

# HALTON REGIONAL POLICE SERVICES BOARD

## POLICY DOCUMENT

<b>Policy No.:</b>	ADM-04
<b>Policy Subject:</b>	Notice and Schedule of Police Services Board Meetings
<b>Date Approved:</b>	December 18 <sup>th</sup> , 2008
<b>Reporting Requirement</b>	N/A
<b>Review Date:</b>	Annually

### **Legislative Authority:**

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

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:**

#### **Notice of Meetings:**

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

19.2 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 18.2 and 18.3 herein. The manner in which the agenda materials will be made available to the media and public shall be prescribed in Board Policy.

1. To implement Section 19.2 of By-law No. 2008-03, it is the Board's policy that the distribution/publication of the Police Services Board public agenda shall be as follows:

(a) Between noon on the Friday and noon on Monday preceding the meeting, the agenda pages shall be:

- Posted on the Halton Regional Police Services Board web page.
- E-mailed to the various media outlets included in the distribution list maintained by the Media Affairs Officer, along with a notation that any additional information is available in the Police Services Board office,
- Forwarded to the Halton Regional Police Association.

2. The procedures outlined in Section 1 shall be followed, with the necessary modifications, in the event a special public meeting is called by the Board.

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### Schedule of Meetings:

Section 7.1 of the Board's Procedural By-law No. 2008-03 also provides that:

- 7.1 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 such other place or time as may be determined by the Board from time to time.
  
3. The dates for the following year's meetings will be determined annually by the Board at their November Board meeting. Once the schedule of meetings has been confirmed, the following action will be taken:
  - The dates will be posted on the Police Services Board web page.
  - The Regional Clerk will be advised for inclusion of the dates on the Regional calendar of meetings
  - The Halton Regional Police Association be notified of the dates.
  
4. The procedures outlined in Section 3 shall be followed in the event meetings are rescheduled or a special public meeting is called.