Governance of the proceedings of the Northumberland OPP Detachment Board

A. Preamble

WHEREAS the Board is an OPP detachment board established pursuant to Part V of the Act;

AND WHEREAS Section 46 of the Act provides that an OPP Detachment Board shall establish its own rules and procedures in performing its duties under the Act and regulations:

NOW THEREFORE the Board hereby enacts as follows:

B. Definitions

1. For the purposes of this policy, the following definitions will apply:

"Act" means the Community Safety and Policing Act, 2019 S.O. 2019 c.1, as amended from time to time or any successor legislation;

"Acting Chair" means the Vice-Chair or Member who shall act as the Chair if the Chair is absent or if the Chair's position is vacant, pursuant to Section 36 of the Act or as prescribed by Section G of this Policy;

"Agenda" means the document prepared for distribution as prescribed by Section O of this Policy;

"Board" means the Northumberland OPP Detachment Board;

"Chair" means the Member elected as Chair of the Board, pursuant to Section 36 of the Act;

"Committee" means a Standing or Special Committee composed of Members appointed by the Board pursuant to the Act;

"Council" means Municipal of participating Municipalities and First Nations

"Days" means calendar days exclusive of Saturday, Sunday and statutory holidays;

"Detachment Commander" means the Ontario Provincial Police Detachment Commander of the Police Service, either permanently or in an acting capacity, or their authorized delegate;

"Delegation" means a written submission made by and at the request of a member of the public or an organization to the Executive Assistant of the Board;

"Executive Assistant" means the Executive Assistant to the Board;

"In-Camera Meeting" means a meeting that is closed to the public in accordance with the Act;

"Inspector" means an Ontario Provincial Police Inspector of the Police Service;

“Meeting” means a meeting of the Board or a Committee;

“Member” means a Member of the Board;

“Motion” means a proposal moved by a Member and, if moved in a Meeting, seconded by another Member, to adopt, amend or otherwise deal with a matter before the Board or a Committee;

“Motion to defer” means a Motion to delay consideration of a matter until later in the same Meeting or to a future Meeting of the Board or a Committee;

“Motion to receive” means a Motion to acknowledge an item, report or recommendation under consideration and to have it placed in the records ofthe Board with no additional action being taken;

“Motion to refer” means a Motion to dispose of a matter under consideration, with or without any proposed amendment, in order to seek consideration by the Detachment Commander/Inspector, Executive Assistant or other official or Committee;

“Police Service” means the Northumberland Detachment of the Ontario ProvincialPolice in the participating Municipalities within Northumberland

“Presentation” to the Board can be made provided a written submission has been submitted to the Executive Assistant of the Board at least ten (10) days prior to the date of the Meeting at which the presentation is to be made and has been approved for addition to the Agenda;

“Quorum” means a majority of the Members at a Meeting in accordance with section 43 of the Act;

“Resolution” means the decision of the Board on any Motion;

“Recorded Vote” means a written record of the name and vote of every Member voting on any matter or question;

“Special Meeting” means a Meeting other than a regularly scheduled Meeting; and

“Vice-Chair” means the Member elected as Vice-Chair of the Board, pursuant to Section 36 of the Act.

C. Application

1. The rules of procedure contained in this Policy shall be observed in all proceedings and shall be the rule for the order and dispatch of business before the Board.

2. Rules contained in this Policy may be suspended at such time as may be deemed appropriate by an affirmative vote of at least two-thirds of the Members at a Meeting or, in the case of a matter dealt with In-Camera, by unanimous written Resolution pursuant to Section T.1 of this Policy.

3. All points of order or procedure for which rules have not been provided in this Policy shall be decided by the Chair or the Chair's designate. This Policy shall not be amended or repealed except by the concurring votes of a quorum of the Members of the Board at a Meeting or, in the case of a matter dealt with In-Camera, by unanimous written Resolution pursuant to this Policy.

4. Should any provision of this Policy be or become in contravention of any legislation/regulation of the Province of Ontario, the provincial legislation/regulation shall prevail.

5. No individual Board or Committee Member has authority over the Detachment Commander. Information may be requested, but if such request requires a material amount of staff time that will affect other priorities, the Detachment Commander may suggest alternatives or suggest that the request be referred to the Board for possible reallocation of priorities and timing.

6. In the event a Member is notified they are being investigated by a police agency or other provincial body; they shall immediately notify the Board. The Board will consult without the Member present and determine what measures should be taken in addition to the consequences provided for in the Act and regulations.

D. Confidential Information

1. Under Sections 44(4) and (5) of the Act, unless disclosure is authorized by Board resolution, Members must keep any matter considered in a closed meeting 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 the Act;

   b) as may otherwise be required in connection with the administration of the 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.

2. All information, documents and deliberations received, reviewed or taken in closed session of the Board and its Committees are confidential, except as otherwise directed by the Board or prescribed by law.

3. Members shall not disclose or release verbally, in writing or by any other means, any confidential information acquired by virtue of their office, except when required by law to do so.

4. Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.

5. Confidential information includes, but is not limited to information:

   a) described in D.1 and 2 above;

b) from suppliers which might be useful to other suppliers;

c) relating to the legal affairs of the Board or the Police Service;

d) where the identity of a complainant has been given in confidence;

e) about items under negotiation;

f) defined as “personal information” under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);

g) protected under MFIPPA or other legislation;

h) of a personal nature to Members or Police Service employees or clients;

i) that is not available to the public and that, if disclosed, could result in loss or damage to the Board or Police Service or could give the person to whom it is disclosed an advantage;

j) disclosed or discussed at a closed meeting of the Board;

k) given verbally in confidence in preparation for or following a meeting that is closed to the public; and

l) circulated to Members and marked “Confidential”.

This list is provided for example and is not inclusive. Requests for information should be referred to the Executive Assistant to be addressed as a formal request under MFIPPA.

6. Members shall not use confidential information for personal or private gain, or for the gain of relatives or any person or corporation or cause detriment to the Board, or others.

7. Members shall not access or attempt to access confidential information in the custody of the Board for any purpose outside of Board business.

8. Members are only entitled to information in the possession of the Board that is relevant to matters before the Board or a Committee. Otherwise, they enjoy the same right to information as any other member of the community and must follow the same processes as any private citizen.

9. For greater certainty, these confidentiality provisions continue to apply following a Member’s departure from the Board.

10. In all matters of confidential information under this Policy the obligations of Members apply equally to the Executive Assistant and invited guests in attendance at In-Camera meetings.

E. Composition

1. In accordance with Section 67(2) of the Act and O. Reg. 135/24, the Board shall consist of ten Members composed of:

a) Five appointed by Council from each of the participating Municipalities

b) two appointed by Council from members of the community;

c) two appointed by the Lieutenant Governor in Council through the Public Appointments Secretariat and

d) Member Selected by the Alderville First Nations Council

All appointments to be made in accordance with Section 33 and 67(2) of the Act.

2. Upon appointment, each Member shall swear the Oath of Office in accordance with Section 35(1) of the Act and O. Reg. 416/23 as administered at the direction of the Chair or Vice-Chair and in the following prescribed form:

> "I solemnly swear *(affirm)* that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the *(insert name of police service board, OPP detachment board, or First Nation OPP board as applicable)* faithfully, impartially and according to the *Community Safety and Policing Act, 2019*, any other Act, and any regulation, rule or policy.

3. Members shall comply with the provisions of this, and other, Board policies, as well as the provisions of the Act and its regulations and all Board policies.

F. Election Of the Chair and Vice-Chair

1. Pursuant to Section 36 of the Act, the Board shall elect a Chair at its first public meeting in each calendar year.
2. Pursuant to Section 36 of the Act, the Board shall elect a Vice-Chair at its first public meeting in each calendar year.
3. The Chair and Vice-Chair may be elected for more than one consecutive year.
4. The Executive Assistant shall act as presiding officer at the first public meeting of the Board in each calendar year until the Chair is elected and shall call for nominations.
5. Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member.
6. A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the first meeting of the Board in each year.
7. If more than one person is nominated, the vote shall be called in alphabetical order of the nominees' surnames.
8. Where it appears to the Executive Assistant, by asking for further nominations and receiving no response, that there are no further nominations, the Executive Assistant shall call for a Motion declaring the vote.
9. A nominee may withdraw his or her name at any time prior to the vote being called.

10. A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.

11. The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

12. When voting is completed, the Executive Assistant shall announce the new Chair and Vice-Chair.

G. Duties of the Chair

1. The duties of the Chair include:

   a) commencing the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present after the time set for the meeting;

   b) presiding at all meetings of the Board so that its business can be carried out efficiently and effectively;

   c) being the spokesperson for the Board as authorized;

   d) representing the Board at official functions;

   e) announcing the business before the Board and the order in which it is to be acted upon;

   f) receiving and submitting, in proper manner, all Motions presented by the Members;

   g) putting to a vote all Motions which are moved, or which necessarily arise in the course of the proceedings;

   h) announcing the results of the vote on any Motions presented for a vote;

   i) declining to put to a vote Motions which do not comply with this Policy, or which are not within the jurisdiction of the Board;

   j) maintaining order and preserving the decorum of the meeting and where it is not possible to maintain order, to adjourn or suspend the meetingto a time specified by the Chair, without any Motion being put;

   k) permitting any question to be asked through the Chair or the Detachment Commander or designate in order to provide information to assist in any debate when the Chair deems it proper; and

   l) adjourning the meeting when business is concluded or upon a Motion to adjourn or to recess the meeting as required.

2. The Chair and the Executive Assistant shall authenticate by his or her signature as required alldocumentation for and on behalf of the Board including, but not limited to, Policies, agreements, Resolutions and minutes which have been approved by the Board. In particular, pursuant to Section 45 of the Act, Board

policies signed by a Member, or a certified copy thereof, are admissible in evidence without proof of the signature or authority of the person signing.

H. Duties of the Vice-Chair

1. When the Chair is absent, the Vice-Chair shall act in his or her place and while acting shall have the power, authority, rights and duties of the Chair.

   a) If the position of Chair becomes vacant, the Vice-Chair shall act in his or her place until the election of a new Chair in accordance with the procedures set out in this Policy.

   b) If the position of Vice-Chair becomes vacant, an election of a new Vice-Chair shall take place at the discretion of the Board.

I. Duties of Executive Assistant

1. Duties of the Executive Assistant pertaining to the business of the Board shall, in accordance with Board policies, include:

   a) serving as the administrative link between the Board, the Detachment Commander, the Board's legal counsel, Committees, the media and membersof the community;

   b) organizing Meetings, preparing Agendas and packages for the Meetings, in consultation with the Chair, and delivering same no less than 72 hours prior to meetings; attending all Meetings and other events as requested by the Board;

   c) recording the minutes of all Meetings;

   d) causing Meeting minutes to be prepared after all Meetings and including a copy of said minutes with Agenda packages for the next available Meeting;

   e) receiving all communications addressed to the Board/Committee and placing same on the Agenda for the next available Meeting;

   f) preparing and issuing all communications arising from the proceedings of the Board/Committee, unless otherwise directed by the Board/Committee;

   g) maintaining a current record of Board Resolutions requiring further or future actions and keeping the Board informed of these matters; and

   h) such other duties as may be assigned pursuant to the terms of the Executive Assistant's terms of employment.

2. Where, in the opinion of the Chair and the Detachment Commander, an item of correspondence is properly within the jurisdiction of the Police Service, the communication shall be referred to the Detachment Commander and shall become the responsibility of the Detachment Commander upon notice to the Board.

J. Duties and Responsibilities of the Board

1. The Board shall be responsible for those duties as set out in the Act and regulations as well as Board policies and policies, including Section 68 and Section 67(6) of the Act, and shall at all times discharge those duties in accordance with the Board's Code of Conduct set out in Section 67(4) of the Act and O. Reg. 409/23.

K. Member Code of Conduct

1. All Members will comply with O. Reg. 409/23 and Board policies.

L. Meetings of the Board

1. All public Board meetings shall open with a reading of the current Land Acknowledgement approved under Council's Land Acknowledgement Guidelines.

2. In accordance with Section 43 of the Act, the Board shall hold at least four regular Meetings each year. Board meetings shall comply with Sections 43 and 44 of the Act which include the following:

   Pre-Meeting Considerations

   a) Meetings of the Board must be open to the public unless closed to the public and conducted In-Camera in accordance with Section 44 of the Act. Before holding a meeting, the Board must consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed in Section 44(2) and (3) of the Act (see Section M below).

   Meetings

   b) The Board shall hold its Meetings in the Town Council Chambers of the participating Municipalities and First Nations on rotation or at any other accessible location determined by the Board, in accordance with the schedule adopted annually by the Board. The format of Board meetings may be in-person, electronic or a hybrid combination as determined by the Board. Members who attend Meetings electronically must be alone in a private location with no activated recording devices.

   c) The Board may cancel the next regular Meeting or may change any one or moreof its dates, its time or its place, upon the concurring votes of a majority of the Members at a Meeting or by unanimous written Resolution pursuant to Section T.1 of this Policy which is ratified by Board vote at a subsequent public meeting.

   d) Notice to Members of all Meetings, Agendas, Agenda items, cancellations and postponements shall be provided by the Executive Assistant to a Member's residence or place of business, as directed by the Member. It may be sent by Board approved electronic mail (Board e-mail address) or

hand delivered as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.

e) The Board shall publish notice, cancellations and postponements of a meeting that is open to the public on the Internet, subject to the regulations made by the Minister, if any; and the notice must be published at least seven days before the meeting, except in extraordinary circumstances and must include:

(1) the proposed agenda for the meeting; and

(2) Either,

- the minutes of the most recent open Board Meeting (other than the record of any part of the meeting that was closed), or
- instructions on how a member of the public may access such record.

f) Notice of cancellation/postponement of a public Meeting shall be provided to the public and the media as soon as practicable by way of a press release.

g) The Board must record, without note or comment, minutes of all resolutions, decisions and other proceedings at the meeting, whether it is open to the public or not (see Section Q below).

h) The Executive Assistant shall use his or her best efforts to satisfy the notice provisions set out in this section. Failure to satisfy any of the notice provisions contained in this section does not invalidate the Meeting or any proceeding at the Meeting.

i) Every person attending a Meeting, except for Members and Board staff, authorized police staff and others authorized by the Chair or the Board, shall remain in the audience portion of the board room before, during and after any Meeting. The Chair and Executive Assistant will direct seating of guests as appropriate.

j) A person, not a Member, shall not be allowed to address the Board except upon approval of the Chair of the Meeting.

k) The Chair may cause to be expelled and excluded any member of the public whocreates any disturbance or acts improperly during a Meeting. No person shallbe excluded from a Meeting open to the public except for improper conduct.

l) The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a Meeting by anyone, including the news media, is prohibited except as may be expressly permitted by the Chair, unless otherwise decided bythe Board.

M. In-Camera Meetings and Sessions

1. A Meeting may be conducted In-Camera pursuant to Section 44 of the Act if, one or more of the following pre-meeting considerations are met in accordance with Sections 44(2), (3) and (6):

Section 44(2)

a) the security of Board property;

b) personal matters about an identifiable individual, including members of the OPP police service or any Board employee;

c) a proposed or pending acquisition or disposition of land by the Board;

d) personnel or employee matters;

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 Board;

Section 44(3)

m) a meeting or part of a meeting of the Board/Committee must be closed if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*;

Section 44(6)

n) the meeting is held for the purpose of Board/Committee educating or training and at the meeting, no matter that would otherwise be dealt with in open session is considered or otherwise dealt with any in a way that materially advances the business or decision-making of the Board on that matter.

2. If the Board decides to close the meeting or part of the meeting, the Board must state by resolution:

   a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or

   b) in the case of a training/education meeting under ss.44(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.

3. No person, other than Members, the Detachment Commander/Inspector, Executive Assistant to the Board and invited guests shall attend In-Camera Meetings.

4. Insofar as possible, In-Camera sessions of Meetings shall precede the public sessions of Meetings.

5. Any Motions or Resolutions arising from the In-Camera session of a Meeting that are appropriate for public disclosure shall be brought forward to the public session of the Meeting in order that they may be recorded and indexed.

6. With certain exceptions (see Section D above), under Sections 44(4) and (5) of the Act, unless disclosure is authorized by Board resolution, Members must keep any matter considered in a closed meeting confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter.

N. Special Meetings of the Board

1. The Chair may at any time summon a special Meeting of the Board, and it shall be his/her duty to call a special Meeting whenever a majority of the Members request so in writing.

2. The lack of receipt of a notice of, or an Agenda for, a special Meeting by any Member shall not affect the validity of the special Meeting or any action taken thereat.

3. No business may be transacted at a special Meeting of the Board other than the specified item(s) within the notice or Agenda.

O. Quorum

1. A majority of the Members attending a Meeting constitutes a quorum.

2. As soon after the hour of the Meeting as a quorum is present, the Chair shall take the chair and call the Meeting to order.

3. If a quorum is not present within fifteen (15) minutes after the scheduled time of a Meeting, then the Executive Assistant shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.

4. If a quorum is lost during a Meeting, then the Chair shall, upon determining that a quorum is not present, request the Executive Assistant to record the names of the Members present. In this case, all unfinished business shall be carried forward to the next Meeting.

P. Board Agendas

1. Except as otherwise provided by this Policy or approved by the Board, all correspondence, notices of Motion, and other communication addressed to the Board which are received by the Executive Assistant at least 10 days prior to a regular Meeting shall be placed on the Agenda and shall be dealt with at the next regularmonthly Meeting, unless placed on the Agenda for an earlier Meeting.
2. Where, in the opinion of the Executive Assistant in consultation with the Chair, the subjectmatter of any communication is properly within the jurisdiction of the Police Service, such communication shall be referred to the Detachment Commander for the necessary action without prior reference to the Board.
3. The Executive Assistant shall prepare the Agenda for all Meetings, under the direction ofthe Chair, for distribution with the routine order of business for regular public session Meetings of the Board to include the following:
    1. Call to Order;
    2. Land Acknowledgement
    3. Declaration Of Pecuniary Interest and General Nature Thereof
    4. Additions to the Agenda
    5. Confirmation of the Agenda
    6. Approval of Minutes of Previous Board Meeting
    7. Ontario Provincial Police Report
    8. Correspondence
    9. Delegations
    10. Presentations
    11. New Business
    12. Question Period
    13. Closed Session
    14. Next Meeting
    15. Adjournment

4. The Executive Assistant shall cause to be delivered at least seven days before the scheduled time for a Meeting the Agenda and copies of related materials to each Member and to the public. This seven-day requirement may

be abridged by the Chair with respect delivery to Members for closed and open meetings and with respect to delivery to the public for open meetings in extraordinary circumstances (see Section 44 of the Act).

5. The business of the Board shall, in all cases, be taken up in the order in which it appears on the Agenda, unless otherwise decided by the Board. Any matter on the Agenda not resolved by Board decision shall be placed on the Agenda of the next regular Meeting of the Board.

6. As soon as the public session Agenda is published and distributed by the Executive Assistant to the Members, it may be made available to the public. All publicdocumentation will be available to the public on request after the Meeting atwhich it is discussed.

7. Every communication intended to be presented to the Board, or its Committees must be legibly written and must contain the contact information of at least one person and preferably the contact information of all signatories. For all communications submitted, there shall be designated a contact person to whom the Executive Assistant can communicate on behalf of the Board or a Committee.

Q. Board/Committee Minutes

1. The Executive Assistant shall cause minutes to be taken of each Meeting of the Board/Committee, which shall include:

   a) the place, date and time of the Meeting;

   b) the name of the Chair and the attendance of the Members, the Executive Assistant,senior Police Service staff and other invited guests.

   c) names of presenters and external delegations;

   d) the confirmation and correction of the minutes of the previous Meeting;

   e) declarations of interest; and

   f) all other proceedings of the Board.

2. The minutes of each Meeting shall be presented to the Board/Committee for approval at the next regular or other Meeting unless deferred with Board approval.

3. After the Board minutes have been approved by the Board, they shall be signed by the Chair and the Executive Assistant.

4. The approved public session minutes of the Board shall be sent by the Executive Assistantto each Municipality and First Nations for presentation to Council and shall be posted on the Board’s web page.

R. Disclosures Of Conflict/Pecuniary Interest

1. The conflict of interest requirements applicable to the conduct of Members are set out in Sections 17-22 of the Code of Conduct regulation (O. Reg. 409/23) and Board policy. “Conflict of interest” is defined in O. Reg. 409/23 to mean a situation in which a Member’s private interests or personal relationships place, or may reasonably be perceived to place, the Member in conflict with their duties as a Member of the Board.

2. Where a Member has any a potential conflict of interest (whether arising from a pecuniary or other interest) in any matter before the Board and is present at a Meeting at which the matter is the subject of consideration:

   a) the Member shall, prior to any consideration of the matter at the Meeting, disclose the interest and related particulars;

   b) to the extent the Board considers the disclosure to represent a conflict, the Member shall

      (1) not take part in the discussion of, or vote on, any question in respect of thematter;

      (2) not attempt in any way, whether before, during or after the Meeting, to influence the voting on the matter; and

      (3) take other reasonable and appropriate steps as the Board may direct to properly manage the conflict to the Board’s satisfaction.

3. In addition to complying with the requirements set out above, in the event of a conflict the Member shall forthwith leave the Meeting for that part during which the matter is under consideration.

4. Where the pecuniary interest of a Member has not been disclosed by reason of his or her absence from the particular Meeting at which the matter is discussed, the Member shall disclose his or her interest at the next Meeting at which such Member attends and shall promptly advise the Executive Assistant of the interest and the particulars of such interest, in writing.

5. The Executive Assistant shall record in reasonable detail the particulars of any disclosureof pecuniary interest made by a Member, and this record shall appear in the Meeting minutes.

6. The Executive Assistant shall also identify to the Board any potential conflicts of interest he or she may have in the above circumstances even though he or she is not a Member and shall take the Board’s direction on how best to manage any such the conflict.

S. Rules Of Debate

1. Prior to speaking to any question or Motion, each Member shall raise their hand to obtain the Chair’s attention to indicate that such Member wishes to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair’s attention.

2. When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in the Chair's opinion, first indicated their intention to speak, and that Member may speak to the question or Motion first.
3. All Members shall speak only on the subject in debate.
4. When a Member is speaking, no other Member may interrupt that Member. A Member may require the question or Motion under discussion to be read at any time during the debate, but so as not to interrupt a Member who is speaking.
5. When a Motion is under debate, no other Motion shall be received unless it is a Motion to amend the original Motion. Any amendment that would negate the original Motion shall be received as an amendment.
6. No Member shall speak to the same question or Motion, or in reply, for more than five (5) minutes, without the leave of the Chair.

T. Motions

1. Members may make Motions and before they are seconded, speak to them.
2. Motions will be seconded and disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw said Motions.
3. A Motion to refer and any amendment to it is debatable and shall include the name of the official or committee to whom the Motion or amendment is to be referred and the terms upon which it is to be referred and the time or period, if any, on or within which the matter is to be returned.
4. A Motion to defer and any amendment to it is debatable and shall include the time to, or period within which, consideration of the matter is to be deferred and whatever explanation is necessary to demonstrate the purpose of the Motion to defer.

U. Voting on Motions – Resolutions of the Board

1. Motions made at any Meeting will be decided by a majority of Member votes and recorded in the minutes as a Resolution.
2. Members are entitled to only one vote each on any Motion before the Board.
3. Members will indicate their vote by clearly stating to the Executive Assistant "yes", "no", or "abstain", when asked by the Executive Assistant as part of the recorded vote. A vote to "abstain" shall be recorded as a "no" vote unless such vote relates to approval of Minutes of a Meeting from which the voting Member was absent.
4. In all cases where there is a tie vote, the Motions or amendments, as the case maybe, shall be lost.

T.1 Unanimous Written Resolution of the Board

1. Notwithstanding anything to the contrary in this Policy, in lieu of any In-Camera meeting of the Board on matters described in Section L, the Board's decision may be validly made by a written Resolution signed by all Members.
2. Any such written Resolution shall be treated the same in all respects as Board decisions made by quorum vote as recorded during In-Camera Meetings/sessions of the Board.

T.2 Electronic Meetings

1. In this Section, "Electronic Participation" shall include telephone, video or audio conferencing or other interactive methods of electronic communication determined appropriate by the Board with access for, and in view of, the public for the portion of the proceedings that are open to the public.
2. Notwithstanding anything to the contrary in this Policy, in lieu of any public or in-camera Meeting where a quorum of the Board/Committee would otherwise be required to be physically in attendance, the Board/Committee may hold such Meeting via Electronic Participation as described in paragraph 3 of this Section. Such Meeting via Electronic Participation shall be duly called and held in accordance with the procedural and other provisions of this Policy with any modifications determined necessary by the Chair/Vice-Chair to accommodate the electronic format of the meeting, including without limitation, Meeting and Agenda notification.
3. Meetings may be held via Electronic Participation as follows:
    a) for In-Camera Meetings/sessions using Electronic Participation formats which are accessible to all Members and Meeting invitees; and
    b) for public Meetings/sessions using Electronic Participation formats which are accessible to all Members, Meeting invitees and the public; provided that such public Meetings/sessions shall include accommodation for public questions and answers through a moderator or otherwise as circumstances permit and as the Board determines appropriate.

V. Delegations and Presentations

1. Any person, group of persons or organization wishing to address the Board at a Meeting regarding a matter within the Board's jurisdiction shall make a written request to the Executive Assistant at least ten days prior to the date of the Meeting atwhich the presentation is to be made, such written request to include:
    a) The name of the presenter;
    b) An outline of the presentation to be made;

c) The names of the other persons who will be appearing with the presenter; and

d) A copy of any materials to be provided to the Board as part of the presentation.

2. Delegations shall only be heard upon the consent of the Board. The Executive Assistantwill inform the delegation of the rules and procedures relating to delegations.

3. A delegation shall address the Board at a Meeting through one spokespersonfor a period not exceeding five minutes, unless approval to extend the speaking time is obtained from the Chair.

4. All presenters shall address the Chair from the designated area and shall state their name and whom they represent.

5. No person shall:

a) Speak disrespectfully of any person;

b) Use offensive words or language;

c) Speak on any subject other than that which has received approval by the Board; and

d) Disobey the rules of procedure or a decision of the Chair or of the Board.

6. The Chair may curtail any presentation, questions or debate during a presentation for disorder or any other breach of this Policy, and if the Chair rulesthat the presentation is concluded, the person(s) appearing shall immediately withdraw.

7. Following the presentation, the Board may ask questions of the presenter for the purpose of clarifying information but shall not enter into a debate with the presenter.

8. At the conclusion of the presentation, the Board may receive the presentation, discuss it at that point or at a later time in the meeting, defer or refer the matter to a subsequent meeting for the purpose of receiving further information.

9. Members of the public who constitute the audience at a Meeting shall respect the decorum of the Board and shall not:

a) Address the Board without permission of the Chair;

b) Interrupt any speech or action of the Members of the Board or any other person addressing the Board; or

c) Bring signage, placards, or banners into such meetings.

W. Training and Education

1. The Board shall ensure that:

a) Appropriate funds are allocated for training and education of Members;

b) New appointees are encouraged to attend an orientation meeting with the Chair/Vice-Chair with a view to providing any current initiatives or concerns with respect to the Board;

c) Members are encouraged to attend OAPSB and other educational conferences and training sessions approved by the Chair/Vice-Chair;

d) Records of Member's attendance at training sessions are maintained; and

e) New appointees are provided with an orientation package consisting of all Board governance materials, including:

I. a current copy of the Act and related relevant regulations;

II. the procedural Policy and all appendices;

III. details of Board remuneration and expenses and process;

IV. All current Board policies/protocols;

V. Ministry training materials; and

VI. The current community safety and well-being plan.

X. Media Relations

1. The spokesperson for the Board is the Chair of the Board or the Chair's authorized delegate. Media relations are governed by Board policy.

Y. Committees

1. Subject to the provisions of Section 42(2) of the Act, Committees may beestablished by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.

2. Under Section 42(2) and (5) of the Act, this Policy may govern the name, powers, duties, quorums appointments and composition of Board Committees, subject to the following:

a) A Committee shall be composed of at least two Members and any number of additional members, as long as a majority of the Committee is composed of Members; and

b) an individual is not eligible to be an additional member of a Committee if they would not be eligible to be a Member.

3. The Board may at any time appoint two or more Members to a Committee toexercise any authority conferred on the Board in order to address any matter within the jurisdiction of the Board.

4. The Board shall appoint a Chair of each Committee.

5. The Committee will report on its work to the Board as directed by the Board.

6. The rules governing Meetings, the procedures of the Board and the conduct ofMembers shall apply to, and be observed by, all Committees as appropriate.

7. No sub-groups of Committees shall be established without approval from the Board.

Z. Policies

1. The Board may pass policies to establish its procedures, rules, and protocols. Every Policy shall be introduced upon Motion by a Member.

2. Every Policy when introduced shall be in printed or electronic format and shall be complete with the exception of the date of the Policy.

3. Every Policy which has been passed by the Board shall be dated and signed by the Chair and the Vice-Chair or Executive Assistant. An original copy of the Policy will be maintained by the Executive Assistant on the County of Northumberland's electronic storage database. Current copies of all Policies will be provided to the Inspector/Detachment Commander and all Members.

4. This Policy will be reviewed at the first regular Board meeting of each year to ensure applicability and revision, if necessary.

5. This Policy shall not be amended or repealed except by Resolution of the Board.

6. Every Member of the Board shall be responsible for reviewing this Policy and complying with its contents.

AA. Enactment

7. Policy's, sections of policies and procedural policies of the Board inconsistent with this Policy 001-2024 are hereby revised to remove any such inconsistency.

1. This Policy shall come into force on the date of its enactment.

ENACTED AND RATIFIED by the Northumberland OPP Detachment Board effective the 1st day of April 2024.

John Davison — Chairperson

Lou Rinaldi — Vice Chairperson

Northumberland OPP Detachment Board