

**A PROCEDURAL BY-LAW
GOVERNING THE CONDUCT OF BUSINESS OF
THE NORTH BAY POLICE SERVICES BOARD
By-Law # 1/95**

Whereas the North Bay Police Services Board deems it desirable to enact a by-law to establish the procedure by which the business of the Board shall be conducted as one of the rules necessary for the effective management of the North Bay Police Force pursuant to Part III of the Police Services Act.

NOW THEREFORE THE NORTH BAY POLICE SERVICES BOARD HEREBY ENACTS AS FOLLOWS:

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| Meeting
Schedule | 1. (1) At the first meeting of each year, the Board shall <ol style="list-style-type: none">(a) elect a Chair and a Vice-Chair(b) approve a schedule of regular meetings(c) appoint a Board Secretary and Solicitor |
| Time | (2) Notice of regular meetings shall be published by the Board Secretary sending the agenda to all local news media.

(3) The chair will call the meeting to order after the hour fixed for the meeting once a quorum is present. |
| In Camera
Agenda | 2, Each regular meeting shall be comprised of a public and in-camera agenda, as prepared by the Board Secretary. Items will be placed on the in-camera agenda in accordance with the Police Services Act and the Municipal Freedom of Information and Protection of Privacy Act, and shall include: <ol style="list-style-type: none">(a) matters involving public security where having regard to the circumstances, 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) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, 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. |

3. (1) At the chair's direction, but no sooner than one-quarter hour after the time fixed for the meeting, should no quorum be present, the Board Secretary will call the roll and record the names of the members present and the meeting shall be adjourned.
- (2) Should the Chair not be present, or vacates the Chair temporarily or permanently, the Vice-Chair will act in his/her place.
- Acting Chair (3) Should neither the Chair or Vice-Chair be present or available the Board shall appoint an acting Chair until such time as either the Chair or Vice-Chair are available.
- Special Meeting 4. The Chair may, at any time, summon a special meeting of the Board, and the Chair or the Board Secretary shall summon a special meeting of the Board whenever requested by a majority of the members of the Board.
- Notice 5. The Board Secretary will undertake to give at least 24 hours notice by telephone, delivery, mail, facsimile, or other fashion practical for special meetings.
6. In situations deemed urgent, the Chair may call a special meeting in such ways as she/he may deem best without regard to the time limit.
7. Notice of a special meeting shall state the business to be considered and no business other than that stated shall be considered at such meeting, except if all members of the board are present.
- Conference Call 8. Special meetings may take place in a location or fashion, including a conference call, as deemed most appropriate by the Chair and concurred in by a majority of the Board.
- Order of Business 9. The order of business for regular meetings shall, subject to revision, be as follows:
- Call to Order
 - Approval of Agenda
 - Minutes of Previous Meeting
 - Disclosure of Interests
 - Business Arising
 - Correspondence
 - Taxi Business
 - Accounts
 - Reports
 - New Business
 - In Camera Agenda

10. Prior to each regular meeting, the Board Secretary shall prepare an agenda of all business to be brought before the Board.
- Adjournment 11. (1) The Board shall deal with matters in the order established by the order of business and as shown on the agenda.
- (2) The Chair may, at his/her discretion, alter the order established to facilitate the business of the meeting.
- Deputations 12. (1) Any individual or deputation wishing to appear before the Board shall give notice in writing to the Board Secretary a minimum of two (2) working days prior to the meeting.
- (2) The Chair, after consultation with the Board Secretary shall determine if the individual or deputation may be heard.
- (3) Any such decision shall be based on the role and responsibilities of police services boards and the right to appear shall not be unreasonably withheld.
13. Deputations shall be limited to a maximum of 10 minutes. The time limit may be extended with the consent of the Board.
- Order 14. The Chair shall maintain order and decide all questions of order at meetings.
15. (1) Any member may raise a point of order, to enforce or clarify the rules of order.
- (2) The Chair will hear the member then decide the question.
16. Any member may raise, a point of privilege, on his/her own behalf or when a member believes the privilege of the Board has been compromised or infringed.
- Appeal 17. (1) A member may appeal the decision of the Chair of the Board in a question of order or on a question on how the business of a meeting should be conducted.
- (2) The member appealing may state the reason for the appeal. The Chair will then rule on the appeal, briefly stating his/her reasons.
- (3) The Chair's decision will be voted on by the Board, with a majority determining the appeal. Once the Board has voted on the appeal, the decision is final and cannot be reconsidered.

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| | 18. | All motions and resolutions shall be in writing. |
| Amendments | 19. | Amendments will be decided or withdrawn prior to the main question being put to the vote. |
| | 20. | Secondary amendments shall be voted on before primary amendments (that is, in reverse order in which they are accepted). |
| | 21. | All amendments shall be in writing. |
| Motions | 22. | Any member can call the question and the vote shall be called immediately with a majority of members present required to carry the motion. |
| | 23. | Any member can call for a division of the question when a motion relates to a single subject but contains many parts and each part shall then be voted on separately. |
| Recorded | 24. | Any member can request a recorded vote immediately prior to the taking of the vote; otherwise, voting shall be by a show of hands. |
| Tie | 25. | The Chair shall vote in the case of a tie or if a recorded vote is requested. In the case of a tie involving all members present, the motion shall be lost. |
| Reconsideration | 26 | Reconsideration of any decision of the Board shall require the consent of a majority of the members, that the member who moved the original motion or resolution be present, and that such member be from the prevailing side. |
| Procedural By-law | 27. | Amendment of this Procedural By-law shall require a simple majority of the members present at a regular meeting subject to a notice of motion to amend the procedural policy having been given in writing at the regular meeting when the amendment is to be considered. |
| Minutes | 28. | Minutes shall record without note or comment the resolutions, decisions or by-laws of the Board. |
| | 29. | Correction of the minutes shall require the majority of the Board. |
| Rules | 30. | If a question of procedure should arise during the course of a meeting not covered by this policy, it shall be determined by the Chair with reference to Robert's Rules of Order. |

31. The provisions of this policy are intended to govern the conduct of business at the meetings of the Board. Any variation from them shall not invalidate any action taken at a regularly constituted meeting of the Board.
- Negotiations 32. (1) The Board may establish sub-committees from time to time for advisory purposes. No sub-committee shall bind the Board.
- (2) The following standing committee of the Board shall be established, having power to exercise any authority conferred upon the Board in accordance with Section 34 of the Police Services Act within the terms of reference of the Committee set forth:
- a) Personnel and Labour Relations Committee
- having authority to deal with matters relating to the negotiation and administration of collective agreements, the administration of employee benefit plans, the hearing of formal and informal grievances under the terms of collective agreements or arising out of personnel policies, hiring and firing, the supervision of the employment equity plan, and such other matters as may be assigned to it from time to time by the Board:
- b) Freedom of Information and Protection of Privacy Act Committee
- having authority to make final decisions pertaining to requests for the release of Board records under the Act and to act as "Head of the Institution" as specified in the Act. This committee may delegate the functional responsibility of responding to requests for release of information of Police Service records to the Chief of Police and/or the Chief's delegate.
- (3) There shall be delegated by the board to one of the members of the Personnel and Labour Relations Committee, authority to bargain under Part VIII of the Police Service Act and such person shall report to the Board through the said Committee. No more than two Board members can attend a negotiation session.

- (4) The Negotiating Committee for the Board shall be made up of one or more members of the Board, the Chief of Police or his designate, and the Board's consultant or such other person as the Board deems necessary in accordance with the Police Services Act.
- By-laws 33. (1) By-laws will be considered by the Board only after a resolution is passed to authorize preparation of the By-law.
- (2) Any draft by-law shall be circulated to the members of the Board with the notice of the meeting.
- (3) The Board may pass by-laws from time to time by way of three resolutions to address each of the three readings of the By-law.
- Disclosure of Interest 34. The Board shall be governed by the Local Government Disclosure of Interest Act and the agenda shall include provision for members to declare a pecuniary interest.
35. Any member of the Board may certify a by-law of the Board as a true copy and correct copy of the by-law.
- Purchasing Approval 36. (1) In addition to paying any amounts under contracts approved by the Board or for statutory charges, the Chief and the Deputy Chief of Police shall have the authority to approve payment of invoices up to the amount of \$15,000.00.
- (2) (a) Tenders shall be called for the purchase of any goods valued at more than \$15,000.00 save and except where the Board decides otherwise.
- (b) The Board shall not be obliged to accept the lowest or any tender submitted.
- (3) The Chief shall provide a monthly Financial Report to the Board either oral or written, as directed by the Board.
- (4) No officer or Board member shall commit the Board to any expenditure save and except as authorized herein.

READ A FIRST TIME THE 21ST DAY OF MARCH, 1995

READ A SECOND TIME THE 21ST DAY OF MARCH, 1995

READ A THIRD TIME AND FINALLY ENACTED AND PASSED THE 21ST DAY OF
MARCH, 1995

Signed: H.A. Murray
Chair

Signed: B. Dorschner
Secretary