

BY-LAW 1-2024
Procedural By-Law of the Board
ST. THOMAS POLICE SERVICE



PASSED AND ENACTED AT THE CITY OF ST. THOMAS
THIS 15th day of February, 2024

A handwritten signature in black ink, appearing to be "D. Kelly".

Chair, Police Services Board

ST. THOMAS POLICE SERVICES BOARD

BY-LAW #1

A by-law to repeal By-law 1-2022 and provide for the regulation of the proceedings of the St. Thomas Police Services Board.

BE IT THEREFORE ENACTED by the St. Thomas Police Services Board By-Law 1-2024 as follows:

Proceedings of the Board:

1. A regular meeting of the St. Thomas Police Services Board shall be held on the third Wednesday of each month in the Conference Room of the Police Headquarters.
 - a. Meetings shall be held at 8:00 a.m.
 - b. Meetings shall not exceed three (3) hours in length.
 - c. The day, time and place of regular meetings may be altered by a resolution of the Board, or at the call of the Chair.
2. The Board shall be composed of such members as prescribed by the Police Act of Ontario.
3. The Board shall select a Chair and Vice Chair at the first regular meeting in January of each year.
4. The Chair of the Board may summons a special meeting of the Board, or upon receipt of a request from a majority of the members of the Board, the Secretary shall summons a special meeting of the Board for the purpose and at the time requested. At least twenty-four (24) hours notice shall be given of either meeting.
5. As soon after the hour of meeting as there shall be a quorum present, the Chair shall take the chair and call the meeting to order. A majority of the members of the Board shall constitute a quorum.
6. In the case that the Chair is absent, the Vice-Chair shall call the members to order and the Board shall proceed with the business.

7. Unless there is a quorum present in thirty (30) minutes after the time appointed for the meeting of the Board, the Board shall stand adjourned until the next regular day of meeting unless a special meeting is sooner called.
8. The Chair shall preserve order and decorum. He/she may speak to points of order in preference to other members and shall decide all questions of order.
9. The following shall be the general order of business at each regular meeting:

Open Session:

Call the meeting to order.
Declaration of conflict.
Adoption of minutes of the last meeting.
Deputations.
Reports.
Petitions and Communications.
Unfinished Business
New Business.
Move to the Committee of the Whole.
Adoption of the Actions of the Committee of the Whole.
Adjournment.

Committee of the Whole:

Adoption of the minutes of the last meeting.
Personnel.
Petitions and Communications.
Unfinished Business.
New Business.
Move to the Regular Session.

10. The meetings of the Board shall be open to the public subject to the following:

Committee of the Whole Meetings:

The following subjects may be discussed at Board meetings held in the Committee of the Whole session:

- a. Personnel matters where a named employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the individual or individuals involved have requested that the matter be discussed in a meeting open to the public;

- b. Criminal and other police investigations in which premature public disclosure could prejudice the successful completion of the investigation or interfere with the right of an accused person to a fair and impartial trial or hearing.
 - c. Matters in which public discussion could prejudice the Board's legal position or be detrimental to the Board in proceedings before any court or tribunal.
 - d. Consideration of awards of merit.
 - e. Matters that are specifically restricted by legislation regarding the protection of privacy.
11. No person other than Board members, their Secretary, Chief of Police, Deputy Chief of Police and invited persons shall attend the Committee of the Whole meetings.
12. Every letter, petition, resolution and other communication addressed to the Board shall be received by the Secretary of the Board who shall deal with them as follows:
- a. Where in the opinion of the Chief of Police and the Secretary of the Board, 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 be dealt with during such meeting.
 - b. Where in the opinion of the Chief of Police and the Secretary of the Board, the subject matter of any communication is properly within the jurisdiction of the Police Service such communication shall be referred to the appropriate branch of the Service for necessary action and without prior reference to the Board.
13. A quorum of the Board shall be comprised of a majority of the members of the Board and a motion shall be deemed carried when a majority of the quorum at any given time is in agreement with the resolution. But when passed, it shall be reduced to writing by the Secretary of the Board and shall be deemed to be in the possession of the Board.
14. When a motion is under debate, no motion shall be received unless:
- a. To amend an amendment that would negate the original motion shall not be received as amended. If the original motion is not passed, a new motion proposing an opposite course of action shall immediately be in order without any previous notice.
 - b. To postpone or defer pending further study.

15. When any member is about to speak, they shall respectfully address the Chair, confine themselves to the questions under consideration and strictly avoid all personalities.
16. All members of the Board, including the Chair, who shall be present when a question is put, shall vote thereon and a member who declines to vote shall be deemed to have voted in the negative, unless the member declares a conflict of interest within the terms of the Municipal Conflict of Interest Act, R.S.O. 1983, in which case they shall not vote.
17. When the Chair is putting a question, no person present shall leave the room nor when a member is speaking shall any other person hold discourse which may interrupt the Chair.
18. Any member may as of right require a question or motion under discussion to be read for their information at any time during debate, but not so as to interrupt a member speaking or to unduly delay debate.
19. When a person or group, not being a member or appointed official of the Board, desires to address the Board, he/she shall be permitted to do so, provided the Chief, his designate or Secretary of the Board is notified in writing on or before 3:30 p.m. in the afternoon on the Wednesday preceding the day of the regular meeting.
20. Upon receipt of a request as indicated in Section 19, the Secretary shall, in writing, confirm to the delegation the time and place of which the delegation will address the Board and also enclose the rules and procedures as relates to delegations.
 - a. A delegation may address the Board through one spokesperson only for a period not exceeding ten minutes during any Board meeting.
 - b. All persons initiating an application to the Board shall be heard first. After any delegations in opposition are heard, the Chair may, at his/her discretion, grant the right to reply to the original petitioner. The time for reply shall be limited to five (5) minutes.
 - c. Members of the Board shall not ask any questions until all delegations and the Administration have been heard either in support or in opposition to a matter on the agenda or before the Board.
 - d. Delegations will file in written submission with the Secretary for prior distribution with the agenda to members of the Board on or before the time specified in Section 19.
 - e. Exceptions to Section 19 may be made by a majority of the members of the Board who are present.

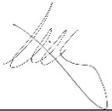
21. The Chair is hereby authorized to sign and seal all by-laws and agreements which have been approved by the Board
22. The Secretary of the Board shall cause the minutes of the Board to be made accessible to each member of the Board at least five (5) days before the next regular meeting thereof, except in circumstances over which the Secretary has no control.
23. One (1) or more members of the Board shall negotiate for the salary and working conditions of all employees of the Police Service and during negotiations, the Chief of Police, his designate and/or the Board's solicitor or such other person(s) as the Board deems necessary, will act as advisors insofar as the Police Act or Regulations will allow.

24. EFFECTIVE DATE

This by-law shall come into force and take effect on the 15th day of February 2024.

READ A FIRST AND SECOND TIME this 15th day of February 2024.

READ A THIRD TIME AND PASSED this 15th day of February 2024.



Dan Reith
Chair, Police Services Board



Tiffany Terpstra
Secretary, Police Services Board