Northumberland OPP Detachment Board Policy

Board Meetings Service Standards Guidelines

Policy No: 2024-4

Effective Date: April 1, 2024

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

1.1. This Policy provides guidelines to ensure, as a matter of governance best practices and CSPA compliance, the consistent and timely completion of the steps necessary to prepare for in-camera and public Board meetings, circulate meeting materials and carry out post-meeting tasks and follow up.

2. Statutory Authority or References

2.1. CSPA compliance, including s.43

3. Purpose

3.1. These service standards are guidelines to be used by the Executive Assistant and the Board to develop actual task deadline dates each month (based on schedules, weekends and other considerations) in a format substantially similar to the example monthly service standards deadlines attached Appendix “A”.

4. Scope

4.1. This Policy will apply to Board Members and the Executive Assistant in the conduct of their duties.

5. Definitions

5.1. As defined herein.

6. Policy Guidelines (General)

6.1. The Executive Assistant and Members of the Board shall make their best efforts to respond to all communications addressed to them within 2 business days of receipt.

6.2. All draft documents are to be prepared in Word format and all final documents are to be prepared in PDF format. All revisions to drafts are to be in track changes format.

6.3. All agendas and minutes shall be prepared in standard template format and watermarked “In-Camera” or “Public”, as the case may be, and the in-camera agendas and minutes shall be highlighted in yellow. All references to days and years are to calendar days and years.

6.4. As part of each meeting agenda, the Executive Assistant, Chair or Vice-Chair shall report to the Board on compliance with all service standards for the previous period.

6.5. Prior to the month in which a public meeting of the Board is scheduled, the Executive Assistant shall complete and circulate Appendix "A" of this Policy to the Chair and Vice-Chair.

7. Pre-Meeting Tasks and Deadlines

7.1. No less than 16 days prior to a regular meeting, the Chair shall (by separate emails – one for in-camera and one for public) circulate to the Executive Assistant and Vice-Chair proposed in-camera and public session agenda topics and related materials. Any Board Member may request a meeting topic be added to an agenda by contacting the Chair or Vice-Chair at or before this time. Except as otherwise 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 meeting agenda and shall be dealt with at the next regular monthly meeting,

7.2. No less than 14 days prior to a regular meeting, the Chair and Executive Assistant shall meet to discuss and finalize agenda topics and materials, as well as invited guests. Public agenda and materials shall include all invoices and special remuneration claims to be considered by the Board for approval. The Chair and Executive Assistant shall co-ordinate who is to invite guests, following which guests shall be invited ASAP, **BUT** in the case of in- camera guests, with limited disclosure of confidential agenda items and materials the guests are not directly participating in. This disclosure is to be discussed and settled by the Chair and Executive Assistant to avoid inadvertent disclosure of confidential information.

7.3. No less than 12 days prior to a regular meeting, the Executive Assistant shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Executive Assistant shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number.

7.4. No less than 10 days prior to a regular meeting, the Chair/Vice-Chair shall provide the Executive Assistant with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions.

7.5. No less than 7 days prior to a meeting, the Executive Assistant shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format . Also, the agenda for the public session shall be posted on the Board website.[1]

7.6. If agenda revisions are required or additions/deletions required to the agenda package materials prior to the meeting, the changes shall be circulated to members as soon as possible, but such changes may also be made at the meeting through the Chair.

7.7. The above requirements apply to special meetings of the Board to the extent circumstances permit and otherwise with reasonable modifications having regard to the amount of time available prior to the special meeting date.

[1] Minimum of 7 days required by CSPA s.43

8. Post-Meeting Tasks and Deadlines

8.1. No more than 1 day following the Board's approval of all invoices and special remuneration claims, the Executive Assistant shall process payment.

8.2. No more than 2 days following a regular meeting the Executive Assistant shall arrange for the Chair and Executive Assistant to sign all public and in-camera meeting minutes approved by the Board at the meeting.

8.3. No more than 7 business days following the Board's approval of public Board meeting minutes, the Executive Assistant shall forward the signed minutes to the Municipality's Clerk and posting on the Board's website including any OPP statistical report presented to the Board at that public meeting.

8.4. No more than 7 business days following a regular meeting, the Executive Assistant shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions.

8.5. No more than 6 days following a regular meeting the Chair and Vice-Chair shall provide the Executive Assistant with their revisions to the draft minutes.

8.6. No more than 12 days following a regular meeting, the Executive Assistant shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board.

9. Special Meetings

9.1. The above requirements apply equally to special meetings of the Board selectively, and as appropriate in the circumstances.

10. Special Meetings/Assigned Work Remuneration/Expense Reimbursement

10.1. Special Meetings - In addition to the requirements of Sections 7 and 8 above, the Executive Assistant shall, in accordance with the Board's policy on Special Meeting and Assigned Work Remuneration/Expense Reimbursement, prepare special remuneration claims for Members participating in special meetings for submission to the Board for approval in public session. In the absence of Member signatures, the Executive Assistant or Vice-Chair are authorized to sign such claims on each Member's behalf.

10.2. Assigned Work Remuneration/Expense Reimbursement - other claims for assigned work remuneration/expense reimbursement are to be prepared by Members and submitted to the Executive Assistant within 6 months of the work/expense and can either be signed by the Member or the Executive Assistant or the Vice-Chair on each Member's behalf.

11. Review and Revision History

Revision Date	Description of Changes
April 1, 2024	Reflect the new CSPA

Approved by the Board on April 1, 2024

John Davison

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Chairperson

Lou Rinaldi

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Vice-Chair

Northumberland OPP Detachment Board