

Date: Tuesday, March 25, 2025

Meeting Type: Grey Bruce Detachment Board

From: Brittany Drury, Deputy CAO / Director of Corporate Services
Carly Craig, Manager of Legislative Services / Clerk

Subject: Board Procedure By-law

Report#: OPP2025-01

This document and its attachments are public and available in an accessible format upon request.

Memo Report

Recommendation

N/A covering report included for information only.

Background

On March 26, 2019, Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA, 2019), which upon proclamation, repealed the former Police Services Act, 1990.

Following extensive feedback sessions and variously structured roundtable sessions, the Ministry of the Solicitor General forwarded correspondence to all impacted municipalities, including those of Grey Bruce, outlining amendments to existing Section 10 and 5.1 Board structures as a result of the CSPA. Specifically, the CSPA dissolved all existing Section 10 and 5.1 Boards, to create one joint Board per detachment.

Also included in said correspondence was a request that Grey Bruce detachment municipalities and First Nations work collaboratively to create one joint Board to replace single municipal and First Nations Boards. The Township of Georgian Bluffs lead the Joint Board initiative, bringing all detachment communities together to create and submit a joint proposal to the Ministry of the Solicitor General, outlining the structure and composition of the Grey Bruce Detachment Joint Board. The proposal was submitted on June 7, 2021 and later approved by the Ministry, with inclusion of

Neyaashiinigmiing First Nation (Chippewas of Nawash Unceded First Nation).

All participating detachment Councils considered staff reports outlining the composition of the Grey Bruce Detachment Joint Board and unanimously supported creation of a collaborative Joint Board. Since that time, staff have been working to establish the Board, draft policies and lead the detachment through the governance transition.

Analysis

Through establishment of the Board, the Act requires that the Board adopt procedures to govern meetings and consideration of business actions contained therein:

46 (1) Subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under this Act and the regulations.

Staff have drafted a Procedure By-law to govern and administer Board meetings, as prescribed by the Act. The proposed by-law is attached to this report as Appendix A.

The proposed by-law includes all procedures prescribed within the Act, including notice provisions, open and closed meeting requirements, scope of quorum and duty of confidentiality.

The proposed by-law considers best meeting practices as defined within the *Municipal Act, 2001*, Roberts Rules of Order and parliamentary procedure. Similar to many procedure by-laws, the proposed Board Procedure By-law includes:

- Agenda structure and order of business,
- The role of the Chair, Vice Chair and Members,
- Procedures regarding motions, including: amendments, secondary motions, moving matters for consideration of the Board and procedures for reconsideration of Board matters,
- Notice procedures, including time and cadence of Board meetings,
- Electronic participation,
- Proper voting procedures and equal opportunity for all members to speak on any given matter, etc.

The proposed by-law also provides opportunity for electronic participation in all Board meetings. Members participating electronically are eligible to do so while in closed session and are counted towards establishing quorum. Procedures to facilitate

electronic participation will be captured in a Board Electronic Participation Policy and Closed Session Policy, for presentation at the next regularly scheduled Board meeting.

The Board is welcome to provide any feedback and suggested amendments to the proposed by-law through consideration of this report and recommendations contained herein.

Financial Impact

N/A

Strategic Lenses

Diversity, Equity, Inclusion, and Belonging

No positive impact.

Truth and Reconciliation

No positive impact.

Climate Change

No positive impact.

Conclusion

The Board is required by the *Community Safety and Policing Act, 2019* (the Act), to adopt procedures to govern Board meetings and business. The proposed procedure by-law has been drafted in accordance with industry meeting best practices, Roberts Rules of Order, parliamentary procedure and the requirements of the Act. It is recommended that the Joint Board adopt and endorse Procedure By-law 2025-001, as attached hereto.

Respectfully Submitted: Brittany Drury, Deputy CAO/Director of Corporate Services;

and Carly Craig, Manager of Legislative Services / Clerk