

**HALTON REGIONAL
POLICE SERVICES BOARD**

**PROCEDURAL BY-LAW
NO. 2018-001**

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HALTON REGIONAL POLICE SERVICES BOARD

BY-LAW NUMBER NO. 2018-001

A BY-LAW ON THE PROCEEDINGS OF THE HALTON REGIONAL POLICE SERVICES BOARD, ITS STRATEGIC GOVERNANCE FUNCTIONS, THE CONDUCT OF ITS MEMBERS AND THE CALLING OF MEETINGS.

WHEREAS Section 27 (1) of the *Police Services Act (PSA)*, R.S.O. 1990, c.P.15, as amended, provides that there shall be a police services board for every municipality that maintains a police force;

AND WHEREAS pursuant to Section 35 (1) of the *PSA*, a board shall hold at least four meetings each year;

AND WHEREAS Section 37 of the *PSA* provides that a Board shall establish its own rules and procedures in performing its duties under the *PSA*;

NOW, THEREFORE the Halton Regional Police Services Board hereby enacts as follows:

1. **DEFINITIONS**

1.1 In this By-law:

- (a) "Acting Chair" means a Member required to act from time to time in the place and stead of the Chair, pursuant to section 5 of this by-law;
- (b) "Board" means the Halton Regional Police Services Board and shall be composed of such members appointed under Part III of the *PSA*;
- (c) "Chair" means the Member elected as Chair of the Board pursuant to Section 28(1) of the *PSA*;
- (d) "Chief of Police" means the Chief of the Halton Regional Police Service;
- (e) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the *PSA*;
- (f) "Consent Agenda" means a listing of reports on an agenda which are considered routine, non-contentious and self-explanatory;
- (g) "Council" means the Council of the Regional Municipality of Halton;
- (h) "Days" mean calendar days exclusive of Saturdays, Sundays and Statutory holidays;

- (i) "Board staff" refers all personnel whose role is to support the Board directly, including but not limited to Strategic Advisor, HR Advisor, Board Secretary, Executive Director, Administrative Assistant, etc.
 - (j) Ex officio" means by virtue of office or official position;
 - (k) Improper Conduct" means behaviour which offers any obstruction to the deliberations or proper conduct of a meeting;
 - (l) "Member" means a member appointed to the Halton Regional Police Services Board;
 - (m) "PSA" means the *Police Services Act*, R.S.O. 1990, c.P.15, as amended from time to time;
 - (n) "Recorded Vote" means the making of a written record of the name and vote of each Member present who votes on a question and of each Member present who does not vote;
 - (o) "Region" means the Regional Municipality of Halton;
 - (p) "Regional Chair" means the Chair of the Regional Municipality of Halton;
- 1.1 In this by-law, words importing the singular number include the plural and vice versa, and all reference to gender shall be read as gender neutral.

2. **APPLICATION**

- 2.1 The rules or 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.
- 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 two-thirds majority vote of the Members present:
 - a) rules with respect to a change in agenda, order of proceedings, and content;
 - b) rules respecting notice of delegation status; or
 - c) rules with respect to the increase or decrease of delegation and debate limitations.
- 2.3 All points of order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order.

3. **GUIDING PRINCIPLES**

- 3.1 The following overarching goals of the Halton Regional Police Services Board shall guide the business of the Board and its meetings:
- a) To serve Halton's safe communities through best-in-class, strategic police governance
 - b) To remain at the forefront of community safety service provision, through community safety/well-being planning, community engagement and research
 - c) To ensure the provision of adequate and effective police services to the citizens of Halton Region
 - d) To work with communities to maintain Halton's ranking as Canada's safest place to work, raise a family and retire
 - e) As the voice of police governance in Halton, respond to community needs and represent the public safety interest
 - f) To support and ensure the safety of front-line officers and police service members.

4. **SELECTION OF CHAIR AND VICE-CHAIR**

- 4.1 In accordance with Section 28(1) and (2) of the *PSA*, the Members of the Board shall, at the first meeting of each calendar year, select from amongst its Members, a Chair and Vice-Chair for the year, in the following manner:
- (a) The election of Chair and Vice-Chair shall be conducted by Board staff;
 - (b) Nominations shall require a mover and seconder, both of whom shall be Members of the Board;
 - (c) Where more than one nominee stands for election, a vote shall be taken;
 - (d) Prior to the vote being taken, each nominee shall be given 5 minutes to speak to the nomination. Candidates shall be called upon in alphabetical order of their surname;
 - (e) After the nominees have completed their speeches, a vote shall be taken;
 - (f) If nominees are tied on the first vote, a ten minute recess shall be held and a second vote shall be taken. If on the second vote the nominees remain tied, a further ten minute recess shall be held and a third vote shall be taken. If nominees remain tied after a third vote, the election of the Chair or Vice-Chair shall be decided by lot drawn by the Regional Chair or the selected Mayor;

- (g) No votes required under this section shall be taken by ballot or any other form of secret voting.

5. **DUTIES OF THE CHAIR**

5.1 On behalf of the Board, between meetings, it shall be the duty of the Chair to:

- (a) communicate regularly with the Chief of Police with regard to matters of public safety, ensuring an open exchange of information,
- (b) communicate regularly with the Board staff, providing support, seeking advice and assigning responsibilities, on behalf of the Board, in accordance with clause (g),
- (c) seek the advice of legal counsel on Board matters when needed, including legal counsel independent from that of the Halton Regional Police Service when the Board should have its own independent counsel,
- (d) preside at all meetings of the Board so that its business can be carried out effectively and efficiently,
- (e) set the agenda for all meetings of the Board,
- (f) act as the sole spokesperson for the decisions of the Board, except where otherwise authorized by the Board or by the Chair,
- (g) represent and support the Board, declaring its will and implicitly obeying its decisions in all things;
- (h) open the meeting of the Board by taking the chair and calling the Members to order;
- (i) receive and submit, in the proper manner, all motions presented by the Members;
- (j) put to vote all questions, which are duly made and to announce the result thereof;
- (k) decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (l) restrain the Members, when engaged in debate, within the rules of procedure;
- (m) enforce on all occasions the observance of order and decorum among the Members;
- (n) call by name, any Member persisting in breach of the rules of procedure and to order him or her to vacate the room in which the meeting is being

held and if necessary to proceed as provided in Section 16.2;

- (o) inform the Board on any point of order as deemed necessary;
- (p) adjourn the meeting upon motion duly made when the business is concluded;
- (q) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (r) 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;
- (s) perform any and all other duties when directed to do so by motion of the Board;
- (t) where deemed appropriate, expel or exclude from a meeting any person for Improper Conduct.

6. DUTIES OF THE VICE-CHAIR

- 6.1 When the Chair is absent, or refuses to act, or the chair is vacant, the Vice-Chair shall act in his or her place and stead and while so acting, shall have the same authority, rights and powers of the Chair.

7. RESPONSIBILITIES OF THE BOARD

- 7.1 As per Section 31 (1) of the *PSA*, the Board is responsible for providing adequate and effective police services in Halton Region and shall:
 - (a) appoint members of the police service;
 - (b) determine, after consulting with the Chief of Police, objectives and priorities respecting police services in Halton Region;
 - (c) set policies for the effective management of the police service;
 - (d) recruit and appoint the Chief of Police and Deputy Chief(s) of Police, and annually determine their remuneration and working conditions, taking their submissions into account;
 - (e) direct the Chief of Police and monitor his/her performance;
 - (f) set policies regarding the disclosure of personal information about individuals by the Chief of Police;
 - (g) receive regular reports from the Chief of Police about disclosures and decisions made under s. 49 (secondary activities);

- (h) set guidelines regarding the indemnification of members of the police service for legal costs under s. 50;
 - (i) set guidelines for handling complaints under Part V of the *PSA*;
 - (j) review the Chief of Police's administration of the complaints system under Part V and receive regular reports from the Chief of Police on his/her administration of the complaints system.
- 7.2 Per Section 31 (4), the Board may give orders and directions to the Chief of Police, but not to other members of the police service, and no individual member of the Board shall give orders or directions to any member of the police service.
- 7.3 Per Section 31 (5), the Board shall ensure its members undertake any training that the Minister of Community Safety and Correctional Services may offer or require.

In addition, in accordance with a duty of continuing education/professional development, Board Members are encouraged to attend regular learning forums/conferences, such as those led by the Ontario Association of Police Services Boards, and the Canadian Association of Police Governance.

- 7.4 The Board is responsible for strategic planning for the police service, including exploring opportunities to strategically govern rising policing costs and considering alternate service delivery mechanisms.

8. COMMITTEES OF THE BOARD

- 8.1 Subject to the provisions of Section 34 of the *PSA*, the Board may at any time by motion appoint one or more Members to a Committee of the Board, or Board staff to inquire into any matter within the jurisdiction of the Board.
- 8.2 The Chair shall be an ex-officio member of any Committee appointed pursuant to Section 8.1.
- 8.3 Committee Members and Board staff shall deal directly with the Chief of Police, or in his or her absence, the Deputy Chief or his designate, when services are required from a member of the Halton Regional Police Service to assist the Committee.
- 8.4 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

9. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board shall hold its regular meetings at the hour of 0900 hours in the Community Room at Police Headquarters according to the schedule set annually and approved by the Board, or at other appropriate locations in Halton Region.
- 9.2 The Chair shall preside at all meetings. In the event the Chair does not attend a meeting at which he is to preside within fifteen (15) minutes after the time

appointed for the meeting, the Vice-Chair shall call the Members to order and shall preside until the arrival of the Chair. If the Chair or Vice-Chair are not in attendance, then those members in attendance shall, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.

- 9.3 The Chair or in the absence of the Chair, the Vice-Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice-Chair deems it is not warranted.

10 **SPECIAL MEETINGS OF THE BOARD**

- 10.1 The Chair, or in his or 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.
- 10.2 The Board staff shall deliver notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by telephone, facsimile, electronic mail or hand delivered to each Member so as to be received at the residence or place of business of each Member, at least forty-eight hours before the time fixed for such meeting.
- 10.3 No business may be transacted at a special meeting of the Board other than that specified in the notice or agenda.
- 10.4 Notwithstanding any other provision contained in this Section, the Chair, or in his absence, the Vice-Chair, may cancel a special meeting of the Board only if a majority of the Members' consent.

11. **THE CALLING OF MEETINGS TO ORDER**

- 11.1 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.
- 11.2 If a quorum for either the regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, the Board staff shall indicate that no quorum was present and the meeting shall stand adjourned until the time identified in the motion to "fix the time to which to adjourn", or the next regular meeting of the Board.

12 **QUORUM**

- 12.1 A quorum shall be a majority of the members according to Section 35(2) of the PSA.

13 **BOARD AGENDA**

13.1 Board staff shall, after consultation with the Board Chair and Chief of Police, cause an agenda to be prepared, in the following order, for the use of the members at the regular meetings of the Board:

1. General
 - 1.1 Regrets
 - 1.2 Conflict of Interest/Pecuniary Interest Disclosure
 - 1.3 Confirmation of Minutes
2. Presentations/Delegations
3. Consent Agenda
4. Discussion Items
5. Operational Verbal Updates
6. Status of Outstanding Items*
7. New Business
8. Move Into Closed Session
9. Closed Session Report and
10. Adjournment.

13.2 All reports and supporting materials for the agenda shall be delivered to the Board staff not less than five (5) working days prior to the date for the Board Meeting. 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.

13.3 Every letter, petition, request and other communication addressed to the Board shall be received by the Board staff of the Board who shall:

- a) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Board, circulate it to the Members;
- b) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Police Service, shall refer it to the Chief for necessary action and a report presented at the next Board meeting if required.

13.4 The Board staff shall have delivered to each Member of the Board the agenda for each regular meeting on the Friday morning preceding the day appointed for the holding of the meeting, or earlier if materials are ready.

14 **CONFLICT OF INTEREST DISCLOSURE**

14.1 The Members shall be governed by the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and the agenda shall include a provision for members to declare conflict or conflicts of interest or a pecuniary interest in a matter.

- 14.2 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 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.
- 14.3 Where a meeting is not open to the public, in addition to complying with the requirements in Section 14.2, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 14.4 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.
- 14.5 To fulfill the Board's quasi-judicial function pursuant to Part V (Complaints) of the *PSA*, members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias. Where there is uncertainty as to whether a conflict may exist, the issue should be raised. The decision in regards to the conflict shall be the responsibility of the Member.
- 14.6 The Board staff shall record in reasonable detail, the particulars of any disclosure of conflict of interest made by the Member(s), and the particulars shall appear in the minutes of that meeting of the Board.

15 **HEARING OF DELEGATIONS**

- 15.1 Delegations wishing to address the Board regarding an item not on the agenda 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 five (5) working days before the date of the Board meeting. The request shall include the subject matter and a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented.

Upon receipt of the written notice requesting a delegation, the request shall be listed on the next appropriate meeting agenda, provided the Board has jurisdiction over the subject matter as outlined in the request.

- 15.2 Delegations wishing to address the Board regarding an item listed on the agenda may be heard with permission of the Board. Requests should be made to the

Board staff, preferably in writing, setting out the particulars of the matter on which the person wishes to speak. Such requests shall be received no later than 4:30 p.m. the working day prior to the meeting.

- 15.3 Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.
- 15.4 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.
- 15.5 No Delegation shall:
- (i) speak disrespectfully of any person;
 - (ii) use offensive words or unparliamentary language;
 - (iii) speak on any subject other than the subject for which they have received approval to address the Board; or
 - (iv) disobey the rules of procedure or a decision of the Chair.
- 15.6 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.

16 **CONDUCT OF MEMBERS**

- 16.1 No Member shall:
- a) use offensive words or unparliamentary 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 based on an individual's race, ancestry, place of origin, citizenship, creed, gender identity, gender expression, sexual orientation, age, colour, marital status, family status or disability;
 - 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.
- 16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question with no amendment,

adjournment or debate being allowed: *“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.

- 16.3 If the Member does not leave their seat as requested in Section 16.2, the Chair shall adjourn the meeting.
- 16.4 Members shall conduct themselves in accordance with Ontario Regulation No. 421/97 – Members of Police Services Boards Code of Conduct and any Board Policy that may be approved.

17 **RULES OF DEBATE**

- 17.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.
- 17.2 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.
- 17.3 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 Member may speak to the question or motion first.
- 17.4 When a Member is speaking, no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.
- 17.5 A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.
- 17.6 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.
- 17.7 Notwithstanding Section 17.6, 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.
- 17.8 No Member shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.
- 17.9 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.

17.10 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.

18 MOTIONS

18.1 No Member shall introduce any item to the Board for its consideration unless:

- a) The item relates to a matter on the Agenda for that Meeting; or
- b) The matter is of an urgent nature; or
- c) Leave is granted on a two-thirds majority vote.

18.2 A motion shall be moved and seconded before being discussed or being put to a vote.

18.3 The Board staff shall read a motion before a vote is taken if required to do so by a Member.

18.4 After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.

18.5 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;

- (i) to adjourn;
- (ii) to amend;
- (iii) to refer;
- (iv) to suspend the rules of procedure;
- (v) to table the question;
- (vi) to vote on the question.

18.6 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.

When a motion to adjourn the meeting is denied, the motion to adjourn cannot be made again until the Board has conducted further proceedings.

18.7 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 question.

18.8 A motion to refer the question shall include;

- a) the name of the Committee, 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.

18.9 After any question, except one of indefinite deferral has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

18.10 No question shall be reconsidered more than once at a meeting of the Board.

18.11 A motion to reconsider must be seconded by any Member.

18.12 A motion to reconsider suspends action on the motion to which it applies until it has been decided.

18.13 If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.

19 **VOTING ON MOTIONS**

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

19.2 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.

19.3 Every Member present at a meeting of the Board when a question is put shall vote thereon unless prohibited by statute or conflict of interest, in which case the Board staff shall record the name of the Member and the reason that he or she is prohibited from voting.

19.4 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 or declared conflict.

- 19.5 When a recorded vote is requested to be taken by a Member the Chair shall call for those Members in favour to raise their hand at which time the Board staff shall record the names of each Member voting in favour of the motion. Following completion of the recording, the Chair shall call for those Members opposed to all raise their hand, at which time the Board staff shall record the name of each Member voting in opposition.
- 19.6 Where on any question on which there is a tie vote, the motion shall be deemed to have been lost.

20 **PUBLIC & CLOSED MEETINGS**

- 20.1 All meetings of the Board shall be open to the public subject to subsections 20.2 and 20.3 of this section. No person shall be excluded from a meeting open to the public except for Improper Conduct.
- 20.2 The Board may exclude the public from all or part of a meeting if it is of the opinion that:
- a) matters involving public security may be disclosed and, 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.
- 20.3 A meeting of the Board may also be closed to the public if the subject matter being considered relates to:
- a) personal matters about an identifiable individual, including employees;
 - b) labour relations or employee negotiations;
 - c) litigation or potential litigation, including matters before administrative tribunals, affecting the board or its employees;
 - d) advice that may be subject to solicitor-client privilege, including communications necessary for that purpose;
 - e) a matter in respect of which the board may hold a closed meeting under another Act;
 - f) matters that are specifically restricted by legislation regarding the protection of privacy;
 - g) matters relating to the consideration of a request under the

*Municipal Freedom of Information and Protection of Privacy Act,
R.S.O. 1990, c.M.56, as amended;*

h) advice for the purpose of educating or training the Members.

- 20.4 No persons other than Board Members and those persons authorized by the Board from time to time as contained in Board Policy shall attend closed meetings of the Board, and all other persons shall vacate the meetings if requested to do so by the Chair.
- 20.5 Any discussion (including social, ceremonial, tele-conference and electronic discussions) by a majority of Board members regarding police board business is a board meeting as defined by the *Police Services Act*, and therefore must only take place at a duly constituted meeting of the board.

21 **AVAILABILITY OF INFORMATION**

- 21.1 Information relating to matters described in sub-sections 20.2 and 20.3 of this by-law, shall be marked "Confidential".
- 21.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials shall be made available to the media and to any member of the public requesting such information, provided the disclosure of such information does not relate to matters described in subsections 20.2 and 20.3 herein. The manner in which the agenda materials will be made available to the media and public shall be prescribed in Board Policy.
- 21.3 The Action Register shall contain tasks assigned by the Board to either the Chief of Police, Board committees or Board staff. All such tasks shall be assigned via motions, which may identify priorities and include deadlines. Such tasks are to be consistent with the Board's guiding principles (Section 3).
- 21.4 The Action Register shall contain each task's motion, motion identifier, motion date, the person/body responsible for the task, the scheduled reporting meeting and task status. The Action Register shall be maintained by Board staff, who shall coordinate scheduling of reports related to assigned tasks, and distribute an updated version along with each Board agenda.
- 21.5 Once items are complete, they shall be removed from the Action Register.

22 **BY-LAWS**

- 22.1 Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.
- 22.2 Every by-law when introduced, 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.

- 22.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Board staff, and shall be filed by Board staff in the Board office.

23 **GENERAL**

- 23.1 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 members of the public, including the news media, are permitted.

24 **ADMINISTRATION**

- 24.1 That By-law No. 2017-004, as amended by By-law No. 2018-001 is hereby repealed.
- 24.2 This By-law shall come into force upon the date of its passage.

25 **EFFECTIVE DATE**

This By-law is hereby enacted by the Halton Regional Police Services Board on this 27th day of September, 2018.



CHAIR



BOARD STAFF