



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: January 10, 2022

Time: 3:00 p.m.

LOCATION: Via Zoom and Woodstock Police Service Headquarters

1. Call to Order
2. Welcome
3. Election of the Chair
Recommendation: That ----- be elected Chair of the WPSB for the year 2022.
4. Election of the Vice-Chair
Recommendation: That ----- be elected Vice-Chair of the WPSB for the year 2022.
5. Approval of Agenda
Recommendation: The Board approves the agenda as circulated
6. Declaration of Pecuniary Interest
7. Approval of Minutes from December 13, 2021
Recommendation: That the Board approves the minutes of December 13, 2021 as circulated.
8. Business arising from the minutes
9. Verbal Report from the Chair
10. Verbal Report from the Chief
11. Statistics/Reports – Deputy Chief
 - a. Calls for Service Statistic
 - b. Calls for Service Report
 - c. Charge Comparison
 - d. Report on Complaint Investigations
 - e. Other reports as necessary**Recommendation: That all statistics and reports under item 11 be received**
12. Financial Statements – Summary for period ending December 31, 2021
Recommendation: That the Financial Statements as presented be accepted for information

13. By-law 01-2019 – Amendment of Section 4
Recommendation: That the Board approve By-law 01-2019 as amended
14. Unfinished Business
15. Closed Session
16. **Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss 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. R.S.O. 1990, c. P15, S. 35 of the *Ontario Police Services Act*.**
17. Motions arising from Closed Session
18. New Business (if necessary)
19. Date of Next Board meeting Monday, February 14, 2022 @ 3p.m. at Woodstock Police Service, via Zoom
20. Adjournment



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on December 13, 2021 at Woodstock Police Service headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Mayor Trevor Birtch; Balwant Rai, Community Member (via Zoom); Deb Tait, City Councilor; Leslie Farrell, Provincial Appointee (via Zoom left at 3:34 pm); and Amy Hartley, WPSB EA.

Also in attendance were Chief Daryl Longworth, Deputy Chief Rod Wilkinson, Kristi Lampman, Human Resources Coordinator, Ron LeClair, Zone 4 Police Advisor.

1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:01 p.m.

2. NOMINATION AND ELECTION OF BOARD CHAIR AND VICE CHAIR

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

Resolved that the nominations and elections of Board Chair and Vice Chair be deferred until the January 10, 2022 meeting, and that the Procedural By-law be amended so that the annual election is held in January.

CARRIED.

3. APPROVAL OF AGENDA

Moved by: Balwant RAI

Seconded by: Leslie FARRELL

Resolved that the Board approve the agenda as circulated and as amended

CARRIED.

4. There were no declarations of pecuniary interest.

5. MINUTES

Moved by Trevor BIRTCH

Seconded by Deb TAIT

Resolved that the Board approve the minutes of November 8, 2021 save and except for the following amendment:

8. VERBAL REPORT FROM THE CHIEF

(paragraph #2) Chief Longworth advised that previously when a detainee ~~needed medical attention the~~ was apprehended under the Mental Health Act and transported to hospital, officers would be required to remain at the hospital until those in custody were seen by the doctor. With the new agreement in place, the hospital can take custody of those detained, conduct a risk analysis and ensure there is security staff available for the handover.

CARRIED.

6. SPECIAL MINUTES

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board approve the minutes of December 13, 2021 as circulated.

CARRIED.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. VERBAL REPORT FROM CHAIR

- K. Whiteford congratulated Chief Longworth as he has been appointed as a Member of the Order of Merit of the Police Forces. Through the Queen, the Governor General recognizes the commitment to this country and to honour a career of exceptional service or distinctive merit displayed by officers or civilians of Canadian Police Forces. Chief Longworth is being recognized for his exceptional merit through policing and community developments and fostering a relationship between police and the community. He will be asked to receive the award at a ceremony organized by the Governor General either in person or virtual at a future date.

9. VERBAL REPORT FROM CHIEF

- Chief Longworth spoke regarding the Fill-A-Cruiser Holiday Food Drive event. He noted that the Woodstock Police Auxiliary collected enough donations to fill 7 cruisers. While this number is lower than last year's total, Chief Longworth was proud of the Auxiliary Unit and the community

for providing food and cash donations to the local Salvation Army.

- Thirty-three members completed their fitness pin in 2021. He noted that this is consistent with the previous years total of 34 members. The fitness pin helps with the promotion of health and wellness for both officers and civilian members.

- Chief Longworth advised that there are still some issues with the new radio consoles and existing radio system. WPS had returned to having only single patrol units, however with the recent issues WPS has decided as of December 11, 2021 to double up on patrol units to ensure safety of officers and the community. A radio consultant has been engaged to act on the WPS's behalf so that their interests are being protected and to also provide short-term and long-term solutions.

- It was brought to the Board's attention that the Drug and Weapons seizures this year have increased greatly. In previous years there would be 20-30 weapons related incidents, whereas last year there was 80 and this year there are already 61. He noted an arrest that was made on the weekend of a male from Toronto for drug trafficking in Fentanyl. The male was also in possession of a loaded handgun that had been converted to fully automatic capabilities. The public safety risk of this individual is immense and the fact that this individual had been released by two other police forces (Toronto and Barrie) on house arrest is puzzling. Chief Longworth noted that this individual should not have been within the vicinity of Woodstock and that the court system needs to keep the surrounding community's interests in mind. Chief Longworth expressed frustrations that this is becoming more common for repeat offenders for property offenses and that it takes a significant amount of an officer's time to arrest and process these individuals and see them through the court system. The Chief will be providing a more detailed report at the January meeting in regards to repeat offenders.

- Efforts continue in the downtown area. In order to provide additional resources, two dedicated full time platoon officers have been assigned to walk the downtown area, however if call volume in the remainder of the City is heightened they will be required elsewhere. In response to recent concerns by the community, additional officers were brought in on overtime for 3 shifts a week to aid the foot patrols downtown.

10. STATISTICS/REPORTS – Deputy WILKINSON

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report
- D) Report on Complaint Investigations
- E) Other Reports as necessary – 911 Statistics Report

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board receive all statistics and reports presented in Item 10.

CARRIED.

11. FINANCIAL STATEMENTS

Moved by: Deb TAIT

Seconded by: Leslie FARRELL

Resolved that the Board receive the financial statements ending November 30, 2021 in Item 11.

CARRIED.

12. OAPSB MEMBERSHIP RENEWAL

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board approve payment in the amount of \$5,028.19 for the 2022 OAPSB Membership fee.

CARRIED.

12. CAPG MEMBERSHIP RENEWAL

Moved by: Balwant RAI

Seconded by: Deb TAIT

Resolved that the Board approve payment in the amount of \$1,500.00 for the 2022 CAPG Membership fee.

CARRIED.

13. BUDGET SURPLUS

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that in the event of a 2021 budget surplus, any surplus monies will be transferred to the Woodstock Police Service Sick Leave Severance Reserve Fund Account #0180-52031.

CARRIED.

14. AUCTION REVENUE

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board receive the report.

CARRIED.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board adjourns to Closed Session at 3:36 pm to discuss 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. R.S.O. 1990, c.P15, s.35 of the Ontario Police Services Act.

CARRIED.

17. CLOSED SESSION RISES

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board does now rise from Closed Session and reconvenes at 3:56 pm.

CARRIED.

18. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 6

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by: Balwant RAI

Seconded by: Deb TAIT

Resolved that the Board approve the Closed Session Agenda as amended.

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT
b) STAFFING ACTIVITY

Moved by: Trevor BIRTCH

Seconded by: Balwant RAI

Resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of November 30, 2021.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by: Balwant RAI

Seconded by: Deb TAIT

Resolved that the Board receive the monthly tracking report for information.

CARRIED.

CLOSED SESSION # 4 - STATUS OF LEGAL CASES - CHIEF

Moved by: Balwant RAI

Seconded by: Trevor BIRTCH

Resolved that the Board receive the updates presented in Item #4.

CARRIED.

CLOSED SESSION # 5 – RESIGNATION AUXILIARY MEMBERS

Moved by: Trevor BIRTCH

Seconded by: Deb TAIT

Resolved that the Board receive the letters of resignation

CARRIED.

19. NEW BUSINESS

CLOSED SESSION # 6 – BENEFITS RENEWAL REPORT

Moved by: Trevor BIRTCH

Seconded by: Deb TAIT

Resolved that the Board approves the NFP Canada – Group Benefit 2022 Renewal Report effective January 1, 2022 recommending Canada Life continue as the Benefits Provider for WPSB.

Moved by: Deb TAIT

Seconded by: Balwant RAI

Resolved that the Board authorize NFP to draw down \$50,000 from the Refund Deposit Account to be made payable to WPSB and applied to the 2022 WPSB Operating Budget.

CARRIED.

20. Date of Next Board Meeting MONDAY, January 10, 2022 at 3pm
via Zoom.

21. ADJOURNMENT

Moved by: Deb TAIT

Seconded by: Trevor BIRTCH

resolved that the Board does now adjourn at 4:01pm

CARRIED.

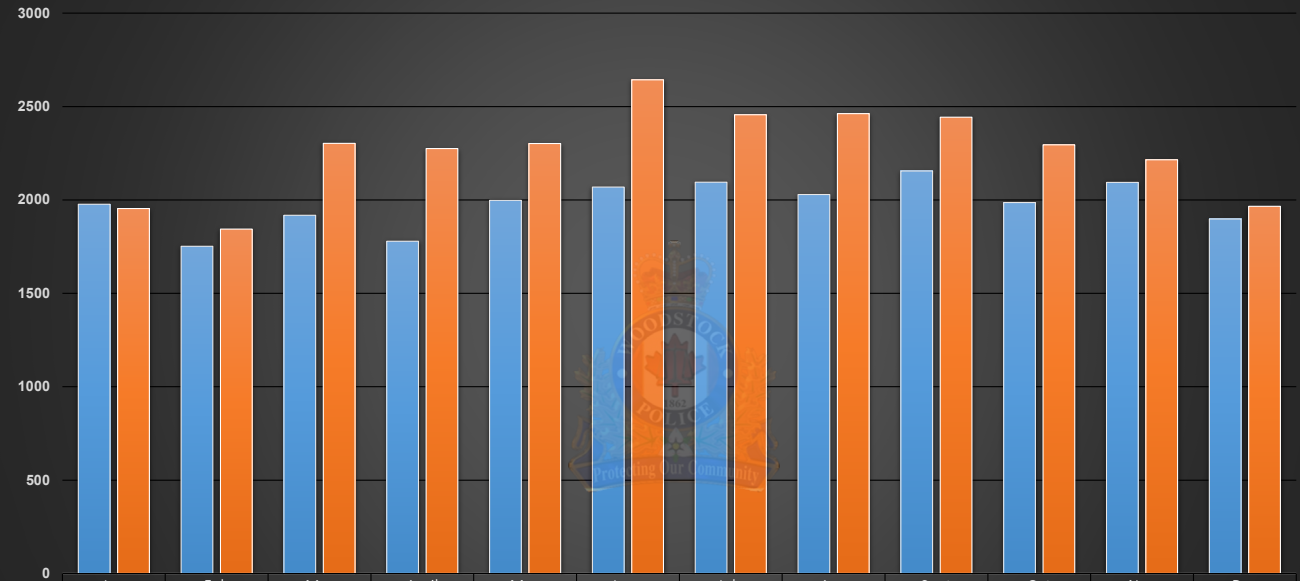
"Original Signed By"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed By"

Trevor Birtch, Vice-Chair
Woodstock Police Service Board

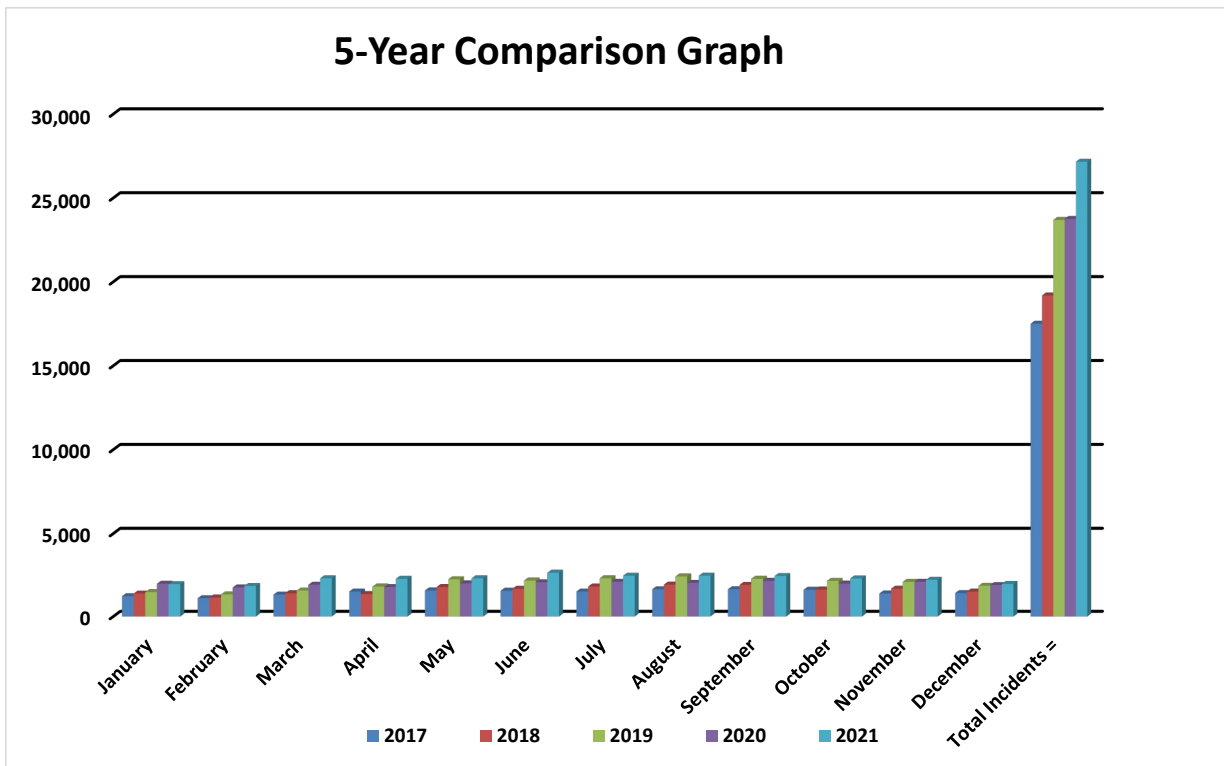
2021 WPS Calls for Service



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■ 2020	1977	1752	1918	1779	1998	2069	2095	2029	2155	1986	2094	1898
■ 2021	1954	1844	2303	2275	2302	2643	2456	2462	2443	2295	2215	1966

Calls For Service Report - 5 Year Comparison

	2017	2018	2019	2020	2021	<i>5-Year Monthly Average</i>
January	1,229	1,384	1,473	1,977	1,954	1,603
February	1,105	1,147	1,332	1,752	1,844	1,436
March	1,318	1,405	1,567	1,918	2,303	1,702
April	1,506	1,357	1,808	1,779	2,275	1,745
May	1,575	1,782	2,250	1,998	2,302	1,981
June	1,556	1,672	2,171	2,069	2,643	2,022
July	1,508	1,809	2,304	2,095	2,456	2,034
August	1,643	1,923	2,419	2,029	2,462	2,095
September	1,647	1,907	2,275	2,155	2,443	2,085
October	1,615	1,625	2,150	1,986	2,295	1,934
November	1,391	1,675	2,089	2,094	2,215	1,893
December	1,412	1,503	1,852	1,898	1,966	1,726
Total Incidents =	17,505	19,189	23,690	23,750	27,158	18,347
Overall Difference		1,684	4,501	60	3,408	
% (+/-)		9.62%	23.46%	0.25%	14.35%	



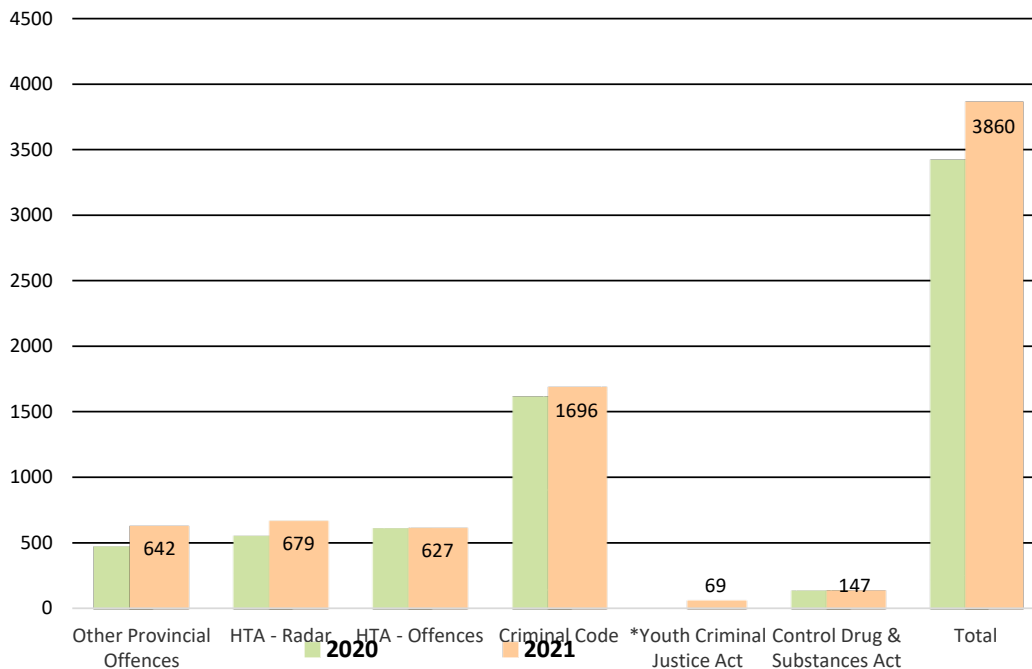


2020/2021 Charge Comparison -

* Youth Charges were tracked only on the Criminal Code Column but now have been separated.

Total	Other Provincial Offences	HTA - Radar	HTA - Offences	Criminal Code	*Youth Criminal Justice Act	Control Drug & Substances Ac	Total	
2020 (Jan-Dec.)	479	559	617	1619	0	145	3419	
2021 (Jan-Dec.)	642	679	627	1696	69	147	3860	
2021 % Totals	16.63%	17.59%	16.24%	43.94%	1.79%	3.81%	12.90%	2 Year % Difference

2020/2021 Charge Comparison - Jan. - Dec.



2021 Officer Stats

December

	HTA - Offences	Other Provincial Offence (LLA, CAIA, TPA)	Traffic - Parking Violations & Bylaw	HTA - Radar	Criminal Code	Criminal Code - Impaired Charges	Youth Criminal Justice Act	Control Drug & Substances Act	Observations	Compliance Checks	Total
Total	29	5	79	28	153	3	1	7	7	24	336

2022-01-04



2021 Report Complaint Investigations

Total Officers (actual authorized strength)	79	
Total Chief's Complaints	1	
Total Public Complaints	12	
- Conduct	11	
- Service	2	
- Policy		
TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION	0	
TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION	1	
<u>Allegations</u>		
Incivility/Insubordination	0	
Neglect of Duty	0	
Discreditable Conduct	1	
Excessive/Unnecessary Use of Force	0	
Unlawful/Unnecessary Exercise of Authority	0	
Unsatisfactory Work Performance	0	
Other Service Complaints - Unknown		
<u>Resolutions</u>		
Not Dealt with- Section 59 (frivolous, vexatious, bad faith, outdated, not affected)	7	
Informal Resolution without a Hearing	1	
- Conduct	0	
- Service	0	
- Policy	0	
Withdrawn by Complainant	2	
Unsubstantiated through investigation	2	
Police Service Act Hearing	0	
Lost jurisdiction	0	



MEMO

TO: DEPUTY CHIEF R. WILKINSON
FROM: SPC J. GREEN, CIVILIAN MANAGER
DATE: 07DEC21
RE: 9-1-1 STATS REPORT – DECEMBER 2021

Deputy Chief Wilkinson,

Please accept my 9-1-1 Stats Report for December 2021.

TOTAL 9-1-1 CALLS RECEIVED	2836
CALL TRANSFERRED TO O.P.P.	832
CALLS TRANSFERRED TO AMBULANCE	1012
CALLS TRANSFERRED TO TILLSONBURG FIRE	11
CALLS TRANSFERRED TO OTHER AGENCIES	51
CALLS REQUIRING WOODSTOCK POLICE and/or WOODSTOCK FIRE	930
9-1-1 HANGUP INCIDENTS CREATED*	61

* NOTE – COMMUNICATOR CREATED INCIDENT BASED ON 9-1-1 HANGUP REQUIRING FOLLOWUP BY UNIFORM PATROL or CALLBACK FOR FURTHER INFORMATION BY COMMUNICATOR

Due to updated statistical gathering methods (BELL SMC, KOMUTEL SIT2), Communicators were not required to enter an additional 251 calls for service for dropped and/or unregistered 9-1-1 calls which led to a decrease of 76% of 911 events type occurrences.

Respectfully submitted,

Time: 2:29:19 PM

Woodstock Police Service Board-Draft 1

<u>Account</u>	<u>Description</u>	2021 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$15,593.00	(\$593.00)	103.95%
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	438,457.00	395,683.02	42,773.98	90.24
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	9,114.13	(2,114.13)	130.20
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	266,250.00	266,250.00	0.00	100.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	100,000.00	175,000.00	(75,000.00)	175.00
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,573.46	176.54	98.62
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63040-0000	POLICE - PROFILE SCREENING	27,000.00	19,779.50	7,220.50	73.26
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	17,400.00	17,400.00	0.00	100.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	60,000.00	22,587.06	37,412.94	37.65
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	95,000.00	68,380.49	26,619.51	71.98
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	254,900.00	248,171.45	6,728.55	97.36
0500-69205-0000	COUNTY 911	46,169.00	46,169.00	0.00	100.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	95,088.00	95,088.00	0.00	100.00
0500-69215-0000	POLICE - ALARM BYLAW REVENUE	0.00	1,500.00	(1,500.00)	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	71,769.50	8,230.50	89.71
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	38,975.80	(18,975.80)	194.88
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	2,500.00	3,953.24	(1,453.24)	158.13
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	0.00	6,000.00	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	50,000.00	50,000.00	0.00	100.00
0500-69229-0000	DONATIONS - CANINE UNIT	8,500.00	10,500.00	(2,000.00)	123.53
0500-69244-0000	TRANS FROM RESERVE FOR CAPITAL PROJECTS	60,000.00	60,839.73	(839.73)	101.40
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	155,000.00	124,541.00	30,459.00	80.35
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	2,643.40	(2,643.40)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	0.00	16,805.64	(16,805.64)	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	400,000.00	454,724.16	(54,724.16)	113.68
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	3,879.34	(3,879.34)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	3,000.00	20,641.10	(17,641.10)	688.04
Total Revenues		\$2,238,014.00	\$2,252,562.02	(\$14,548.02)	100.65%
<u>Expenditures</u>					
0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$743,460.00	\$627,528.51	\$115,931.49	84.41%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,518,591.00	\$1,515,813.93	\$2,777.07	99.82%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$1,798,256.00	\$1,668,658.81	\$129,597.19	92.79%

Woodstock Police Service Board

<u>Account</u>	<u>Description</u>	2021 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$11,611,082.00	\$11,415,515.08	\$195,566.92	98.32%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$100,814.00	\$52,478.02	\$48,335.98	52.05%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$2,806,391.00	\$2,845,104.95	(\$38,713.95)	101.38%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$10,000.00	\$4,560.00	\$5,440.00	45.60%
0500-72250-0000	POLICE - BUIDING MAINTENANCE EXPENSES	\$309,350.00	\$297,890.07	\$11,459.93	96.30%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$321,696.00	\$225,549.62	\$96,146.38	70.11%
	Total Expenditures	\$19,219,640.00	\$18,653,035.24	\$566,604.76	97.05%
	Total Revenues	(\$2,238,014.00)	(\$2,252,562.02)	\$14,548.02	100.65%
	Net Difference	\$16,981,626.00	\$16,400,473.22	\$581,152.78	96.58%

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WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
December 31, 2021

Name	January 1, 2021	2021 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating	Balance December 31, 2021
0180-52031 Sick Leave Severance Reserve Fund	213,724.17		1,000.90	33,000.00	1,755.00		245,970.07
0170-51152-0000 Insurance Loss Reserve	208,567.30	5,000.00					213,567.30
0170-51153-0000 Reserve for Legal Fees	199,313.34	5,000.00					204,313.34
0170-51156-0000 Reserve Building & Operations	130,343.35						130,343.35
0180-52032 Voice Radio Replacement Reserve Fund	284,123.36		1,516.78				285,640.14
0170-51157-0000 Honour Guard Reserve	2,100.80						2,100.80
0170-51158-0000 Labour Relations Reserve	258,632.91			(183,000.00)			75,632.91
0170-51159-0000 Reserve for Information Technology	169,282.49			150,000.00		16,805.64	302,476.85
0170-51161-0000 Canine Unit	11,645.95	2,000.00					13,645.95
0170-51166-0000 Capital Projects Reserve	446,773.98					60,839.73	385,934.25
0170-51171-0000 Reserve for Specialized Services & Wellness	17,855.28	1,000.00					18,855.28
0170-51172-0000 Reserve for Civilian Clothing	2,273.33						2,273.33
Totals	1,944,636.26	13,000.00	2,517.68	-	1,755.00	77,645.37	1,880,753.57
Sick Leave Severance Reserve Fund							
Original Dec 31, 2020 balance	171,266.69						
Allocation of 2020 Surplus	42,457.48						
Revised Balance	213,724.17						
Replace Portable & Mobile Radios 11083							
Expense to Date	38,915.57						
Police Share - 50%	19,457.79						

Note: \$275,000 committed for radio project



WOODSTOCK POLICE SERVICES BOARD

BY-LAW 01-2019

A By-law Governing the Proceedings of the Board

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BY-LAW NO. 01-2019

**A BY-LAW GOVERNING THE PROCEEDINGS OF THE
WOODSTOCK POLICE SERVICES BOARD (the "Police Services Board")**

1. PREAMBLE

- 1.1 WHEREAS Section 37 of the *Police Services Act* provides that a Police Services Board shall establish its own rules and procedures in performing its duties under this *Act*;
- 1.2 AND whereas the Police Services Board deems it expedient to pass such a by-law to make rules and regulations governing the orders and procedures of the Board:

NOW THEREFORE THE WOODSTOCK POLICE SERVICES BOARD ENACTS AS FOLLOWS:

2. INTERPRETATIONS

For the purposes of this By-law:

- Definitions
- 2.1 "Act" means *Police Services Act*, R.S.O. 1990, c.P.15, as amended;
- 2.2 "Acting Chair" means the Vice-Chair who shall act as the Chair if the Chair is absent or if the Chair's position is vacant, pursuant to Section 28(2) of the *Act* or as prescribed by Section 7 of this By-law;
- 2.3 "Agenda" means the document prepared for distribution as prescribed by Section 14 of this By-law;
- 2.4 "Board" means the Woodstock Police Services Board;
- 2.5 "Chair" means the Member elected as Chair of the Board by its Members pursuant to Section 28(1) of the *Act*;
- 2.6 "Chief" means the Chief of Police of the Woodstock Police Service;
- 2.7 "Committee" means a Standing or Special Committee of the Board, pursuant to Section 34 of the *Act*;
- 2.8 "Closed Session" means a meeting that is closed to the public in accordance with Section 35(4) of the *Act*;

- 2.9 “*Delegation*” means an address to the Board or its Committees at the request of a person wishing to speak;
- 2.10 “*Executive Assistant*” means the person who has been appointed to the Executive Assistant position by the Board;
- 2.11 “*Majority vote*” means an affirmative vote of more than one-half of the Members present and voting;
- 2.12 “*Meeting*” means a meeting of the Board or a Committee;
- 2.13 “*Member*” means a Member of the Woodstock Police Services Board and includes the Chair and Vice-Chair;
- 2.14 “*Motion to defer*” means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee;
- 2.15 “*Motion to receive*” means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- 2.16 “*Motion to refer*” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Chief of Police, Executive Assistant or other official or Committee;
- 2.17 “*Motion to table*” means a motion to postpone without setting a definite date as to when the matter will be considered again;
- 2.18 “*Notice of motion*” means a written motion received by the Board, moved by a Member, for inclusion on an agenda of a subsequent meeting of the Board or Committee;
- 2.19 “*Pecuniary Interest*” means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;
- 2.20 “*Point of order*” means a question by a Member with the view to calling attention to any issue relating to this By-law or the conduct of the Board’s business or in order to assist the Member in understanding the Board’s procedures, making an appropriate motion, or understanding the effect of a motion;
- 2.21 “*Point of privilege or personal privilege*” means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that his or her integrity or that of a Member has been impugned or questioned by a Member;
- 2.22 “*Presentation*” means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- 2.23 “*Quorum*” means a majority of the Members of the Board in accordance with Section 35(2) of the *Act*;
- 2.24 “*Recorded vote*” means a written record of the name and vote of every Member voting on any matter or question;

- 2.25 “City” means the City of Woodstock
- 2.26 “Resolution” means the decision of the Board on any motion;
- 2.27 “Service” means the Woodstock Police Service;
- 2.28 “Special Meeting” means a meeting other than a regularly scheduled meeting, called pursuant to Section 11 of this By-law;
- 2.29 “Vice Chair” means the Member elected as the Vice Chair of the Board by its Members pursuant to Section 28(2) of the Act.

3. APPLICATION

- General Application* 3.1 The rules of procedure contained in this By-law shall be observed in all meetings and shall be the rule for the order and dispatch of business before the Woodstock Police Services Board. Except as herein provided, *Roberts Rules of Order* shall be followed for governing and proceedings and conduct of the Members.
- Committee Rules* 3.2 The rules of procedure contained in this By-law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.
- Suspension of Rules and Regulations* 3.3 The rules of procedure may be suspended at such time or times and upon such conditions as may be deemed appropriate by a majority vote.
- Procedures Not Covered in By-Law* 3.4 For any point of order or procedure for which rules have not been provided in this By-law, *Robert’s Rules of Order* shall be followed.
- Statutes of Ontario to Prevail* 3.5 Should any provision of this By-law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
- Statutory Requirements* 3.6 Notwithstanding anything in this By-law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the *Statutory Powers Procedure Act* shall govern the proceedings.
- Amendments to Rules* 3.7 This By-law shall not be amended or repealed except by the concurring votes of the majority of the Members of the Board and a notice of motion to amend this By-law must be delivered to each Board Member and the Executive Assistant at least two weeks prior to the meeting at which the motion to amend is to be considered.

4. ELECTION OF THE CHAIR AND VICE-CHAIR

- Election of Chair* 4.1 Pursuant to Section 28(1) of the *Act*, the Board shall elect a Chair at its January meeting in each year.
- Election of Vice-Chair* 4.2 Pursuant to Section 28(2) of the *Act*, the Board shall elect a Vice-Chair at its January meeting in each year.

<i>Term</i>	4.3	The Chair and Vice-Chair of the Board shall hold office for a one-year term until their successors are elected in accordance with the <i>Act</i> and this By-law.
	4.4	The Chair and Vice-Chair may be elected for more than one term.
<i>Nominations</i>	4.5	The Executive Assistant shall act as presiding officer at the election meeting of the Board in each year until the Chair and Vice Chair are elected and shall call for nominations.
<i>Form of Nomination</i>	4.6	Each nomination shall be made openly and shall have the consent of the nominee and be seconded by another Member.
<i>Eligibility</i>	4.7	A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the election meeting of the Board in each year.
<i>Nominations Closed</i>	4.8	Where it appears to the Executive Assistant, by asking for further nominations and receiving no response, that there are no further nominations, the Executive Assistant shall call for a motion declaring nominations closed.
<i>Speakers</i>	4.9	After nominations have been closed, each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five (5) minutes.
<i>Order of Speakers</i>	4.10	The speakers shall be called upon to address the Board in alphabetical order of the surnames.
<i>Withdrawal</i>	4.11	A nominee may withdraw his or her name at any time prior to the vote being called.
<i>Vote</i>	4.12	A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
<i>Announcement</i>	4.13	When voting is completed, the Executive Assistant shall announce the new Chair.
<i>Election of Vice-Chair</i>	4.14	The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

5. DUTIES OF THE CHAIR

<i>Chair's Duties</i>	5.1	It is the duty of the Chair to: <ul style="list-style-type: none"> (a) preside at all meetings of the Board so that its business can be carried out efficiently and effectively; (b) be the spokesperson for the Board; (c) to represent the Board at official functions; (d) commence the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present; (e) announce the business before the Board and the order in which it is to be acted upon; (f) receive and submit, in proper manner, all motions presented by the Members;
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- (g) put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and to announce the result;
- (h) announce the results of the vote on any motions presented for a vote;
- (i) sit as ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;
- (j) decline to put to a vote motions which do not comply with this By-law or which are not within the jurisdiction of the Board;
- (k) maintain order and preserve the decorum of the meeting and decide on all points of order;
- (l) where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- (m) to permit any question to be asked through the Chair of the Chief of Police of the Woodstock Police Service in order to provide information to assist in any debate when the Chair deems it proper;
- (n) adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting as required.

Signature 5.2 The Chair and Vice Chair, or if one of these Members is absent, the past Chair shall authenticate by his or her signature, as required, all documentation for and on behalf of the Board including but not limited to By-laws, agreements, resolutions and minutes, which have been approved by the Board.

6. DUTIES OF VICE-CHAIR

Vice-Chair Duties 6.1 The duties of the Vice-Chair shall be:

(a) The Vice-Chair shall act in the absence of the Chair and shall have the same authority as the Chair would have if present.

7. ACTING CHAIR

Appointment of Acting Chair 7.1 In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Executive Assistant shall call the Members to order and an Acting Chair shall be appointed from among the Members present and he or she shall preside until the arrival of the Chair or the Vice-Chair.

Designation 7.2 The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when he or she leaves the Chair for any reason.

Authority of Acting Chair 7.3 The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this By-law.

8. CONDUCT OF MEMBERS

Conduct of Members

- 8.1 A code of conduct setting out general standards for acceptable conduct by Members in performance of their duties is located in *Ontario Regulation No. 268/10* made under the Act.

9. DUTIES OF THE EXECUTIVE ASSISTANT

Duties of Executive Assistant

- 9.1 The duties of the Executive Assistant pertaining to meetings of the Board shall be:
- (a) Serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, Committees of the Board, the media and members of the community;
 - (b) Organize meetings, prepare agendas for the meetings, in consultation with the Chair, and ensure their timely distribution;
 - (c) Attends all Board meetings. Attends Committee meetings as required;
 - (d) Record the minutes of the proceedings at meetings of the Board and Committees of the Board;
 - (e) Receive all communications addressed to the Board;
 - (f) Upon advice from the Chair, prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;
 - (g) Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;
 - (h) Other duties as assigned.

10. MEETINGS OF THE BOARD

Regular Meetings

- 10.1 The regular meetings of the Board shall be held at least four times each year pursuant to subsection 35(1) of the *Act*.

Location, Time and Frequency

- 10.2 The Board shall hold its regular meetings in the Woodstock Police Service Boardroom, 615 Dundas Street, Woodstock, Ontario, in accordance within the schedule adopted annually by the Board.

Alternative Date and Time

- 10.3 The Board may cancel the next regular meeting or may change any one or more of its dates, its time or its place, upon the concurring votes of a majority of the Members.

Notice to Members

- 10.4 Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Assistant to all Members by electronic mail. A hard copy may also be picked up at the front desk at Division 1 as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.

Notice to Media and Public

- 10.5 Notice of all public meetings, cancellations and postponements shall be provided to the public and the media by posting a listing of these on the Board's web page. The Public Agenda to be posted on the Friday before the Monthly scheduled meeting. Board Meetings are held the second Monday of each month, unless otherwise announced.

Audio Conferencing

10.6 A Member may make a request of the Chair, at least 24 hours before the scheduled commencement of a meeting, that the Member wishes to participate in the meeting by means of audio conferencing if available. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the *Act*.

11. SPECIAL MEETINGS OF THE BOARD

Special Meeting

11.1 The Chair may at any time, summon a special meeting in accordance with the notice provisions of Section 10.5.

11.2 The Executive Assistant may summon a special meeting on the written request of the majority of the Members of the Board.

Notice of Special Meeting

11.3 Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than 24 hours prior to the meeting in accordance with Section 10.4 of this By-law.

Process to Summons

11.4 A special meeting may be summoned by verbal notice provided that at least two-thirds (2/3) of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the meeting is later ratified by the Board.

Matters Decided at Special Meeting

11.5 At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a majority vote.

Failure to Meet Notice Provisions

11.6 The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.

12. EMERGENCY MEETINGS

Emergency Meeting

12.1 Notwithstanding any other provision of this By-law, an emergency meeting may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Executive Assistant to notify the Members and the public about the meeting as soon as possible and in the most expedient manner available.

Agenda Items

12.2 The only business to be dealt with at an emergency meeting shall be business dealing with the emergency or extraordinary situation.

Member Polling

12.3 At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification.

Failure to Meet Notice Provisions 12.4 The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat.

13. QUORUM

Quorum - Board 13.1 A majority of the Members of the Board constitutes a quorum.

Call Meeting to Order 13.2 As soon after the hour of the meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.

No Quorum at Beginning 13.3 If a quorum is not present within fifteen (15) minutes after the scheduled time of a meeting, then the Executive Assistant shall record the names of the Members of the Board present and the meeting shall stand adjourned until the date of the next meeting of the Board.

Loss of Quorum During Meeting 13.4 If a quorum is lost during a meeting or if there is not a quorum after fifteen (15) minutes, the meeting shall be adjourned.

14. BOARD AGENDAS

Materials for Agendas 14.1 Except as otherwise provided by this by-law, all correspondence and other communication addressed to the Board which is received by the Executive Assistant at least three (3) business days prior to a regular meeting shall be placed on the agenda and shall be dealt with at the regular monthly meeting as additions to the Agenda.

Redirection of Police Operational Matters 14.2 Where, in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Woodstock Police Service, such communication shall be referred to the Chief of Police for the necessary action without prior reference to the Board.

Agenda 14.3 The Executive Assistant shall prepare the agenda, under the direction of the Chair, for distribution with the routine order of business for regular meetings of the Board to be as follows:

- (a) Call to Order
- (b) Approval of Agenda
- (c) Declaration of Pecuniary Interest
- (d) Approval of Minutes
- (e) Delegations
- (f) Verbal Reports from the Board Chair
- (g) Verbal Reports from the Chief of Police
- (h) Communications
- (i) Media Relations
- (j) Statistics
- (k) Financial Statements
- (l) Unfinished Business
- (m) Other Business
- (n) Closed Session
- (o) Motions Arising from Closed Session
- (p) Date of Next Meeting
- (q) Adjournment

<i>Delivery of Agenda</i>	14.4	The Executive Assistant shall cause to be delivered to each Member at least seventy-two (72) hours before the scheduled time for a meeting the agenda and copies of related materials.
<i>Order of Business</i>	14.5	The business of the Board shall, in all cases, be taken up in the order in which it appears on the agenda, unless otherwise decided by the Board. Any matter on the agenda not decided by the Board shall be placed on the agenda of the next regular meeting of the Board.
<i>Communications</i>	14.6	Every communication intended to be presented to the Board or its Committees must be legibly written and must contain the signature and contact address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be designated a contact person to whom the Executive Assistant can communicate on behalf of the Board or a Committee.
<i>Consent Agenda</i>	14.7	All or several items on the agenda for a meeting containing a recommendation to “receive as information” may be adopted by a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
<i>Introduction of Business Not Included on Agenda</i>	14.8	No business shall be introduced at a meeting which has not been included on the agenda for such meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.

15. BOARD MINUTES

<i>Minutes</i>	15.1	The Executive Assistant shall cause minutes to be taken of each meeting of the Board, which shall include: <ul style="list-style-type: none"> (a) the place, date and time of the meeting; (b) the name of the Chair and the attendance of the Members, the Executive Assistant, senior staff of the Woodstock Police Service, names of presenters and external delegations; (c) the confirmation and correction of the minutes of the previous meeting; (d) declarations of interest; (e) all other proceedings of the Board without note or comment.
<i>Approval</i>	15.2	The Minutes of each Board Meeting shall be presented to the Board for approval at the next regular Meeting.
<i>Signature</i>	15.3	After the Board Minutes have been approved by the Board, they shall be signed by the Chair and Vice Chair or in their absence, by the Acting Chair or Past Chair.
<i>Posting of Minutes on Internet</i>	15.4	The approved public minutes of the Board shall be posted on the Board’s web page.

16. DISCLOSURES OF CONFLICT/ PECUNIARY INTEREST

<i>Method of Disclosure</i>	16.1	Subject to the <i>Conflict of Interest Act</i> , where a Member has any pecuniary interest in any matter and is present at a Board meeting or Committee meeting 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 the 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.
<i>Closed Sessions</i>	16.2	Where a meeting is closed to the public, in addition to complying with the requirements set out above, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.
<i>Absence – Disclosure at Next Meeting</i>	16.3	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 at the next meeting at which such Member attends.
<i>Record of Disclosure</i>	16.4	The Executive Assistant shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that particular meeting of the Board or of Committee.
<i>Conflict of Interest Declaration Form</i>	16.5	Conflicts of Interest must be filed in writing to the Executive Assistant of the Board.
<i>Conflict of Interest Registry</i>	16.6	The Board will be required to establish a Conflict of Interest Registry administered by the Executive Assistant.

17. RULES OF DEBATE

<i>General</i>	17.1	All Members of the Board shall exercise their right to debate within the framework set out in these rules.
<i>Recognition of Member</i>	17.2	To address the Board, a Member shall raise his or her hand and be recognized by the Chair and direct all comments through the Chair.
<i>Order of Speakers</i>	17.3	When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
<i>Address the Chair</i>	17.4	Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.
<i>Relevancy</i>	17.5	All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.
<i>Interruptions</i>	17.6	When a Member is speaking, no other Member shall interrupt the Member except to raise a point of order, privilege or personal privilege.

<i>Read Motion</i>	17.7	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.
<i>Speaking to a Question</i>	17.8	No Member shall speak more than once to the same question or motion without leave of the Board Chair.
<i>Reply</i>	17.9	Notwithstanding section 17.8, 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.
<i>Speaking Time</i>	17.10	No Member shall speak to the same question or motion, or in reply, for more than five (5) minutes, without leave of the Board Chair.
<i>After Question Put by Chair</i>	17.11	After the question has been 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.
<i>Points of Order</i>	17.12	When a Member desires to address a point of order, the member shall ask leave of the Chair to raise a point of order and after leave is granted the member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair.
<i>Chair to Rule on Point of Order</i>	17.13	Thereafter, a member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
<i>Decision Final</i>	17.14	If no member appeals, the decision of the Chair is final.
<i>Idem</i>	17.15	The Board's decision is final if the Chair is challenged.

18. RULES OF VOTING

<i>General</i>	18.1	All voting, except with respect to the election of the Chair and Vice-Chair, shall be conducted in the manner prescribed by the rules in this section.
<i>Put Question to Vote</i>	18.2	When the Chair is putting a question to vote, no member of the Board may leave the room or cause any disturbance.
<i>Every Member Votes</i>	18.3	Every Member of the Board, including the Chair, who is present when a question is put shall vote thereon, unless disqualified by a conflict of interest.
<i>Failure to Vote</i>	18.4	The failure to vote by a Member who is not disqualified by a conflict of interest shall be deemed to be a negative vote.
<i>Manner of Vote</i>	18.5	The manner of determining the decision of the Board on a question shall be at the discretion of the Chair and may be by show of hands, voice or otherwise.
<i>Equality of Votes</i>	18.6	Where there is an equality of affirmative and negative votes on any decision, the question shall be deemed to be lost.
<i>Three Members Present</i>	18.7	In the event of conflict of interest when only three (3) members are present, the matter under consideration will be postponed to the next regular meeting.
<i>By-law amendment vote</i>	18.8	A By-law change can only be approved when more than fifty percent (50%) of the Board vote in favour of the amendment.

19. MOTIONS AND NOTICES OF MOTIONS

- Introduction of Additional Items* 19.1 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;
 - (b) the matter is of an urgent nature; or
 - (c) leave is granted on a majority vote.
- Must be Seconded* 19.2 A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.
- Wording* 19.3 All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.
- Emergency Motion* 19.4 Notwithstanding the above, any motion may be introduced for consideration by the Board in a situation deemed to be an emergency by the Chair.
- Substantive Motion* 19.5 There may be only one substantive motion before the Board at any time.
- Motion to Amend* 19.6 A motion may be amended during debate provided that the motion to amend is relevant and not in direct opposition to the main question.
- Withdrawal* 19.7 After a motion has been seconded, it may be withdrawn by the mover and the seconder at any time before a vote is taken.
- Refer to Question* 19.8 A motion to refer a question shall include the name of the committee, body or official to whom the question is to be referred.
- Direction to Chief* 19.9 A direction to the Chief of Police by the Board shall be authorized by resolution of the majority of the Members present.
- Deemed Carried* 19.10 A motion is deemed carried where a majority of the votes are in the affirmative.
- Procedure on Motions* 19.11 The procedure on a motion is as follows:
- (a) The motion shall be read, moved and seconded, whereupon the motion shall be deemed to be in the possession of the Board. The Chair shall then open debate;
 - (b) the motion shall be debated in accordance with Section 17;
 - (c) the question shall be put to the Board by the Chair;
 - (d) vote shall be taken in accordance with Section 18;
 - (e) the motion shall be declared carried or lost.
- Chair to Refrain as Mover* 19.12 The Chair shall refrain from moving motions.

20. OUTSTANDING INQUIRIES AND MOTIONS

- General* 20.1 Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the Minutes of the meeting.
- Follow-up* 20.2 Following each Board meeting, the Executive Assistant will forward in writing any inquiries or motions requiring action or a subsequent report to the Chief of Police or other person assigned responsibility for responding.
- Written Response* 20.3 The response shall be submitted in writing to the Executive Assistant for inclusion in an upcoming Board agenda.
- Record Keeping* 20.4 The Executive Assistant shall keep a record of all inquiries and motions requiring a response and shall submit a list of outstanding inquiries and motions to the Board on a quarterly basis.

21. PUBLIC ACCESS TO MEETINGS

- Meetings Open to Public* 21.1 Meetings of the Board shall be open to the public except as provided for in Section 35(4) of the *Act* and this Section of the By-law and no person shall be excluded from a meeting open to the public except for improper conduct.
- Closed Sessions* 21.2 A meeting may be conducted in Closed Session pursuant to 35(4) of the *Act* if the Board 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, legal 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.

22. DELEGATIONS AND PRESENTATIONS

- Written Request* 22.1 Any person, group of persons or organization wishing to address the Board regarding a matter shall advise the Executive Assistant in writing providing an outline of the nature of the matter to be addressed. All delegations shall only be heard upon the consent of the Board.
- Notification* 22.2 Upon receipt of the written notice requesting delegation status, the Executive Assistant shall list the delegation on the next appropriate regular meeting agenda and notify the person(s) making the request of the time and place at which the delegation shall have an opportunity to address the Board.
- Written Submissions* 22.4 Delegations shall file written submissions to the Executive Assistant for prior distribution with the agenda.

23. MEDIA RELATIONS

<i>Board Spokesperson</i>	23.1	Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Board.
<i>Executive Assistant as Resource</i>	23.2	On matters of factual information, administration of the Board, or communicating a decision of the Board in response to an enquiry, the Executive Assistant may act as a resource person on behalf of the Board.
<i>Special Circumstances</i>	23.3	No Board Member shall purport to speak on behalf of the board unless he or she is authorized by the Board to do so, pursuant to <i>O. Reg. 421/97, s.5.</i>
<i>Communication by Board Members</i>	23.4	A Board Member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion pursuant to <i>O. Reg. 421/97, s.6.</i>
<i>Media Releases</i>	23.5	Media releases shall be approved by the Chair, or the Vice-Chair prior to release. Board Members shall receive a copy of the release as soon as possible, once its' been approved.
<i>News Conferences</i>	23.6	News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice-Chair. Whenever possible, Board Members shall be advised of the event prior to its taking place.

24. COMMITTEES

<i>Committees</i>	24.1	Subject to the provisions of Section 34 of the <i>Act</i> , Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
<i>Ad Hoc Committees</i>	24.2	The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
<i>Board's Role</i>	24.3	The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
<i>General Role of Committees</i>	24.4	The role of the Committees shall generally be to make recommendations to the Board on matters which are in their jurisdiction.
<i>Committee Chair</i>	24.5	Each Committee shall be Chaired by a Board Member.
<i>Committee Proceedings</i>	24.6	The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable.
<i>Committee Membership</i>	24.7	Members shall be appointed to Committees by the Board and confirmed on an annual basis.
<i>Members' Rights</i>	24.8	Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part

in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings. The Chair, as ex-officio, is a member of every Committee.

Sub-Groups 24.9 No sub-groups of Committees shall be established without approval by the Board.

25. BY-LAWS

One Motion 25.1 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 Board may, at the request of a Member, deal separately with any by-law.

Form 25.2 Every by-law, when introduced shall be in typewritten form and shall comply with the provisions of any relevant legislation.

Reading 25.3 Every by-law of the Board requires only one reading before it may be passed.

Authentication 25.4 Every by-law which has been passed by the Board shall be numbered and dated and signed by the Chair and the Vice-Chair and shall be deposited in the Office of the Board.

26. ENACTMENT

Repeal 26.1 By-Law 01-2009, and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed.

Effective Date 26.2 This By-law shall come into force on the date of its enactment.

ENACTED AND PASSED AS AMENDED this 10th day of January 2022.

WOODSTOCK POLICE SERVICES BOARD

Chair

Ken Whiteford

Vice Chair

Mayor Trevor Birtch