

SOUTH HURON POLICE SERVICES BOARD

Remote Electronic Meeting – 4:05 pm
Tuesday, January 12, 2021

AGENDA

1. Call to Order and Welcome
2. Election of Officers – Position of Chair and Vice Chair
3. Disclosure of Pecuniary Interest and General Nature thereof
4. Changes/Additions to the Agenda
5. Approval of the Agenda
6. Approval of Minutes of previous meeting
7. O.P.P. Report
8. Delegations
9. Community Safety and Well-being Plan
 - Update
10. Correspondence
 - Office of Lisa Thompson – Defer until February 2021
 - Municipality of South Huron – Provincial Ministers Communication & Federal Petition Deadline Reminder
 - Municipality of South Huron – Solicitor General – CSWB Plan – Completion Deadline extension – July 1, 2021
11. New Business
12. Unfinished Business
 - Policing and Safety Tag Lines
 - South Huron Police Services Board By-Law No 2019-01 – Final Review and Approval
13. Date of Next Meeting – Tuesday, February 9, 2021
14. Adjournment



SOUTH HURON POLICE SERVICES BOARD

Remote Electronic Meeting
Tuesday, December 08, 2020 – 4:05 pm

Members Present

Chair	Jim Dietrich
Vice Chair	Mark Hartman
Member	Dave Frayne
OPP	Staff Sgt David Sinko
OPP	Inspector/Interim Commander Rob Scott
OPP	A/S/Sgt Andrew MacIsaac
Recording Secretary	Jo-Anne Fields

1. Call to Order & Welcome

Chair Jim Dietrich called the meeting to order at 4:05 pm and welcomed the members to the meeting, thanking them for their commitment to policing in South Huron.

2. Disclosure of Pecuniary Interest and General Nature Thereof

- None declared

3. Changes/Additions to the Agenda

- None

4. Approval of the Agenda

Motion – 40/12/20

Moved by: Mark Hartman
Seconded by: Dave Frayne

“That the Agenda be approved as circulated.”

Disposition: Carried

5. Approval of the Minutes

Motion – 41/12/20

Moved by: Mark Hartman
Seconded by: Dave Frayne

“That the minutes of November 10, 2020 meeting be approved as circulated.”

Disposition: Carried

Motion – 42/12/20

Moved by: Mark Hartman
Seconded by: Dave Frayne

“That the minutes of November 24, 2020 Special meeting be approved as circulated.”

Disposition: Carried

6. O.P.P. Report

- Detailed report for November was distributed prior to the meeting for review and to allow for effective discussion at the Board meeting
- Staff Sgt David Sinko provided a comprehensive overview and explanation of the report
- Calls for Services are down over the past year, which is a common trend with other Municipalities during this time
- One focused patrol currently in South Huron during the month of November
- The Huron OPP are currently running focused patrols with the South Huron area schools to support school safety
- Officers are patrolling the schools on foot and by cruiser to curb poor behaviour and to support school staff with re-opening policies
- Road safety is a priority of the Huron Detachment
- South Huron had no calls for service related to COVID-9 during the month of November
- 12 RIDE programs were conducted during the month in South Huron
- Auxiliary Hours – not back to full complement due to COVID-19
- 2 more stolen vehicles – education and awareness – lock it or lose it – continue to encourage people to secure their property and not leave valuables in the vehicle
- Theft of vehicles and contents are still an on-going concern throughout the County, including South Huron
- Continuous learning – block training resumed in a modified manner in September experienced officer starting this week – Noted that Huron County was the first choice of location
- There were five incidents in November at South Huron Schools

- Mental Health calls increased from 15 in November 2019 to 17 in November 2020. Crisis Team member continues to be engaged with proactive and reactive responses within Huron County throughout the COVID19 Crisis, attempting to reduce these numbers
- Calls for Services Billing – decrease in comparison to 2019
- Chair Dietrich ask for an explanation of ‘Other’ under the Calls for Service Billing Summary Report – Vehicle Recovered – Other – what does this refer to? Note that Other can refer to a scooter or anything not specified in the report above
- Chair Dietrich thanked Staff Sgt Sinko for providing the overview and explanation

Motion – 43/12/20

Moved by: Dave Frayne
Seconded by: Mark Hartman

“That the O.P.P. Report be received as presented.”

Disposition: Carried

7. Delegations

- None

8. Community Safety and Well-Being Plan

- The Community Safety and Well-Being Plan is moving forward
- Zoom Meeting held November 17, 2020 at 2 pm
- United Way were selected to compile the information and create the Community Safety and Well-Being document

9. Correspondence

- Office of Lisa Thompson – Notification of appointment of Provincial Representative Dave Frayne – Defer until the January meeting or until such time as the Board can meet in person
- Office of Lisa Thompson – Defer until January 2021
- Manager, Exeter BIA – expressed concerns of individuals in the southwest alley of the business area – patrols conducted – Officers continue to focus on this area and communicate with BIA members
- Ministry of Solicitor General – R.I.D.E. Grant application approved, signed and submitted
- Municipality of South Huron – email shared – Huron Perth Public Health – Disposed needle exchange box
- No other correspondence received

10. New Business

- Website Enhancement – Notices, Concerns, Issues, Best Practices, Partnerships – Sharing information to the public – work in cooperation with Municipal staff

11. Unfinished Business

- Safety tag lines – roll out after COVID-19
- South Huron Police Services Board By-Law No 2019-01 – Circulated to the membership for any further comment for approval in January 2021
- Inspector/Interim Commander Rob Scott shared with the Board that he was informed by West Region Command Staff that his tenure as the Interim Huron Detachment Commander would conclude on December 14, 2020. He has been assigned as the Interim Detachment Commander at Norfolk Detachment to backfill for Inspector Varga who has been assigned as a Critical Incident Commander in Caledonia. S/Sgt Sinko has been assigned as A/Insp in Perth County to backfill for his position for development. S/Sgt Adam Illman from NW Region has been assigned as the A/Inspector in Huron and Sgt Andrew MacIsaac Huron OPP has been assigned as the A/S/Sgt in Huron
- It is unknown at this time how long these assignments will remain in effect; however it is anticipated that it will be for at least three months
- He noted that it was an honour to serve as your Detachment Commander over the past ‘very challenging’ year and that it was a privilege working with the South Huron Board. He thanked the Board for their patience, co-operation and for their collaborative approach to working together
- Staff Sgt David Sinko thanked the Board and noted that he will miss working with the Board – thoroughly enjoyed his time at the Huron Detachment
- Chair Dietrich thanked both Sinko and Scott for their ease in working together and for always clarifying information as required – on behalf of the Board wished them all the best with future endeavours
- Member Hartman and Frayne reiterated the Chairs comments and wished them best of luck in their new positions
- Chair Dietrich welcomed A/S/Sgt Andrew MacIsaac to his new position
- MacIsaac brings a wealth of experience and knowledge of the area and players

12. Date of Next Meeting

Next meeting of the Police Service Board will be held at the South Huron Municipal Office on Tuesday, January 12, 2021 at 4:05 pm or at the call of the Chair.

13. Adjournment

Motion – 44/12/20

Moved by: Mark Hartman
Seconded by: Dave Frayne

“That the meeting be adjourned at 4:55 pm.”

Disposition: Carried

Chair – J. Dietrich

Recording Secretary – J. Fields

Date

DRAFT

Municipality Of South Huron Police Services Board

By-Law No. 2021-01

A by-law to govern the proceedings of the Municipality of South Huron Police Services Board, the conduct of its members and the calling of meetings

Whereas the Police Services Act, R.S.O. 1990, as amended, Section 10(2) provides that in order for a municipality to enter into a contract with the OPP the municipality must have a Police Services Board established; and

Whereas the Police Services Act, R.S.O. 1990, as amended, Part III, Section 37 provides that a board shall establish its own rules and procedures in performing its duties under this Act; and

Whereas it is deemed expedient to make and establish rules governing the proceedings of the Municipality of South Huron Police Services Board, the conduct of its members and the calling of meetings; and

Now therefore the Municipality of South Huron Police Services Board enacts as follows:

1. That the Rules of Procedure for the Municipality of South Huron Police Services Board, identified as Schedule "A" to this by-law and attached hereto form an integral part of this by-law.
2. That the Municipality of South Huron Police Services Board Chair and Secretary are hereby authorized to sign this by-law on behalf of the Board.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this day of , 2021.

Read a third time and finally passed this day of , 2021.

Chair – Jim Dietrich

Secretary – Jo-Anne Fields

South Huron Police Services Board

Schedule "A" To By-Law 2021-01

1. DEFINITIONS

- a) "Act" means the Police Services Act, R.S.O. 1990 c.P. 15, as amended;
- b) "Board" means the Municipality of South Huron Police Services Board;
- c) "Chair" means the chair of the Municipality of South Huron Police Services Board;
- d) "Committee" means a Standing or Ad Hoc committee and any other similar entity composed of individuals of the Board;
- e) "Council" means the Council of the Corporation of the Municipality of South Huron;
- f) "Days" means calendar days exclusive of Saturday, Sunday and statutory holidays;
- g) "Member" means a member of the Municipality of South Huron Police Services Board;
- h) "Municipality" means the Municipality of South Huron;
- i) "Secretary" means the secretary of the Municipality of South Huron Police Services Board, whom is appointed by the South Huron Police Services Board.

2. APPLICATION

2.1 The rules and procedures contained in this by-law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modifications, in a committee of the Board; save and except as superseded by the Act;

2.2 Except as provided elsewhere in this by-law the Board may temporarily suspend one or more of the rules contained in this paragraph by a vote of the majority of the members present;
Rules with respect to a change in agenda order of proceedings and content;
Rules respecting notice of delegation status;
Rules with respect to the increase or decrease of delegation and debate limitations.

2.3 The Chair shall decide all points of order or procedure for which rules have not been provided in this by-law. The Chair's decision on such matters shall be binding on the members.

3. COMPOSITION OF BOARD

3.1 In accordance with the Act the board shall consist of three (3) members, composed of:
The head of the municipal council or designated member of the municipal council appointed by resolution of Council;

One (1) person appointed by resolution of Council who is not a member of Council or an employee of the municipality, referred to as Community member;

One (1) person appointed by the Lieutenant Governor in Council, referred to as the Provincial Appointee.

3.2 The term of office shall be as set out in the Act, as follows;

The term of office for the Community member appointed by resolution of a council shall be as set out by the council in the appointment, but shall not exceed the term of office of the council that appointed the member.

A member appointed by resolution of a council may continue to sit after the expiry of his or her term of office until the appointment of his or her successor and is eligible for reappointment.

If the position of a member who is appointed by the municipal council or holds office by virtue of being the head of a municipal council becomes vacant, the board shall notify the council, which shall forthwith appoint a replacement.

Vacancies for the public representative position shall be advertised in the local newspaper(s) and on the municipal website.

3.3 Prior to undertaking the duties of a Board Member, each appointee is required to take an Oath or Affirmation Office, as attached hereto and identified as Appendix "B" to this schedule.

4. SELECTION OF CHAIR AND VICE-CHAIR

4.1 The Board, at the first meeting of each year, shall select from amongst its members a Chair and a Vice Chair for a one year term.

4.2 The Secretary shall conduct the election for the Chair and Vice Chair.

4.3 Any votes required under this section shall be taken openly and no vote shall be taken by ballot or any other method of secret voting.

5. DUTIES AND RESPONSIBILITIES

5.1 The Board shall be responsible for those duties as set out in Section 10 of the Act, as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct, identified as Appendix "A" to this Schedule, attached hereto and forming an integral part of this by-law. Section 10 of the Police Services Act is identified as Appendix "C" to this Schedule, attached hereto for the convenience of Board Members.

5.2 The sharing of information with Municipal Council, including the type of information to be shared and frequency of sharing such information will be determined by the South Huron Police Services Board and Municipal Council.

5.3 In September, of any given year, the Board Chair and Secretary will prepare an Administrative Budget for the South Huron Police Services Board. The budget will be presented to the Board in October for approval to submit to the Municipal Treasurer for inclusion in the budget process and approval by Council. The Board will monitor and review the budget throughout the year.

6. DUTIES OF CHAIR

6.1 Report on activities of the South Huron Police Service and those of its Board to the municipal council as requested.

6.2 Act as sole spokesperson for the policy decisions of the Board.

6.3 Represent and support the Board, declaring its will and implicitly obeying its decision in all things.

6.4 Open the meeting of the Board by taking the chair and calling the members to order.

6.5 Receive and submit, in the proper manner, all motions presented by the members.

6.6 Put to vote all questions duly moved and to announce the result thereof.

6.7 Decline to put to vote motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board.

6.8 Restrain the members, when engaged in debate, within the rules of procedure.

6.9 Enforce on all occasions the observance of order and decorum among the members.

6.10 Inform the Board on any point of order as deemed necessary.

6.11 Adjourn the meeting upon motion duly moved when the business is concluded.

6.12 Adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him/her if considered necessary.

6.13 Sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board.

6.14 Perform any and all other duties when directed to do so by motion of the Board.

7. DUTIES OF VICE CHAIR

7.1 Act in place of the Chair when the Chair is absent, refuses to act or the Chair is vacant and while so acting the Vice Chair shall have the same authority, rights and powers of the Chair.

8. REGULAR MEETINGS OF THE BOARD

8.1 The Board shall meet a minimum of nine (9) times per year. Each year a regular meeting schedule for the year shall be approved by the Board and posted on the municipal website. Amendments to this schedule shall be approved by the Board and posted on the municipal website.

8.2 The Board shall hold its regular meetings at the hour of 4:05 p.m. on the second Tuesday of the month, or at the call of the Chair in the Verity Room at the South Huron municipal office, or at such other place or time as may be determined by the Board from time to time.

8.3 The Chair shall preside at all meetings. In the absence of the Chair the Vice Chair, or in the absence of the Vice Chair the next senior member of the Board shall preside at the meeting.

8.4 The Chair or in the absence of the Chair the Vice Chair, may cancel a meeting when the meeting is deemed not warranted, in accordance with the notice provisions set out in this by-law.

8.5 Notice for Regular Meetings, Special Meetings or for the cancellation of a previously scheduled meeting shall be posted on the Municipality of South Huron website 72 hours prior to the meeting time. Exception to this rule could include inclement weather or lack of quorum. In the instance where the website is unavailable, notice shall be posted at the municipal office.

9. SPECIAL MEETING OF THE BOARD

9.1 The Chair, or in his/her absence the Vice Chair, may at any time summon a Special Meeting of the Board and shall do so whenever requested by a majority of the members of the Board.

9.2 The Secretary shall give notice to members of the Board of all Special Meetings of the Board whenever required. Such notice shall be by telephone, email or any other means deemed appropriate.

9.3 Notice of a Special Meeting of the Board shall be in accordance with the notice provisions set out in this by-law. Exception to notice provision would be in the event that the Chair or Vice Chair called an emergency meeting.

9.4 No business may be transacted at a special meeting of the Board other than that specified in the notice or agenda.

10. CALLING TO ORDER

10.1 As soon as possible after the hour of the meeting and where a quorum is present the Chair shall take the chair and call the meeting to order.

10.2 If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the regular or special meeting the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

11. QUORUM

11.1 A quorum shall be a majority of the members.

12. BOARD AGENDA

12.1 The Secretary shall prepare an agenda in the following order, for the use of the members at the regular meetings of the Board;

1. Call to Order and Welcome
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Changes/Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes of previous meeting
6. OPP Report
7. Delegations
8. Correspondence
9. New Business
10. Unfinished Business
11. Date of Next Meeting
12. Adjournment

12.2 The Secretary shall consult with the Detachment Commander or designate to receive all reports and supporting materials for the agenda three (3) days prior to the date of the Board Meeting.

12.3 An item which is not included in the agenda may not be introduced at the meeting without the consent of a majority of the members present, unless such item is deemed to be of significant urgency by the Chair or Detachment Commander in which case it may be included as an extra item on the agenda.

12.4 Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall;

- (a) Every letter, petition and other communication addressed to the Board shall be received and itemized by the Board Secretary and shall be actioned as follows:

- i. Where, in the opinion of the Chair and the Secretary, the subject matter of any communication is properly within the jurisdiction of the Board, such communication shall be placed on the Agenda for the next regular meeting of the Board, and shall be dealt with during such meeting.
 - ii. Where, in the opinion of the Chair and the Secretary, the subject matter of any communication is properly within the jurisdiction of the Police Services, the Chair will distribute the communication to the appropriate authority for the necessary action upon receipt and without prior reference to the Board. The action taken will be reported to the Board at its next regular meeting.
- (b) A listing of the Correspondence items received since the last Police Services Board meeting will be included on the next Agenda.
 - (c) The Board Secretary will compile the list for the Agenda and note the general scope of the correspondence for discussion at the meeting.
 - (d) Names and personal information will be redacted from the information listed on the agenda and upon request circulated to members. The Board and Staff shall have regard to the provisions of the Municipal Freedom of Information and Protection of Privacy Act when considering any communications.”
 - (e) No person shall be permitted to address the Board with respect to a specific personal issue, nor shall a brief respecting such issue be listed on the Police Services Board agenda. A written brief by any person with respect to personal issues may be forwarded to the Chair for consideration by the Police Services Board in Closed Session.
 - (e) Communications containing obscene or defamatory language shall not be listed on the Agenda.

12.5 The Secretary shall deliver the agenda for each regular meeting to members of the Board not less than seventy-two (72) hours prior to the hour appointed for holding of the meeting. The method of delivery will be predetermined by consultation with the Board.

13. CONFLICT OF INTEREST

13.1 The Municipal Conflict of Interest Act, shall govern the Chair and members of the Board and the agenda shall include a provision for members to declare a pecuniary interest in a matter.

13.2 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:

- a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) Not take part in the discussion of, or vote on any question in respect of the matter; and

c) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

13.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

13.4 Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

13.5 The Member shall provide in writing to the Secretary the particulars of any disclosure and the general nature thereof to be recorded in the minutes of that meeting of the Board.

14. HEARING OF DELEGATIONS

14.1 Delegations will only be heard at regular meetings and provided that the person(s) requesting a delegation has provided written notice of their request at least seven (7) days before the date of the Board meeting. The request shall also include a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented. Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business.

14.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.

14.3 Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.

14.4 No delegation shall:

- a) Speak disrespectfully of any person;
- b) Use offensive words or language;
- c) Speak on any subject other than the subject for which they have received approval to address the Board; or
- d) Disobey the rules of procedure or a decision of the Chair.

14.5 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this by-

law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

The secretary shall, where possible, provide a copy of Section 14 of this by-law to the person seeking status as a delegation at a Board meeting.

15. CONDUCT OF MEMBERS

15.1 No member shall:

- a) Use offensive words or disrespectful language in meetings of the Board or against any Member;
- b) Speak on any subject other than the subject in debate;
- c) Criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- d) Speak in a manner that is discriminatory in nature, as per the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code;
- e) Disobey the rules as set out in this by-law or a decision of the Chair, on questions of order or procedure as set out in this by-law or resolution of the Board, or upon the interpretation of the rules of the Board.

15.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board." If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

16. RULES OF DEBATE

16.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.

16.2 When a Member wishes to speak to any question, motion or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire 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 and appear on the list.

16.3 When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in his or her opinion, first

indicated their intention to speak, and that Members may speak to the question or motion first.

- 16.4 When a Member is speaking no other Member shall pass information between any Member and the Chair, or interrupt that Member except to raise a point of order.
- 16.5 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.
- 16.6 No Member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech which the Member feels may have been misunderstood, but in no instance, shall the Member be permitted to introduce any new matter.
- 16.7 Notwithstanding Section 16.6, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
- 16.8 No Member shall speak to the same question or motion, or in reply, for more than five minutes, without leave of the Chair.
- 16.9 After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 16.10 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

17. MOTIONS

- 17.1 All motions, except a motion to adjourn, shall be clearly stated verbally, duly moved and seconded before being discussed or being put to a vote.
- 17.2 The Board Chair shall read a motion before a vote is taken if required to do so by a Member.
- 17.3 After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.
- 17.4 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:

- a) To adjourn;
- b) To amend;
- c) To refer;
- d) To suspend the rules of procedure;
- e) To table the question;
- f) To vote on the question.

17.5 A motion to adjourn the meeting may be made at any time except;

- a) When a Member is speaking or during the taking of a vote;
- b) When the question has been called;
- c) When a Member has already indicated to the Chair that he or she desires to speak on the question;

And, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.

17.6 A motion to amend:

- a) Shall be relevant to the question to be decided;
- b) Shall not be received if it in essence constitutes a rejection of the main questions;

And only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.

17.7 A motion to refer the question shall include:

- a) The name of the Committee, or other body or official to whom the question is to be referred; and
- b) The terms upon which the question is to be referred;

And any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

18. VOTING ON MOTIONS

18.1 A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the questions.

18.2 When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a Member, shall divide the question, and the vote upon each proposal shall be taken separately.

- 18.3 Every Member present at a meeting of the Board when a question is put shall vote thereon unless prohibited by statute, in which case the Secretary shall record the name of the Member and the reason that he or she is prohibited from voting.
- 18.4 If a Member present does not vote when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is prohibited from voting by statute.
- 18.5 When a recorded vote is required the Secretary shall conduct the vote, calling for each Member's vote, in random order, and recording each vote as it is cast.
- 18.6 The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results.
- 18.7 Where on any question on which there is a tie vote, the motion shall be deemed to have been lost.

19. PUBLIC & CLOSED SESSION MEETINGS

- 19.1 All meetings of the Board shall be open to the public, except to address;
 - a) matters involving public security that the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
 - b) financial or personal matters of other matters of such a nature that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public;
- 19.2 No person other than Board Members, Secretary, Detachment Commander and/or Detachment Commander's designate and other persons invited by the Chair, shall attend closed meetings of the Board, and persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.

20. AVAILABILITY OF INFORMATION

- 20.1 Information relating to matters described in Section 19.1 of this by-law, shall be marked "Confidential" and shall be provided at meeting time, and returned to the Secretary at the conclusion of the closed session meeting.

21. BY-LAWS

- 21.1 Every by-law shall be introduced by a motion by a Member, shall be in

typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the by-law.

- 21.2 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in the Municipality of South Huron Municipal Office, in secure and proper facilities provided by the Municipal Clerk.

Appendix “A”

MEMBERS OF POLICE SERVICES BOARDS - CODE OF CONDUCT

O. Reg. 421/97

1. Board members shall attend and actively participate in all board meetings.
2. Board members shall not interfere with the police force’s operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
3. Board members shall undergo any training that may be provided or required for them by the Solicitor General.
4. Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
6. A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
7. Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
8. Board members shall uphold the letter and spirit of the Code of Conduct as set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
9. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Human Rights Code* and the *Charter of Rights and Freedoms (Canada)*.
10. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
11. (1) Board members shall not use their office to obtain employment with the board or the police force for themselves or their family members.

(2) For the purpose of subsection (1), “family member” means the parent, spouse or child of the person, as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*.

12. A board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board.
13. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.
14. A board member whose conduct or performance is being investigated or inquired into by the Commission under s. 25 of the Act shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry.
15. If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
 - a) Require the member to appear before the board and be reprimanded;
 - b) Request that the Ministry of Public Safety and Security conduct an investigation into the member's conduct; or,
 - c) Request that the Commission conduct an investigation into the member's conduct under Section 25 of the Act.

Appendix “B”

The oath or affirmation of office to be taken by a member of the board shall be in one of the following forms set out in the English or French version of this section:

I solemnly swear (affirm) that I will be loyal to Her Majesty the Queen and to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, discharge my duties as a member of the (*insert name of municipality*) Police Services Board faithfully, impartially and according to the *Police Services Act*, any other Act, and any regulation, rule or by-law.

So help me God. (*Omit this line in an affirmation.*)

or

I solemnly swear (affirm) that I will be loyal to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, discharge my duties as a member of the (*insert name of municipality*) Police Services Board faithfully, impartially and according to the *Police Services Act*, any other Act, and any regulation, rule or by-law.

So help me God. (*Omit this line in an affirmation.*)

Appendix “C”

Police Services Act, R.S.O. 1990, as amended, Section 10;

(10) The amount owed by a municipality for the police services provided by the Ontario Provincial Police, if not collected by other means, may be deducted from any grant payable to the municipality out of provincial funds or may be recovered by a court action, with costs, as a debt due to Her Majesty. 1997, c. 8, s. 9 (3).

Municipal agreements for provision of police services by O.P.P.

10. (1) The Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police.

Board required

(2) In order for a municipality to enter into an agreement under this section, the municipality must have a board.

Same

(3) In order for two or more municipalities to enter into an agreement under this section, the municipalities must have a joint board.

Transition

(4) If an agreement under this section was entered into, before section 10 of the *Police Services Amendment Act, 1997* comes into force, by a municipality that did not have a board at the time, the agreement remains valid and enforceable despite subsection (2), but the agreement may not be renewed unless the municipality has a board.

Collective bargaining

(5) No agreement shall be entered into under this section if, in the Solicitor General's opinion, a council seeks the agreement for the purpose of defeating the collective bargaining provisions of this Act.

Duties of O.P.P.

(6) When the agreement comes into effect, the Ontario Provincial Police detachment assigned to the municipality or municipalities shall provide police services for the municipality or municipalities, and shall perform any other duties, including by-law enforcement, that are specified in the agreement.

Payment into Consolidated Revenue Fund

(7) The amounts received from municipalities under agreements entered into under this section shall be paid into the Consolidated Revenue Fund.

Collection of amounts owed

(8) The amount owed by a municipality under the agreement, if not collected by other means, may be deducted from any grant payable to the municipality out of provincial funds or may be recovered by a court action, with costs, as a debt due to Her Majesty.

Role of board

(9) If one or more municipalities enters into an agreement under this section, the board or joint board shall advise the Ontario Provincial Police detachment commander assigned to the municipality or municipalities, or his or her designate, with respect to police services in the municipality or municipalities and shall,

- (a) participate in the selection of the detachment commander of the detachment assigned to the municipality or municipalities;
- (b) generally determine objectives and priorities for police services, after consultation with the detachment commander or his or her designate;
- (c) establish, after consultation with the detachment commander or his or her designate, any local policies with respect to police services (but the board or joint board shall not establish provincial policies of the Ontario Provincial Police with respect to police services);
- (d) monitor the performance of the detachment commander;
- (e) receive regular reports from the detachment commander or his or her designate on disclosures and decisions made under section 49 (secondary activities);
- (f) review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his or her designate on his or her administration of the complaints system.

Non-application of certain sections

(10) If one or more municipalities enters into an agreement under this section, section 31 (responsibilities of board), section 38 (municipal police force) and section 39 (estimates) do not apply to the municipality or municipalities. 1997, c. 8, s. 10.