

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	ADM-03
Policy Subject:	Attendance of Senior Management at Closed Police Services Board meetings
Date Approved:	December 18, 2008
Reporting Requirement	N/A
Review Date:	Annually or as required

Legislative Authority:

Section 35(1) of the *Police Services Act* requires that Boards shall hold at least four meetings each year.

Section 35(3) provides that meetings conducted by the Board shall be open to the public, subject to subsection (4), and notice of them shall be published in the manner that the Board determines.

Section 35(4) of the *Police Services Act* also requires that in certain circumstances, the Board may exclude the public from all or part of a meeting.

Section 37 of the *Police Services Act* further provides that a Board shall establish its own rules and procedures in performing its duties under the Act.

Board Policy:

The Police Services Board has adopted a procedural by-law to govern the proceedings of the Board, the conduct of its members and the calling of meetings.

Section 18.4 of By-law No. 2008-03 reads as follows:

- 18.4 No persons other than Board Members and those person authorized by the Board from time to time as contained in Board Policy shall attend closed meetings of the board, and all other persons other than the Board members shall vacate the meetings if requested to do so by the Chairman.

It is the Board's policy that the holder of the following ranks or positions of the Police Service are authorized to remain in the closed meetings of the Board.

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- Chief of Police
- Deputy Chief – Administration
- Deputy Chief – Operations
- Chief’s Executive Officer
- Director, Corporate Services
- Director, Corporate Communications and Marketing
- Legal Counsel
- Executive Director

It is also the Board’s policy that upon specific request any or all of those authorized by the Board to attend the closed meetings may be asked to vacate the meeting, or portion thereof.