public call for applicants, for the term of the Peterborough OPP Detachment Board following the 2026 municipal elections.

## **Financial Implications:**

There are no financial implications with the Community Appointment process, however, there may be remuneration costs associated with being a Community Appointment Member of the Board. Should the Board decide to proceed with Option 2, Public Call for Applicants, there may be advertising costs associated with the posting.

## **Background:**

The Terms of Reference for the Peterborough OPP Detachment Board (PODB) outline that it is the responsibility of the PODB to determine the Community Appointees and recommend the Members to the participating First Nations and Municipal Councils for appointment.

As per O. Reg 135/24 of the *Community Safety and Policing Act, 2019* (CSPA), there shall be three members jointly appointed by each of the municipalities and First Nations. They must meet the requirements of the CSPA and all its regulations. For any of the options presented, once the Board has determined which three Community Appointees to recommend, all participating First Nations and Municipal Councils must formalize the appointment.

In accordance with Section 33 of the CSPA, appointment or reappointment of a member of the Board shall consider:

- (a) the need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;
- (b) the need for the police service board to have members with the prescribed competencies, if any; and
- (c) any applicable diversity plan.

Further, Section 33 (4) outlines that the following persons are not eligible to be members of a police service board:

- 1. A judge or justice of the peace.
- 2. A member of a police service, a special constable or a First Nation Officer.
- 3. Any person who practises criminal law as a defence counsel or as a prosecutor.
- 4. A director, officer or employee of a prescribed policing provider.
- 5. Any other prescribed persons.

Section 33 (5) states that a former member of a police service is not eligible to be a member of a police service board unless,

- (a) The police service board does not maintain a police service that the person was a member of; and
- (b) At least one year has passed since the person ceased to be a member of any police service.

Options are provided below for the Board to consider regarding the appointment of Community Appointees.

### **Option 1: Appoint members from the formerly appointed Police Service Boards**

For this option, the Board Administrator would contact all Community Appointees that were previously appointed to the Municipal Boards to determine their interest in being considered for the remainder of the PODB term. The term of their appointment would coincide with the term of the Municipal Act Council Appointees and would end in late 2026. Since this term for the PODB is shorter than the usual four-year term, this option would provide a quick turnaround to have Community Appointees on the PODB. The Board could also include all Provincial Appointees that were previously appointed to the Municipal Boards in the pool of candidates. When considering this, the Board should be aware that all Provincial Appointees that were previously appointed to the Municipal Boards were encouraged to reapply to be a Provincial Appointee for the new PODB. Only one Provincial Appointee has been appointed at this time, who was previously appointed to the Douro-Dummer Municipal Board, and others may be appointed in the meantime from the current pool of Provincial Appointees.

It is recommended that a small application process be developed to allow the Members reviewing the applications to garner a better understanding of the members from other Boards. This process would also ensure that the members being appointed still meet the requirements of the CSPA when considering the appointment of members.

The advantages of this option for the remainder of the term are that it would facilitate the reappointment of Detachment Board Members with prior Board experience. There are many administrative matters to be determined in the initial term of the Board, including development of Board policies and the local action plan. Therefore, it would be beneficial to have Community Appointees with previous Board experience for continuity.

This option would also allow for a quicker turnaround for Community Appointees as the application process would be significantly shorter and a public call for applicants would not be required. It would also be a more cost-effective option as there would be no advertising required.

### **Option 2: Public Call for Applicants**

This option would require a public call for applicants to be aligned with the defined qualifications for the remainder of the term of this Board. This option would look to support the diversity obligations under the CSPA. In this option, former community and provincial appointees could apply if desired.

If the Board proceeds with this option, qualifications would need to be developed and considered for the application. It is recommended that community appointees be 18 years of age or older and possess a demonstrated knowledge and experience in a complementary area such as finance, social services, education, governance, legal, health care, mental health, and/or youth services. It would be an asset for the community appointees to have an understanding of community issues, experience working on a committee/board or volunteer involvement and be a strategic thinker with proven communication and interpersonal skills.

It should be noted that this option would require a longer timeline for appointment as it would require development of the application, a public notice period, and a review of the applications prior to recommending to the Councils. Further, the public call for applicants would require advertising. This could be done only through social media and website promotion from the participating Municipalities and First Nations, however, if ads in the local papers are considered necessary, there will be an additional cost incurred. However, this option does potentially provide a wide range of applicants as it would be going to out to the public rather than the smaller pool of former members.

### **Conclusion:**

It is recommended that the Board proceed with Option 1: Appoint members from the formerly appointed Police Service Boards. This option would provide the Board Administration with a quicker turnover to appoint the Community Appointees given there are several other

administrative items that need to be determined this term. It should be noted that although Option 1 is being recommended for the remainder of the term, it is recommended that the Board proceed with Option 2: Public Call for applicants for any future terms.

It is further recommended that the Board establish a sub-committee of a maximum of four (4) members to review the applications and determine which three (3) Community Appointees to recommend to the Board, and subsequently to all participating First Nations and Municipal Councils to formalize the appointment.

Should the Board proceed with Option 1, a short application would be developed to send out to the Community and Provincial Appointees that were previously appointed to the Municipal Boards to complete.

**Consultations:**

None.

**Appendices:**

None.

Submitted by:

*Bianca Dragicevic*

Bianca Dragicevic, Interim Board Administrator

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# Peterborough OPP Detachment Board

## By-law No. 2024-001

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### A by-law to govern the calling, place and proceedings of meetings, otherwise known as the “Procedure By-law”

**Whereas** Section 67 (6) of the *Community Safety and Policing Act, 2019*, S.O. 2019, C.1, Sched. 1 (*Community Safety and Policing Act, 2019*) states that the following provisions apply to OPP detachment boards, with necessary modifications, as if they were police service boards and include Section 46 (Rules and procedures);

**And Whereas** Section 46 (1) of the *Community Safety and Policing Act, 2019*, provides that a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations;

**And Whereas** the Peterborough County OPP Detachment Board deems it advisable to enact a by-law to govern the calling, place and proceedings of meetings of the Board and statutory requirements in accordance with the Act;

**Now Therefore** the Peterborough County OPP Detachment Board enacts as follows:  
**Definitions**

#### 1. Definitions

- 1.1 **Act** means the *Community Safety and Policing Act, 2019*, S.O. 2019, C.1, Sched. 1, as amended or replaced from time to time.
- 1.2 **Board** means the Peterborough County OPP Detachment Board.
- 1.3 **Board Administrator** means the Board Administrator or designate appointed by the Board.
- 1.4 **Chair** means the member who presides at the Board or Committee meeting.
- 1.5 **Closed Meeting** means any Meeting, or part of a meeting, of Board or a Committee which is closed to the public and held in accordance with the Section 44 of the Act.
- 1.6 **Committee** means any special purpose advisory Committee created by the Board with approved Terms of Reference to provide recommendations to the Board.
- 1.7 **Conflict of Interest** means a pecuniary interest as defined in Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.
- 1.8 **Delegate** means any person, group of persons, firm or organization who is neither a Member of the Board, a Committee, or an appointed official of the Board and who is addressing the Board on a specific matter upon request to the Board Administrator, either in person or electronically.
- 1.9 **Electronic Participation** means a member of the Board who participates remotely in any open or closed Board or Committee meeting via electronic means whereby the Member is able to fully participate in the meeting despite not being physically present. The Member(s) participating electronically shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall be included as being present in determining Quorum.
- 1.10 **Majority** means more than half.
- 1.11 **Meeting** means any regular, special, or other meeting of the Board or a Committee, where a quorum is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the Board or

Committee.

- 1.12 **Member** means a member of the Peterborough County OPP Detachment Board or any member of a Committee, including the Chair, to which this by-law applies.
- 1.13 **Motion** means a proposal brought forward by a member for consideration by the Board or Committee that is moved and seconded by another member.
- 1.14 **Open Meeting** means a meeting which is open to the public.
- 1.15 **Point of Order** means a member believes that the rules of the assembly are being violated thereby calling upon the Chair for a ruling and an enforcement of the rules.
- 1.16 **Point of Privilege** means a concern about the honour, dignity, character or rights of professionalism of the Mayor, member of Board or member of staff.
- 1.17 **Presenter** means any person, group of persons, firm or organization, which may include a consultant or other individual invited by the Board, wishing to address the Board or Committee on a specific matter at the request of the Board/Committee or Board Administrator.
- 1.18 **Quorum** means a majority of members of the Board or Committee.
- 1.19 **Recorded Vote** means the recording of the name and vote of every Member on any matter of question, subject to Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.
- 1.20 **Vice-Chair** means the Member of the Board who is responsible for chairing a meeting if the regular Chair is absent or otherwise unavailable.

## **General Provisions**

### **2. General**

- 2.1 The Rules of Procedure contained in this by-law shall be observed in all proceedings of the Board and Committees and shall be the rules and regulations for the order and dispatch of business in the Board and Committees.
- 2.2 In any case for which provision is not made in these rules and regulations, the procedure to be followed, as far as reasonably practicable, is Parliamentary Law as contained in the most recent edition of Robert's Rules of Order.
- 2.3 In all matters and under all circumstances, the Members shall be guided by and shall have regard for their responsibilities under Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.
- 2.4 If it appears that inclement weather or a like occurrence which may be reasonably expected to prevent Members that would constitute a Quorum from attending a meeting, the Board Administrator, in consultation with the Chair, may postpone that Meeting by advising as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting.
- 2.5 The Board Administrator, with the approval of the Chair, may cancel a Meeting when, in their opinion, there is sufficient cause to do so.

### **3. Proxy Voting**

- 3.1 The use of a proxy shall not be permitted.

### **4. Notice of Meetings**

- 4.1 Notice shall not be required to be given of regular Meetings, unless the day of the

meeting is other than provided by subsection 8.2 or 10.2 of this By-law. The Board Administrator shall ensure that the agenda for regular Meetings is sent electronically to each Member, so as to be received no later than 4:30 p.m. seven (7) calendar days prior to the Meeting, in accordance with Section 43 (6) of the Act. Agenda packages shall also be posted on the internet no later than 4:30 p.m. seven (7) calendar days prior to the Meeting.

- 4.2 Should the agenda for a regular Meeting require an amendment, the amendment will be posted no later than 4:30 p.m. two (2) business days prior to the Meeting. Any additional changes or additions will be through subsection 19.4 or 19.5.
- 4.3 The Board Administrator shall deliver notice of each special meeting, called in accordance with subsection 9.1 of this By-law, electronically to each Member to be received at least 24 hours before the hour appointed for the Special Meeting. The agenda shall also be posted on the internet at least 24 hours prior to the Meeting, wherever possible. The agenda shall be considered notice.
- 4.4 It shall be the responsibility of the Board Administrator to circulate and post all notices and agendas for Meetings.
- 4.5 Lack of receipt of the notice shall not affect the validity of holding the Meeting nor any action taken at the meeting.

## **5. Audio and Video Recording**

- 5.1 Audio and video recording of proceedings by the public at Meetings of the Board and Committees shall not be permitted unless approved by the Board or Committee.
- 5.2 Regular Meetings of the Board will be audio and video recorded by the Board Administrator, whenever possible. The inability to video or audio record a Meeting, due to equipment failure or for any other reason, shall not cause a Meeting to be cancelled or adjourned. The Chair may recess the Meeting for not more than twenty (20) minutes to provide staff an opportunity to try and correct equipment issues but may continue with the Meeting in the absence of recordings should staff not be able to correct the issues.
- 5.3 Committee Meetings will not generally be audio and video recorded. Committee meetings may be audio or video recorded by staff with the consent of the Chair.
- 5.4 Special Meetings of the Board or Board Meetings held outside the Peterborough County Committee Room, with the exception of Meetings held electronically, will not generally be audio and video recorded.
- 5.5 The approved minutes that are authored by the Board Administrator shall be the official record of all Meetings.
- 5.6 The audio/video files on the internet are part of the public realm and may be subject to alteration by a member or members of the public with no board control over such alterations. The Board and staff assume no liability associated with any alterations that are made by a member or members of the public on the internet.
- 5.7 The Chair shall make a statement at the commencement of applicable Meetings that the Meeting is being audio and video recorded and the recording will be made available on the internet.
- 5.8 Proceedings of Closed Meetings shall not be recorded.

## **6. Order and Quorum**

- 6.1 The Chair will preside over all Meetings.

- 6.2 The Chair shall call the Meeting to order at the time appointed for the Meeting or as soon after when a Quorum is present.
- 6.3 In case the Chair does not attend within twenty (20) minutes after the time appointed, the Vice-Chair shall call the Members to order and, if a Quorum is present, shall preside during the Meeting or until the arrival of the Chair. While presiding, the Vice-Chair shall have all the powers of the Chair and shall be entitled to vote as a Member. In the absence of the Chair and Vice-Chair, the Board Administrator shall call the meeting to order and, if a Quorum is present, the Board shall elect an Acting Chair from the Members present who are able to participate to preside as Chair during the Meeting or until the arrival of the Chair or Vice-Chair.
- 6.4 If there is no Quorum within twenty (20) minutes after the time appointed for the Meeting, the Board Administrator shall call the roll and record the names of the Members present and the Meeting shall stand adjourned until the next regular Meeting or until a special Meeting is called.
- 6.5 Where the number of Members who are unable to participate in a Meeting by reason of the provisions of Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members is such that, at that Meeting the remaining Members are insufficient to constitute a Quorum then, despite any other general or special act, the remaining number of Members shall be deemed to constitute Quorum provided such number is not less than two (2). When the remaining number of Members is two (2), the concurrent votes of both are necessary to carry any Resolution, by-law or other measure.
- 6.6 The Chair (except when disqualified from voting by reason of interest or otherwise) shall vote with the Members on all questions and all Members shall indicate their vote.
- 6.7 The Chair may take part in any debate without leaving the Chair. If the Chair desires to introduce a Motion, they shall leave the Chair for that purpose and shall call on the Vice-Chair to fill their place until they resume the Chair.
- 6.8 The Chair shall preserve order and decorum and decide questions of order or privilege, subject to an appeal by any Member.
- 6.9 If, during the course of a Meeting, the Quorum is lost, the Meeting shall stand recessed and shall reconvene when a Quorum is regained as determined by the Chair. In the event that the Quorum is not regained within twenty (20) minutes, then the Board Administrator shall record in the minutes the names of those present and the Meeting shall be ended without a formal adjournment.
- 6.10 The minutes of the Meeting which ended because a Quorum was lost, shall note that the Quorum was lost and shall include the names of the Members present at the time Quorum was lost.

## **Meetings**

### **7. Inaugural Board Meeting**

- 7.1 The Inaugural Meeting of the Board shall be held on the fourth Monday of January of the new term following the Regular Municipal Election.
- 7.2 The Inaugural Meeting shall be ceremonial in nature for the purposes of the Members of the Board taking their Oath or Affirmation of Office.
- 7.3 No business shall be conducted at the Inaugural Meeting until the Oaths or Affirmations of Office have been taken.

## **8. Regular Board Meeting**

- 8.1 All Meetings of the Board shall be open to the public save and except those Meetings or parts thereof that are dealing with a subject matter listed in section 44 of the Act that are permitted to be discussed in a Closed Meeting. Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board shall, by resolution, state the fact that the Meeting is closed and the general nature of the matter to be considered at the Closed Meeting.
- 8.2 Regular Board Meetings will be generally held in the Peterborough County Committee Room located at 470 Water Street, Peterborough ON, K9H 3M3 on the fourth Monday of each month commencing at 1:00 p.m. Where a Meeting is to be held at an alternate location or electronically, the agenda shall specify the Meeting location. The Board Administrator shall prepare a report for the Board in the fourth quarter of each calendar year identifying the following year's Meeting dates. These Meeting dates shall be adopted by a Board Resolution and posted on the internet.
- 8.3 Regular Board Meetings shall be limited to a maximum of three (3) hours. Unfinished business of a Regular Board Meeting shall be adjourned to the next Regular Board Meeting.

## **9. Special Board Meeting**

- 9.1 The Chair may, at any time, summon a special Meeting of the Board, or upon receipt of a petition of the Majority of the Members of the Board, the Board Administrator shall call a special Meeting for the purpose and at the time and place set out in the petition.
- 9.2 The only business to be transacted at a Special Board Meeting is that which is listed in the notice of Meeting or agenda, except with Majority consent of all Members present at such Meeting.
- 9.3 All Special Board Meetings shall be held in the Peterborough County Committee Room, unless an alternate location is specified in the notice of Meeting or agenda.
- 9.4 Special Board Meetings shall be limited to a maximum of three (3) hours.

## **10. Committee Meetings**

- 10.1 The Board shall determine if it requires Committees in order to conduct its business. All Committee Meetings shall be open to the public save and except those Meetings or parts thereof that are dealing with a subject matter listed in Section 44 of the Act that are permitted to be discussed in a Closed Meeting. Before holding a Meeting or part of a Meeting that is to be closed to the public, Committee shall, by resolution, state the fact that the Meeting is closed and the general nature of the matter to be considered at the Closed Meeting.
- 10.2 **Regular Committee Meetings** - Regular Committee Meetings will be held in the Peterborough County Committee Room located at 470 Water Street, Peterborough ON, K9H 3M3. Where a Meeting is to be held at an alternate location or electronically, the agenda shall specify the Meeting location. The Board Administrator shall prepare a report for Committee in the fourth quarter of each calendar year identifying the following year's Meeting dates for each Committee. These Meeting dates shall be adopted by a resolution of Committee and posted on the internet.
- 10.3 Regular Committee Meetings shall be limited to a maximum of two (2) hours. Unfinished business of a Regular Committee Meeting shall be adjourned to the next Regular Committee Meeting.
- 10.4 **Special Committee Meetings** – The Chair may, at any time, summon a Special Meeting of Committee, or upon receipt of a petition of the majority of the Members,

the Board Administrator shall call a Special Meeting for the purpose and at the time and place set out in the petition.

10.5 The only business to be transacted at a Special Committee Meeting is that which is listed in the notice of Meeting or agenda, except with majority consent of all Members present at such Meeting.

10.6 All Special Committee Meetings shall be held in the Board Chambers, unless an alternate location is specified in the notice of Meeting or agenda.

### **11. Closed Meeting**

11.1 All or parts of Meetings may be closed to the public in accordance with the Act.

11.2 A Meeting or part of a meeting may be closed to the public if the subject matter being considered is in accordance with section 44 of the Act, attached hereto as Schedule A.

11.3 The Board Administrator shall record the general nature for going into a Closed Meeting and shall note the time. When in a Closed Meeting, minutes shall be kept in accordance with the Act.

11.4 Members are to keep confidential discussions and information received in Closed Meetings confidential, with the exception of the provisions outlined in Section 44 (4) of the Act. Any documents provided in Closed Meetings are to be returned to the Board Administrator at the adjournment of the Closed Meeting to be destroyed.

### **Term of Office and Nominations for Chair and Vice Chair**

#### **12. Term of Office for Chair/Vice Chair**

12.1 The Board shall elect a Chair and Vice Chair at the Board's first meeting in each year. Upon the resignation of the Chair, the Vice Chair shall assume the role of Chair until the next election of the Chair.

12.2 The term of the Chair shall begin at the first Meeting in each calendar year and continue until the election of the Chair at the first Meeting in the subsequent calendar year.

12.3 In a municipal election year, the term of the Chair shall begin at the first meeting in the calendar year and continue until the end of the term of the Board. In a municipal election year, the Board shall appoint a Chair at the Inaugural Meeting and continue until the election of the Chair at the first Meeting in the subsequent calendar year.

#### **13. Nomination Process for Chair/Vice Chair**

13.1 At the first Meeting in each calendar year or, in a municipal election year, the Inaugural Meeting, the Board Administrator shall ask for a mover and seconder for nominations for the position of Chair/Vice Chair. The Board Administrator shall call three times for nominations.

13.2 The Board Administrator will ask each candidate for the position of Chair/Vice Chair to confirm they wish to accept the nomination.

#### **14. Election of Chair/Vice Chair**

14.1 If only one Member is nominated for the position of Chair/Vice Chair, that Member will be declared Chair/Vice Chair by acclamation.

14.2 If more than one Member is nominated for the position of Chair/Vice Chair, the Board Administrator shall distribute ballots to all Members, present and voting, and request that they write the name of the person they wish to vote for as Chair/Vice Chair.

- 14.3 Each Member shall have one (1) vote only.
- 14.4 To be elected as Chair/Vice Chair, a candidate must receive a number of votes greater than 50% of the total votes of the Members present and voting.
- 14.5 If one candidate receives more than 50% of the votes, the Board Administrator shall declare the candidate Chair/Vice Chair.
- 14.6 Should there be no candidate receiving the required number of votes to be declared elected, the Board Administrator shall advise the Board of such and shall further advise that the candidate who has received the fewest votes shall be removed as a candidate and the vote shall be retaken with the remaining candidates.
- 14.7 If there is a tie among candidates receiving the fewest number of votes, those candidates shall be removed as candidates.
- 14.8 Should the removal of tied names result in only one candidate remaining, the Board Administrator shall conduct a lottery by placing the names of the candidates so tied on paper of equal size and place them in a box. The Board Administrator shall then draw a name from the box. The name of the person drawn from the box shall be removed as a candidate.
- 14.9 The Board Administrator shall proceed to conduct elections using the procedure set out above until such time as one candidate receives more than 50% of the votes of the entire Board.
- 14.10 Should there be only two candidates remaining and each has received the same number of votes, the Board Administrator shall conduct a lottery by placing the names of the two candidates on paper of equal size and place them in a box. The Board Administrator shall then draw a name from the box. The name of the person drawn from the box shall be declared Chair/Vice Chair.

## **Duties, Roles and Conduct**

### **15. Duties of the Chair**

- 15.1 It shall be the duty of the Chair:
- a. To review, confirm and understand the Agenda in consultation with the Board Administrator;
  - b. To represent Board initiatives and decisions to the public, where appropriate;
  - c. To preside at all Meetings;
  - d. To open Meetings by taking the Chair and calling the Members to order;
  - e. To ensure that quorum is established and maintained throughout the meeting;
  - f. To announce the business before the Board or Committee in the order in which it is to be acted upon;
  - g. To designate the person who has the floor when two or more persons wish to speak;
  - h. To receive and submit to a vote, in the proper manner, all Motions which do not contravene the rules of procedure and to announce the result;
  - i. To decline to put to a vote Motions which infringe upon the rules of procedure;
  - j. To restrain the Members, within the rules of procedure, when engaged in a

- debate;
- k. To enforce on all occasions the observance of order and decorum among the Members;
- l. To expel any person from improper conduct at a Meeting, it being understood that such action shall be at the sole discretion of the Chair;
- m. To authenticate, by signature when necessary, all by-laws, resolutions and minutes;
- n. To inform the Members on any Point of Order or Privilege; and
- o. To adjourn or postpone the Meeting without the question being put for a time to be named if considered necessary because of grave disorder arising.

## **16. Conduct of Members**

### 16.1 No Member shall:

- a. Speak disrespectfully of any person;
- b. 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 person administering the Government of Canada, or the Province of Ontario;
- c. Use offensive words, language or gestures;
- d. Come unprepared to any Meeting. Members shall have read all the material supplied, including the agenda and staff reports, to facilitate discussion and the determination of action at the Meeting. Members are encouraged to make inquiries of staff regarding the materials supplied with the agenda in advance of the Meeting;
- e. Speak on any subject other than the subject under debate;
- f. Interrupt a person speaking, except a Member raising a Point of Order or Privilege;
- g. Criticize any decision except for the purpose of moving a Motion to rescind or reconsider;
- h. Disobey the rules of procedure or decisions on questions of order or privilege. Where a Member persists in any such disobedience after having been called to order, the Chair may order that such Member leave the Meeting. If the Member apologizes, the Member may be permitted to remain at the Meeting;
- i. Individually direct staff members to carry out specific tasks or functions;
- j. Insult or call into question the integrity of a Member, staff person, or Board/Committee as a whole; and
- k. Violate the confidentiality of any matter considered in Closed Meeting, except for the provisions outlined in the Act.

## **17. Conduct for Public Attendees**

### 17.1 No persons attending a Meeting, whether or not they are Delegations or Presenters, shall:

- a. Approach the floor unless invited by the Chair.
- b. Shout, cheer, boo, foot-stomp or any other unprofessional or un-businesslike



conduct intended to disrupt the debate, discussion and/or general proceedings.

- c. Display signs, banners, emblems or flags, carried or otherwise.
- d. Use offensive words, language or gestures.

## **18. Conduct during Electronic Meetings**

- 18.1 Electronic participation shall be allowed at any regular Meetings and may be allowed at special or Closed Meetings, however, Members shall participate in-person whenever possible.
- 18.2 Electronic participation shall mean participation by teleconference or video conference.
- 18.3 Any Meetings that occur when it is not in the best interest of the health and safety of the public to hold the Meetings in the Peterborough County Committee Room located at 470 Water Street, Peterborough, may be conducted fully electronically by allowing the public access to the teleconference or video conference.
- 18.4 A Member who is participating electronically may be counted in determining whether or not a Quorum is present.
- 18.5 A Member participating electronically shall notify the Board Administrator as soon as possible after receiving notice of the Meeting to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation. Notification of a Member participating electronically shall not be received later than one (1) business day prior to the Meeting.
- 18.6 In order to Chair a Board Meeting, a Member shall be present in person at the Meeting whenever possible. Notwithstanding subsection 6.3, when the Chair is participating in a Meeting electronically, the Vice-Chair may Chair the Board Meeting. If the Chair is participating electronically in a Committee Meeting, the Board Administrator may instruct that a Member participating in person preside over the Committee Meeting.
- 18.7 The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.
- 18.8 Members shall be permitted to vote when participating electronically and votes cast by Members electronically shall be counted towards the overall decision of Board or Committee.
- 18.9 Members participating electronically may be required to state verbally whether they are for or against a motion, rather than by a show of hands, as required by subsection 34.1 at the request of the Chair.
- 18.10 In the event of a technical failure during the Meeting, Board or Committee may take a recess of not more than twenty (20) minutes to allow staff to reinstate the electronic participation. If a Member can no longer participate by electronic means, provided a Quorum still exists, it will not affect the validity of the Meeting or decisions made.

## **Order of Procedure**

### **19. Agenda and Order of Business**

- 19.1 Agendas for regular Board Meetings shall be generally formatted by the Board Administrator under the following headings but modifications to the order of business may be affected without requiring an amendment to this by-law:

1. Opening Ceremonies
2. Disclosure of a Conflict of Interest
3. Approval of Agenda
4. Adoption of Minutes
5. Presentations/Delegations
6. Business Arising out of a Previous Meeting
7. Reports/Correspondence
8. By-laws
9. Notice of Motion
10. Information Items
11. Closed Meeting
12. Business Arising from Closed Meeting
13. Adjournment

19.2 Agendas for Regular Committee Meetings shall be generally formatted by the Board Administrator under the following headings but modifications to the order of business may be affected without requiring an amendment to this by-law:

1. Opening Ceremonies
2. Disclosure of a Conflict of Interest
3. Approval of Agenda
4. Adoption of Minutes
5. Presentations/Delegations
6. Business Arising from a Previous Meeting
7. Reports/Correspondence
8. Information Items
9. Adjournment

19.3 All material to be included in the agenda shall be delivered to the Board Administrator no later than 4:30 p.m. eleven (11) calendar days prior to the Meeting date.

19.4 The business of each Meeting shall be taken up in the order in which it stands in the agenda unless otherwise decided by a Majority vote under section 19.1.3.

19.5 Any additions to the agenda at the Meeting shall be by a majority vote through the adoption of the agenda under section 19.1.3 and shall be time sensitive and/or urgent matters.

## **20. Opening Ceremonies**

20.1 Upon confirming that a Quorum of Members are present and after the hour fixed for the holding of the Meeting, the Chair shall call the Meeting to order.

20.2 The Meeting may commence with a land acknowledgement, moment of silent reflection, and a roll call.

### **21. Disclosure of a Conflict of Interest**

21.1 Members shall disclose any conflict of interest as defined in Ontario Regulation 409/23: Code of Conduct for OPP Detachment Board Members to the Chair of the Board or, if the conflict of interest involves the Chair, to the Inspector General.

21.2 After the conflict of interest has been disclosed in accordance with Ontario Regulation 409/23: Code of Conduct for OPP Detachment Board Members, the Member shall disclose the conflict of interest at the next meeting of the Detachment Board.

21.3 Every disclosure of a conflict of interest made by a Member shall be recorded in the minutes of the Meeting by the Board Administrator.

### **22. Approval of Agenda**

22.1 Any additions to the agenda at the Meeting shall be by a majority vote through the adoption of the agenda under section 19.1.3 and shall be time sensitive and/or urgent matters.

### **23. Adoption of Minutes**

23.1 The Board Administrator shall record in the minutes:

- a. The date, time and location of a Meeting;
- b. The Members attending the Meeting;
- c. The adoption and correction (if any) of minutes of prior Meetings; and
- d. All other proceedings of the Meeting without note or comment.

23.2 The Board Administrator shall ensure that the minutes of the last regular Meeting and all special Meetings held prior to a regular Meeting are included in the next regularly scheduled agenda, where practicable.

23.3 The minutes are a legal record of what action was taken and are open for errors and omissions.

23.4 The minutes may be adopted without being read by the Board Administrator.

23.5 After the minutes of each Meeting of the Board have been approved by the Board, the minutes shall be signed by the Chair and Board Administrator.

### **24. Presentations/Delegations**

24.1 Any Presenter or Delegation wishing or requesting to speak at a Meeting shall submit any written material for inclusion on the agenda to the Board Administrator by 4:30 pm eleven (11) calendar days preceding the Meeting.

24.2 Notwithstanding Section 24.1, a person(s) may request to be a Delegate regarding a specific item on a posted agenda, except for an item listed under section 19.1.9, by submitting their request in writing to the Board Administrator by 12:00 noon three (3) business days prior to the Meeting.

24.3 Submission requests shall follow the same timelines as detailed in subsection 24.1.

24.4 Delegation(s) must identify the reason for their request and are encouraged to provide some background detail to be included on the agenda. This matter will be the only matter permitted to be addressed by the Delegation.

- 24.5 Presenters will be asked to keep their presentation to a maximum of twenty (20) minutes but, due to the nature of the information they are presenting, may request additional time from the Board Administrator. The length of the agenda shall be considered by the Board Administrator when approving requests for additional time. The presentation time may be extended at the discretion of Board/Committee.
- 24.6 Delegations shall not exceed ten (10) minutes except when answering questions posed by Members for clarification and shall confine their remarks to the stated business. The delegation time may be extended at the discretion of Board/Committee.
- 24.7 Presentations and Delegations shall be listed on the agenda in the order set by the Board Administrator and the length of the agenda shall be considered by the Board Administrator when approving the number of presentations at each meeting.
- 24.8 Electronic presentations and delegations will be permitted, wherever possible. Presenters and delegations who wish to participate electronically will be required to provide notice of such to the Board Administrator to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation.
- 24.9 All delegations shall have not more than two (2) persons to speak on behalf of the Delegation.
- 24.10 Once a Delegation has addressed Board/Committee on a matter, they shall not address Board/Committee on the same matter within a six (6) month period, unless in the opinion of the Board Administrator there is new information that is pertinent to the matter.
- 24.11 The Board Administrator, in consultation with the Chair, may refuse to hear Delegations or Presentations, or to receive communications when, in their opinion, the subject of the material is beyond the jurisdiction of the Board, is providing unsolicited promotion of products and services or where it contains obscene or defamatory content.
- 24.12 Presenters and delegations shall obey Section 17.

## **25. Business Arising out of a Previous Meeting**

- 25.1 Any unfinished business of a previous Meeting that was adjourned to the next Meeting shall be listed under Business Arising out of a Previous Meeting. Additional items may be added under this section at the discretion of the Board Administrator.

## **26. Reports/Correspondence**

- 26.1 Any staff report presented to Board for its consideration shall be listed on the agenda.
- 26.2 For Committee Meetings, reports may also include items for discussion without an associated report.
- 26.3 Correspondence to be presented to Board/Committee shall be legible and shall not contain any improper matter or language and shall be submitted to the Board Administrator prior to 4:30 p.m. eleven (11) calendar days preceding the Board meeting. No anonymous correspondence will be accepted or provided to Board.

## **27. By-laws**

- 27.1 Every by-law shall be given three readings and passed at the same Meeting, unless otherwise directed by Board or legislation. All three readings may occur through a single Resolution.

27.2 Every by-law passed by Board shall be numbered, dated, and signed by the Chair and the Board Administrator and shall be deposited by the Board Administrator in the place appointed for safekeeping.

### **28. Notice of Motion**

28.1 Notices of Motion shall not be permitted at Committee Meetings.

28.2 A Board Member who wishes to place a Motion on a Regular Meeting shall deliver a written copy of the Motion to the Board Administrator by 4:30 p.m. eleven (11) calendar days preceding a regular Meeting. The Board Administrator, upon receipt of the notice of Motion, shall print the Motion in full on the agenda.

28.3 A notice of Motion shall be considered or otherwise disposed of at the regular Meeting which it is included in the agenda as set out in subsection 28.2.

28.4 A Member who wishes to introduce a new Motion at a regular Meeting regarding a matter that would not otherwise be considered at such Meeting, shall provide the Motion in writing to the Board Administrator under the notice of Motion section on the agenda. The notice of Motion shall be read aloud and not be considered or debated until the next regular Meeting which the Member who moved the Motion is in attendance.

### **29. Information Items**

29.1 Members may make a public announcement on matters of public or community interest once recognized by the Chair. The information items shall not require future action by staff and no Motions are permitted.

### **30. Closed Meeting**

30.1 Board may hold a Closed Meeting pursuant to Section 11 of this By-law.

30.2 The Board Administrator shall ensure that the minutes of all Closed Meetings held prior to the regular Meeting are included in the next regularly scheduled Closed Meeting agenda, where practicable.

30.3 The minutes are a legal record of what action was taken and are open for errors and omissions.

### **31. Business Arising from Closed Meeting**

31.1 At the conclusion of the Closed Meeting, any Closed Meeting minutes will be adopted as presented or amended.

31.2 The minutes shall be adopted without being read by the Board Administrator.

31.3 After the minutes of each Meeting of the Board have been approved by the Board, the minutes shall be signed by the Chair and Board Administrator.

### **32. Adjournment**

32.1 All Meetings shall be adjourned within the maximum time permitted for the Meeting.

## **Debate and Voting Procedures**

### **33. Rules of Debate**

33.1 Every Member, prior to speaking, must be recognized first by the Chair by raising their hand or identifying themselves if participating electronically.

33.2 When two or more Members request to speak, the Chair shall designate the Member who has the floor first.

33.3 All Motions shall be seconded before being debated or put to a vote. When a Motion has been seconded, it may, upon request, be read or stated by the Chair or Board

Administrator at any time during the debate, but not so as to interrupt a speaker.

33.4 A Member may second a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion.

33.5 When a Member is speaking, no other Member shall interrupt them except to raise a Point of Order or Privilege.

33.6 No Member shall speak for longer than five (5) minutes on a question without the Chair's permission.

33.7 A Board Member shall not speak more than twice to the same question without the Chair's permission, except the Board Member who made the Motion shall be allowed to reply for a maximum of five (5) minutes. The number of time a Committee Member may speak on a Motion shall not be limited.

33.8 A Member may ask a question only for obtaining facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated succinctly and should not be used as a means of making statements or assertions.

33.9 Every Motion or amendment stated by the Chair shall be deemed to be in the possession of the Board/Committee and can only be withdrawn pursuant to Section 44.

33.10 When the Chair calls a Member to order, that Member shall cease speaking until the Point of Order is dealt with and that Member shall not speak again to the matter under discussion without the permission of the Chair unless to appeal the ruling of the Chair.

33.11 A Member may request that the Chair provide information regarding the rules of procedure. The Chair shall provide the information requested.

#### **34. Voting**

34.1 Unless disqualified by statute, every Member present at a Meeting shall indicate their support by raising their hands when the Chair calls for the vote on a question or Motion. Until the result of the vote has been declared by the Chair, no Member shall speak to any other Member or make any noise or disturbance.

34.2 When a Member present requests a Recorded Vote, all Members present at the meeting must vote unless disqualified by statute. A request for a Recorded Vote can be made before or immediately after the taking of a vote on any Motion. When such a request has been made, the Board Administrator shall ask each Member to indicate verbally their vote in the affirmative or negative to the Motion. The Board Administrator shall record the name and vote of every Member and shall report the result of the vote to the Chair. The calling of the votes will commence with the Member who requested the Recorded Vote and continue alphabetically by surname from the mover of the motion.

34.3 Every Member present who is required to vote on a question, but in fact does not vote therein, shall be deemed to be voting in the negative.

34.4 Any Motion that receives a tie vote shall be deemed to have been decided in the negative.

34.5 The order of voting on Motions relating to an item under consideration shall be voted on in the following order:

- a. Motion to suspend the rules of procedure.
- b. Motion to adjourn.

- c. Motion to recess.
- d. Motion to call the question.
- e. Motion to defer.
- f. Motion to refer.
- g. Motion to amend.
- h. Main motion.

## **Motions**

### **35. Motion to Suspend the Rules of Procedure**

- 35.1 A Motion to suspend the rules of procedure allows Members to temporarily set aside the rules of procedure contained in this By-law or in Robert's Rules of Order, to take some action contrary to the rules.
- 35.2 A Motion to suspend the rules of procedure cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the higher document of authority permits it to be suspended.
- 35.3 When stating a Motion to suspend the rules of procedure, the Member need not specify the rule being suspended, only the action they wish to be taken. When the actions have been taken, Board/Committee will return to its regular rules of order.
- 35.4 Only rules of order may be suspended. Matters such as voting requirements, Quorum rules, rules specifying notice requirements and fundamental rights of a Member cannot be set aside or suspended.
- 35.5 A Motion to suspend the rules of procedure cannot interrupt a speaker, requires a second, is not debatable, is not amendable and requires a two-thirds (2/3) vote of the Members present and voting.

### **36. Motion to Adjourn**

- 36.1 A Motion to adjourn allows the conclusion of the Meeting.
- 36.2 A Motion to adjourn requires a second, is debatable only when moved with no business pending, may only be amended with respect to setting the time for a continued meeting, and requires a Majority vote of the Members present and voting.
- 36.3 Notwithstanding the above, a Motion to adjourn should not be allowed if a Member has already indicated the wish to speak on the pending matter, or if a Member is currently speaking or if a vote has begun, or the Motion to call the question has been adopted.
- 36.4 Upon the vote being taken on the Motion to adjourn, the Meeting is not concluded until the Chair announces the adjournment. The Chair shall ensure no important business has been overlooked that should be taken care of before adjournment.

### **37. Motion to Recess**

- 37.1 A Motion to recess allows an interruption in the Meeting's proceedings which does not close a Meeting and after which the business will be resumed at exactly the point where it was stopped.
- 37.2 A Motion to recess requires a second, is not debatable, shall specify the length of the recess, may only be amended with respect to the length of the recess and requires a Majority vote of the Members present and voting.
- 37.3 Notwithstanding the above, the Chair may also call a recess for no more than twenty

(20) minutes without requiring a Motion.

### **38. Motion to Call the Question**

- 38.1 A Motion to call the question allows debate to close on an immediately pending Motion or on a series of consecutive pending Motions.
- 38.2 A Motion to call the question requires a second, is not debatable, is not amendable, and requires a two-thirds (2/3) vote of the Members present and voting.
- 38.3 When a Motion to call the question has been adopted, the Chair should immediately take the vote on the affected Motion or Motions.
- 38.4 When a Motion to call the question has been adopted, amendments on the affected Motions are not permitted.

### **39. Motion to Defer**

- 39.1 A Motion to defer delays the consideration of a main motion to a certain time or date.
- 39.2 A Motion to defer requires a second, may only be debated with respect to the time or date, is amendable and requires a Majority vote of the Members present and voting.

### **40. Motion to Refer**

- 40.1 A Motion to refer allows an item of business to be sent to a Committee or person, where the item will receive additional, in-depth consideration. A Motion to refer shall include the Committee or person to whom it is being referred, the reason for the referral and the time at which it is to be returned.
- 40.2 A Motion to refer requires a second, is debatable, is amendable and requires a Majority vote of the Members present and voting.

### **41. Motion to Amend**

- 41.1 A Motion to amend allows the wording of the main Motion to be changed. A Motion to amend may be used to insert new wording; strike out wording; or strike out and insert other wording.
- 41.2 A Motion to amend must be germane (relevant) to the subject matter under discussion.
- 41.3 Only one amendment at a time can be presented to the main Motion and, when an amendment has been decided, another may be introduced. The amendment shall be voted on and, once carried, the main Motion as amended shall be put to a vote.
- 41.4 A Motion to amend cannot interrupt a speaker, requires a second, is debatable, is not amendable and requires a Majority vote of the Members present and voting.
- 41.5 Friendly amendments may be permitted by the Chair for an uncontroversial amendment put forward by a Member that is accepted by the mover and seconder of the Motion as a change that can be incorporated in the Motion as if that wording was part of the Motion that was initially put on the floor for consideration. If the friendly amendment is not accepted, it must follow the Motion to amend provisions.

### **42. Motion to Reconsider**

- 42.1 A Motion to reconsider allows a main Motion to be brought back for additional discussion and a new vote.
- 42.2 A Motion to reconsider shall only be moved by a Member who voted in the Majority on the original Motion. A Member who was absent at the time a vote was taken on a Motion shall be deemed, for the purpose of reconsideration, to have voted with the Majority. A Motion to reconsider may be seconded by any Member who voted on the original Motion.



- 42.3 A Motion to reconsider cannot interrupt a speaker, requires a second, may only be debated with respect to the reasons for or against reconsideration, is not amendable and requires a Majority vote of the Members present and voting.
- 42.4 A Motion to reconsider shall not be permitted for Motions passed by previous Boards/Committees.
- 42.5 No Motion shall be reconsidered more than once in any Board/Committee term, nor shall a vote to reconsider be reconsidered within the same Board/Committee term.
- 42.6 When a Motion for reconsideration is made at a Meeting subsequent to that at which the question to be reconsidered was dealt with, the Motion for reconsideration shall be initiated by a notice of Motion and shall follow that procedure, as outlined in Section 28.
- 42.7 A Motion to reconsider suspends action on the Motion to which it applies until it has been decided.
- 42.8 A Motion to reconsider is not in order when the original Motion has been implemented resulting in a legally binding commitment that is in place on the date that a Motion to reconsider is to be debated.

### **43. Motion to Rescind**

- 43.1 A Motion to rescind allows a main Motion adopted at a previous meeting to be cancelled, nullified or voided.
- 43.2 A Motion to rescind only affects the present and future and shall not be retroactive.
- 43.3 A Motion to rescind a defeated main Motion is not in order.
- 43.4 Notice is required to rescind if notice was required for the adoption of the main Motion.
- 43.5 A Motion to rescind is only in order when no business is pending, requires a second, is debatable, is not amendable and requires the same vote as was required to adopt the original main Motion.

### **44. Motion to Withdraw**

- 44.1 After a motion is read or stated by the Chair, it shall be deemed to be in possession of Board/Committee. The mover of the motion may request to withdraw it and, on hearing no objections, the motion shall be considered withdrawn without the necessity of consent from the seconder of the Motion. However, if a member objects to the motion being withdrawn, the Motion shall be voted on accordingly.
- 44.2 A Motion to withdraw does not require a second, is not debatable, is not amendable and requires a Majority vote of the Members present and voting.

### **45. Point of Order or Point of Privilege**

- 45.1 The Chair shall preserve order and decide questions of order and privilege.
- 45.2 When a member raises a Point of Order or Privilege, they shall state the Point of Order or Privilege to the Chair who shall then decide upon the Point of Order or Privilege and advise the Members of the decision.
- 45.3 Unless a Member immediately appeals the Chair's decision to the Board/Committee, the decision of the Chair shall be final.
- 45.4 If a Member appeals to the Board/Committee on a Point of Order or Privilege, the question to sustain the ruling of the Chair shall be put immediately, without debate, and its result shall be final.

## **Administration and Approval**

### **46. Administrative Authority of the Board Administrator**

46.1 The Board Administrator shall be authorized to make minor corrections to any by-law, minutes or other Board/Committee document to eliminate technical or typographical errors.

46.2 The Board Administrator shall be authorized to make any changes to the schedules of this by-law to align with legislative amendments.

### **47. Severability**

47.1 Each and every one of the provisions of this by-law is severable and if any provision of this by-law should, for any reason, be declared invalid by any Court, it is the intention and desire of Board that each and every one of the remaining provisions hereof shall remain in full force and effect.

### **48. Short Title**

48.1 This by-law may be referred to as the "Procedure By-law".

### **49. Approval and Effective Date**

49.1 This by-law shall come into force on the date it is finally passed.

Read a first, second and third time and passed this 21<sup>st</sup> day of October, 2024.

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John Braybrook, Chair

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Bianca Dragicevic, Interim Board Administrator

## **Schedule A – Closed Meetings**

*Community Safety and Policing Act, 2019 S. 44*

### **When meetings may be closed to public Consideration**

- 44** (1) Before holding a meeting, a police service board, or a committee of the board, shall,
- (a) consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed in subsections (2) and (3); and
  - (b) if the board or committee decides to close the meeting or part of the meeting, state by resolution,
    - (i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or
    - (ii) in the case of a meeting under subsection (6), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

### **Subject matter**

(2) The meeting or part of the meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
- (j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
- (k) information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or
- (l) an ongoing investigation respecting the police service board.

### **When meetings must be closed to the public**

(3) A meeting or part of a meeting of a police service board, or of a committee of the board, shall be closed to the public if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

### **Duty of confidentiality**

(4) The members of the board or committee shall keep any matter considered in a meeting closed under subsection (2) or (3) confidential, including by keeping

confidential any information obtained for the purpose of considering the confidential matter, except,

- (a) for the purpose of complying with an inspector exercising their powers or duties under this Act;
- (b) as may otherwise be required in connection with the administration of this Act, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- (c) as may be required for a law enforcement purpose; or
- (d) where disclosure is otherwise required by law.

#### **Disclosure by resolution**

(5) Despite subsection (4), a police service board may, by resolution, disclose or authorize a board member to disclose any matter considered in a meeting closed under subsection (2) or (3), which may include disclosing information obtained for the purpose of considering the confidential matter.

#### **Educational or training sessions**

(6) A meeting of a police service board, or of a committee of the board, may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members of the board or of the committee.
2. At the meeting, no member of the board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision-making of the board.