



Red Lake-Ear Falls OPP Detachment Board

Rules and Procedures

1. Definitions

1.1. For the Rules and Procedures, the following definitions shall apply:

"Act" means the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, as amended.

"Administrator" means the Administrator of the Red Lake-Ear Falls OPP Detachment Board.

"Agenda" means the order in which business is conducted at a meeting.

"Board" means the Middlesex OPP Detachment Board.

"Chair" means the member elected as Chair of the board or the presiding officer of the Meeting.

"Closed Session" means a meeting of the board from which members of the public shall be excluded and shall be held in accordance with subsection 44 of the Act.

"Detachment Commander" means an Ontario Provincial Police Detachment Commander reporting to the Red Lake-Ear Falls OPP Detachment Board.

"Meeting" means any regular, special, or other meeting of the board at which a quorum of members is present to discuss or otherwise address any matter in a way that materially advances the board's business or decision-making.

"Member" means a member of the Red Lake-Ear Falls OPP Detachment Board.

"Quorum" means a majority of the board members, as defined in the Act.

"Rules and Procedures" means the Rules and Procedures established under subsection 46 of the Act

"Vice-Chair" means the Member elected as the Vice-Chair of the board and to act

as the Chair in their absence.

2. Application

- 2.1 The rules in these Rules and Procedures apply to all board proceedings and must always be observed. In the event of a conflict between these Rules and Procedures and legislation, the provisions of the legislation prevail to the extent of the conflict.
- 2.2 The Chair, and in the absence of the Chair, the Vice Chair, shall decide all points of order or procedure for which rules have not been provided, and shall do so in accordance with the rules of parliamentary procedure as set out in Robert's Rules of Order.
- 2.3 The board may waive any rules of procedure as it considers appropriate by a two-thirds (2/3) vote. (4 votes in favour of the motion to pass)
- 2.4 Notwithstanding Section 2.3, the board cannot waive the following rules:
 - a) Meetings are open to the public.
 - b) A quorum is required for board meetings (a quorum being three (3) members present).

3. Selection of Chair and Vice Chair

- 3.1 The members of the board shall, at the first meeting each year, select from among its members a Chair and a Vice Chair
- 3.2 The Administrator shall conduct the election of the Chair and Vice Chair.

4. Agenda

- 4.1 The Board Administrator will prepare an agenda for the members' use at board meetings.
- 4.2 For a regular board meeting, below is the general order of business:
 - 1) Call to Order
 - 2) Disclosure of Pecuniary Interest and the General Nature Thereof
 - 3) Delegations/Deputations
 - 4) Minutes from Previous Meeting(s)
 - 5) Unfinished Business
- 6) Reports

7) Correspondence

8) Motions (if required)

9) By-Laws

10) New Business

11) Adjourn to Closed Session (if required)

12) Reconvene to Regular Meeting (if required)

13) Report from Closed Session (if required)

14) Adjournment

- a. Any member may submit an item to be put on an agenda, provided that the Board Administrator receives it before the agenda deadline, and subject to Board Administrator and Chair approval.
- b. The agenda for each regular meeting will be available to each member at least seven (7) days before the scheduled meeting. The agenda shall be posted publicly on the Detachment Board's website.
- c. The Board will deal with matters in the order established by the order of business as shown on the agenda. The Chair may, at their discretion, alter the established order to facilitate the meeting's business.
- d. The Board Administrator, with the Chair's approval, may add an item to the agenda after the deadline if the matter is urgent or necessary to advance important business.
- e. The Board Administrator will use their reasonable efforts to comply with the notice provisions set out in Section 4.6. Failure to comply with any of the notice provisions in this section does not invalidate the meeting or any proceeding at the meeting.
- f. Every letter, petition, and other correspondence addressed to the board shall be received by the Administrator of the board, who shall:
 - a) Where, in the opinion of the Administrator, the subject matter of any communication is properly within the jurisdiction of the board, place it on the agenda for the next regular meeting of the board to be dealt with at that meeting.
 - b) Where, in the opinion of the Administrator, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, it shall be referred to the Detachment Commander for the necessary action, and a report shall be presented at the next board meeting, if required.
- g. Personal information and opinions in communications are part of the public record unless the author of the communication explicitly requests the removal of their

personal information when submitting it. Requests to remove information are at the Board Administrator's discretion. In this context, personal information does not include the name/author of the communication, as communications will not be anonymous.

5. Minutes

- 5.1 The Board Administrator will record, without note or comment, all resolutions, decisions, and other proceedings of the board.
- 5.2 Unless otherwise decided by the board, the minutes of each board meeting will be submitted for confirmation or amendment to the Board at its next regular meeting or as soon thereafter as is reasonably practicable.
- 5.3 The approved public minutes of the board will be posted on the board's website.

6. Regular Board Meetings

- 6.1 The regular meetings of the board will be held at least four (4) times each year pursuant to Section 43(1) of the Act, or more frequently at the direction of the board or call of the Chair.
- 6.2 The board will hold its regular meetings according to the schedule and locations set annually and approved by the Board, or at such other place or time as may be determined by the board. Regular meetings are open to the public unless otherwise closed pursuant to Section 44 of the Act.
- 6.3 The Chair will preside over all board meetings. If the Chair does not attend a meeting within ten (10) minutes of the appointed time, the Vice Chair will call the members to order and preside until the Chair arrives. If the Chair and Vice Chair are absent, the members in attendance will appoint an Acting Chair by resolution or, with unanimous consent, by agreement without a formal vote.
- 6.4 The board may alter the meeting schedule as it considers necessary.

7. Special Board Meetings

- 7.1 The Chair may, at any time, call a special meeting of the board on twenty-four (24) hours' notice and will do so whenever requested in writing by a majority of the members of the board.

- 7.2 The Board Administrator may give notice of special meetings to the members of the board by electronic means.
- 7.3 The notice calling for a special meeting of the board will set out the business to be considered at the meeting. No business may be considered at a special meeting of the board other than that specified in the notice, unless approved by the board.
- 7.4 Notwithstanding any other provision in this section, the Chair may cancel a special meeting if the Chair called it. The Chair may cancel a special meeting requested by the members only if a majority of the members consent to the cancellation.

8. Closed Session Meetings

- 8.1 The board may move into a closed session, explicitly called for that purpose, if the subject matter being considered is in accordance with Section 44 of the Act.
- 8.2 No persons, other than members and those permitted by the board, will attend closed session meetings, and all others will vacate the meeting when asked to do so by the Chair.
- 8.3 All information about a confidential meeting will be treated as confidential by all persons in attendance unless the board agrees to disclose it publicly.
- 8.4 During a closed session, the board may move any item from the closed session agenda to the public agenda.
- 8.5 Before holding a meeting or part of a meeting that is to be closed to the public, the board shall approve a motion stating the following:
 - a) The fact that the meeting will be closed to the public;
 - b) The reasons the board has determined it is necessary to exercise its discretion to close the meeting to the public; and,
 - c) The general nature of the matter to be considered at the closed meeting.
- 8.6 The agenda for a closed session meeting shall be distributed to members of the board (confidentially) as early as possible before the meeting.
- 8.7 No vote shall be taken at a meeting which is closed to the public unless the vote is for procedural matters or giving directions or instructions to officers, employees, or agents of the board.
- 8.8 The Board Administrator shall record in the minutes of the meeting the reason for the board going into a closed session.

- 8.9 The Board Administrator shall record all votes/directions provided during a closed session that relates only to the direction provided by the board.
- 8.10 The minutes are the official record of the Closed Session Meeting.
- 8.11 Upon coming out of a closed session, the Chair shall verbally, or by motion, report the progress made during the closed session. If there is nothing to report, the Chair shall state that.
- 8.12 The rules governing the procedure of the board and the conduct of its members shall be observed in a closed session so far as they are applicable.

9. Quorum

- 9.1 Greater than 50% of the board members eligible to vote and not excluded by legislation shall constitute a quorum.
- 9.2 As soon as possible after the hour fixed for a meeting of the board, and where a quorum is present, the Chair will take the chair and call the meeting to order.
- 9.3 If a quorum for a board meeting is not present within ten (10) minutes of the time fixed for the commencement of the meeting, or the resumption of a meeting after an adjournment or recess, the Board Administrator will record the names of the members present. The meeting will stand adjourned until the time specified in a motion to "fix the time to which to adjourn" or until the next regular meeting of the board.
- 9.4 If quorum is lost during a meeting of the board, the Chair will, upon determining that quorum is not present, request the Board Administrator to call for a quorum period of ten (10) minutes, or until a quorum is present, whichever is sooner.
- 9.5 If there is still no quorum of the Board after ten (10) minutes the meeting will stand adjourned, and the Board Administrator will record the names of the members present. In this case, all unfinished business will be carried forward to the next board meeting.

10. Electronic Meetings

- 10.1 While electronic participation is permitted under these Rules, members are strongly encouraged to attend meetings in person. Electronic participation should be limited to circumstances where in-person attendance is impractical due to illness, travel restrictions, or urgent scheduling needs. The Chair may approve electronic participation on a case-by-case basis.
- 10.2 Electronic participation shall mean participation by teleconference or video conference.

10.3 Where a meeting is held in accordance with section 10.1:

- any member participating in the meeting electronically will be deemed present for quorum and voting under the Rules and Procedures, and for all other purposes.
- the Rules and Procedures will apply to the meeting with any other necessary modifications as may be required.

10.4 In the event of technical failure during the meeting, the board may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If a board member can no longer participate electronically, it will not affect the validity of the meeting or any decisions made before the technical failure.

11. Code of Conduct and Conflict of Interest

- Board members will be governed by the *Community Safety and Policing Act, 2019*, as amended and O. Reg. 409/23, as it relates to the code of conduct and conflict of interest of members.
- Members shall declare any conflicts of interest and recuse themselves from discussions or decisions where such conflicts exist.

12. Rules of Procedure

- The Chair shall recognize members before members speak.
- All decisions of the board shall be made by motion, which must be moved and seconded by members.
- A motion that has not been seconded will not be recorded in the minutes.
- Each member shall have one vote. In the event of a tie, the motion is defeated.
- Robert's Rules of Order Newly Revised shall be used as a guideline to address procedural issues not explicitly covered by the Rules and Procedures.
- Where there is a conflict between the Rules and Procedures and Robert's Rules of Order, the provisions of the Rules and Procedures shall prevail.

13. Enactment and Review

- The Red Lake-Ear Falls OPP Detachment Board Rules and Procedures shall come into force and have effect once approved by by-law.

13.2 The Red Lake-Ear Falls OPP Detachment Board Rules and Procedures will be reviewed, at a minimum, once per term within the first year of the term and will be amended as necessary.

