

COBOURG POLICE SERVICES BOARD



PROCEDURAL POLICIES

Amended: April 2020

TABLE OF CONTENTS

| | |
|--|----|
| 1. DEFINITIONS | 3 |
| 2. APPLICATION..... | 4 |
| 3. DUTIES AND RESPONSIBILITIES OF THE BOARD | 4 |
| 4. BOARD POLICIES | 5 |
| 5. COMPOSITION OF THE BOARD | 6 |
| 6. SELECTION OF CHAIR AND VICE CHAIR | 6 |
| 7. DUTIES OF THE CHAIR | 6 |
| 8. ROLE AND DUTIES OF THE EXECUTIVE ASSISTANT..... | 7 |
| 9. COMMITTEES OF THE BOARD | 9 |
| 10. MEETINGS OF THE BOARD | 9 |
| 11. THE CALLING OF THE BOARD MEETING TO ORDER AND QUORUM | 10 |
| 12. BOARD AGENDA | 11 |
| 13. COMMUNICATIONS | 12 |
| 14. CONFLICT OF INTEREST DISCLOSURE | 12 |
| 15. MINUTES | 12 |
| 16. HEARING OF DELEGATIONS | 13 |
| 17. CONDUCT OF BOARD MEMBERS..... | 14 |
| 18. RULES OF DEBATE | 16 |
| 19. MOTIONS | 17 |
| 20. VOTING ON MOTIONS | 18 |
| 21. AVAILABILITY OF INFORMATION | 18 |
| 22. POLICIES | 19 |
| 23. ACTION | 19 |
| 24. AMENDMENT AND REVIEW LOG | 19 |
| 25. APPENDIX A - ROBERT’S RULES..... | 20 |

Cobourg Police Services Board

Policies to govern the proceedings of the Cobourg Police Services Board, the conduct of its members and the calling of meetings.

Whereas, a Police Services Board may, by Policy, make rules for the effective management of the police service under sections 31 (c) and section 37 of the **Police Services Act** R.S.O. 1990 c. P 15 and amendments;

And Whereas, it is deemed appropriate to make and establish Policies governing the proceedings of the Cobourg Police Services Board, the conduct of its Members and the calling of meetings, pursuant to the **Police Services Act**, R.S.O. 1990 c. P 15 and amendments;

Therefore, the Cobourg Police Services Board enacts as follows:

1. DEFINITIONS

1.1. In these Policies:

- a) “**Act**” means the **Police Services Act**, R.S.O. 1990 c. P 15, as amended from time to time;
- b) “**Acting Chair**” means a member required to act from time to time in the place and stead of the Chair;
- c) “**Board**” means the Cobourg Police Services Board and shall be composed of such members appointed under Part III of the **Act**;
- d) “**Chair**” means Chairperson of the Board;
- e) “**Chief of Police**” means the Chief of the Cobourg Police Service;
- f) “**Committee**” means a Standing or Ad Hoc Committee and any other similar entity composed of individuals of the Board pursuant to the **Act**;
- g) “**Days**” mean calendar days exclusive of Saturdays, Sundays and Statutory holidays, except as otherwise provided;
- h) “**Delegation**” means an address to the Board or its Committees at the request of a person wishing to speak;
- i) “**Executive Assistant**” means the individual functioning in the capacity of the secretary of the Board;
- j) “**Member**” means a member of the Cobourg Police Service;

- k) “Motion” and “question” shall be deemed to be the same;
- l) “Quorum” shall be a majority of the Board Members;
- m) “Recorded Vote” means the making of a written record of the name and vote of each Member present who votes on a question and of each member present who does not vote.

2. APPLICATION

- 2.1. The rules or procedures contained in these Policies, unless exempted herein, shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modification in a Committee of the Board.
- 2.2. Except as provided elsewhere in these Policies, the Board may, by a vote of majority of the Members present, temporarily suspend one or more of the following rules:
 - a) Rules with respect to a change in agenda order of proceedings and content;
 - b) Rules respecting notice of delegation status; and
 - c) Rules with respect to the increase or decrease of delegation and debate limitations.
- 2.3. All points of order or procedure for which rules have not been provided in this Policy shall be decided by the Chair.
- 2.4. The **Act**, as amended from time to time, shall take precedence over this Policy and any other Policies established by the Board.

3. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 3.1. As per the **Act**, sections 31 (1) to 31 (7):
 - a) Appoint the members of the municipal police force;
 - b) Generally determine, after consultation with the Chief of Police, objectives and priorities with respect to police services in the municipality;
 - c) Establish Policies for the effective management of the police force;
 - d) Recruit and appoint the Chief of Police and any Deputy Chief of Police, and annually determine their remuneration and working conditions, taking their submissions into account;

- e) Direct the Chief of Police and monitor his or her performance;
- f) Establish Policies respecting the disclosure by Chiefs of Police of personal information and individuals;
- g) Receive regular reports from the Chief of Police on disclosures and decisions made under the **Act**;
- h) Establish guidelines with respect to the indemnification of Members of the police force for legal costs under section 50 (2) of the **Act**;
- i) Establish guidelines for dealing with complaints made under Part V of the **Act**;
- j) Review the Chief of Police's administration of the complaints system under Part V and receive regular reports from the Chief of Police on his or her administration of the complaints system.

4. BOARD POLICIES

- 4.1. The Members of the police force, whether they were appointed by the Board or not, are under the Board's jurisdiction.
- 4.2. The Board may give orders and directions to the Chief of Police, but not to other Members of the police force, and no individual Member of the Board shall give orders or directions to any Member of the police force or the Chief of Police.
- 4.3. The Board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.
- 4.4. The Board shall ensure that its Members undergo any training provided by the Solicitor General or required in the **Act**.
- 4.5. The Board may, by Policy make rules for the effective management of the police force.
- 4.6. The Board may establish guidelines consistent with section 31 (7) for disclosing secondary activities and for deciding whether to permit such activities.

5. COMPOSITION OF THE BOARD

- 5.1. In accordance with Section 27(4) of the **Act**, the Board will consist of five (5) Members, composed of:

- a) The head of municipal council or, if the head chooses not to be a member for the Board, another member of the council appointed by resolution of the council;
- b) One member of the council appointed by resolution of the council;
- c) One person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality; and,
- d) Two persons appointed by the Lieutenant Governor in Council (LGIC).

6. SELECTION OF THE CHAIR AND VICE CHAIR

6.1. The members of the Board shall, in the first meeting held in January of each year, elect from amongst its members, a Chair and Vice-Chair for the year;

- a) The election of the Chair and Vice-Chair shall be conducted by the Executive Assistant;
- b) Nominations shall require a mover and seconder, both of whom shall be members of the Board;
- c) Where more than one nominee stands for election, a vote shall be taken;
 - i. Prior to the vote being taken, each nominee shall be given five (5) minutes to speak to the nomination. Candidates shall be called upon in alphabetical order of their surname;
 - ii. After the nominees have completed their speeches, a vote shall be taken.
- d) Any votes required under this section, shall be taken as described by the provision of Section 61(1) and (2) of the Municipal Act, R.S.O. 1990 as amended, which required that each Member present indicate their vote openly and that no vote be taken by ballot or any other method of secret voting;
- e) The Vice-Chair shall act as the Chair if the Chair is absent or if the Chair's position is vacant as per section 28 (2) of the **Act**.

7. DUTIES OF THE CHAIR

7.1. It shall be the duty of the Chair to:

- a) Act as the sole spokesperson for the Board;

- b) Represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- c) Review the agenda for all meetings;
- d) Open the meeting of the Board by taking the chair and calling the Members 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) Vote with the other Members of the Board upon all matters;
- g) Speak to all business of the Board as a member;
- h) Put to a vote all motions which are moved and seconded or which necessarily arise in the course of the proceedings, and to announce the result thereof;
- i) Sit 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 vote motions which infringe upon the rules of proceedings or which are beyond the jurisdiction of the Board;
- k) Enforce on all occasions, the rules of procedure and the observance of order and decorum amongst the members;
- 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) Permit any questions to be asked through the Chair to the Chief of Police, or a person designated by the Chief of Police, in order to provide information to assist any debate when the Chair deems it proper;
- n) Adjourn the meeting when the business is completed or upon a motion to adjourn.

8. ROLE AND DUTIES OF THE EXECUTIVE ASSISTANT

8.1. The role of the Executive Assistant is to assist the Board in administering and coordinating its business to ensure efficiency of operation.

Accordingly, the Executive Assistant will:

- 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) Act as the main resource to the Board for organizing meetings, creating the agenda in consultation with the Chair, taking minutes for all public, in-camera and special meetings of the Board, and writing correspondence to reflect the Board's decisions;
 - i. Ensure that all Board members are kept fully informed of any developments upon which they may have to act;
 - ii. Provide accurate and up-to-date information on Board related documents;
 - iii. Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;
 - iv. Provide procedural, historical and policy information to the Board as required;
 - v. Conduct research, analysis and write reports for and on behalf of the Board as required;
 - vi. Liaise with municipal and provincial government officials, and with staff and other police services Boards;
 - vii. Receive all communications addressed to the Board and deal with them as follows:
 - (a) acknowledge receipt and confirm that attention is being given, on such items that are not general correspondence;
 - (b) refer them to the Chief of Police to take such action as is immediately necessary and report to the Board at the next meeting;
 - (c) Report to the Chair immediately if the matter is, in the opinion of the Executive Assistant, necessary for immediate attention by the Board.
- c) Attend all public, in-camera and special meetings of the Board, and record the minutes, orders and requests of all such meetings;
- d) Organize meetings, prepare the agenda as well as any reports or supporting documents, in consultation with the Chair, and ensure the distribution of the agenda to the Board Members on the Wednesday preceding the meeting;
- e) Print the minutes of the meeting and include a copy with the agenda packages for the next regular meeting of the Board;
- f) Prepare and issue all communications and reports arising from the proceedings on behalf of the Board, unless otherwise directed by the Board.

9. COMMITTEES OF THE BOARD

- 9.1. At the first meeting of the year, the Board shall establish committees and delegate any of the Boards powers under this Act, to the committee, which shall be composed of:
 - a) At least two Members of the Board;
 - b) Any number of additional Members, as long as a majority of the committee is composed of Board Members.
- 9.2. Membership, statutory authority and responsibility of the Committees are determined in the Terms of Reference of the Committee as set out by the Board.
- 9.3. Committee Members shall deal directly with the Chief of Police or a designate person, or in their absence, the Deputy Chief of Police or a designated person, when Service is required from Members of the Cobourg Police Service to assist the Committee.
- 9.4. When a Committee meeting is open to the public, the date, time, location, Agenda and Minutes will be made available on the web site.
- 9.5. The Committee shall report on its work to the Board at the next regular meeting of the Board.

10. MEETINGS OF THE BOARD

- 10.1. The Cobourg Police Services Board enacts the following:
 - a) The Cobourg Police Services Board shall hold its monthly Board meetings, on a date, time and a location agreed upon by the Chair and members;
 - b) Regular meetings will take place at 9:00am, on the 3rd Tuesday of the month, in the CPS Corporate Services Board Room, 2nd Floor at Venture 13 (739 D'Arcy Street, Cobourg, ON). The date, time and location are decided upon, and may be altered, by resolution of the Board or at the discretion of the Chair.
 - c) Meetings and hearings conducted by the Board will be open to the public unless section 35 (4) of the Act applies.
 - d) The Board may exclude the public from all or part of a meeting or hearing if it is of the opinion that:
 - i. 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

- ii. Intimate financial or personal matters or other matters may be disclosed of such 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.
- e) The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair or in the absence of the Vice Chair, the member with the most seniority shall preside at the meeting;
- f) No person other than Board members, and invited persons will attend in-camera meetings;
- g) At the conclusion of a member's term of appointment, all documents shall be returned to the Executive Assistant for retention or destruction.
- h) During extraordinary circumstances such as: pandemics, epidemics, natural disasters and martial law, when the Board is restricted from meeting physically, the Board does have the authority to conduct its meetings electronically, with all the normal protocols in place.

10.2. Special Meetings

- a) The Chair may at any time call a special meeting of the Board and shall do so if requested by a majority of the Members;
- b) The Executive Assistant shall give notice to the Members of the Board of all special meetings. Such notice may be by telephone or email to each Member at least forty-eight (48) hours before the time fixed for such a meeting. In the event of an emergency situation, the forty-eight (48) hour time period may be waived by a majority vote of the Members;
- c) No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

11. THE CALLING OF BOARD MEETINGS TO ORDER AND QUORUM

- 11.1. A Quorum shall be a majority of the Members according to Section 35 (2) of the **Act**.
- 11.2. As soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall take the Chair and call the meeting to order:

- a) If a quorum for either the regular or special Board meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Executive Assistant shall call the roll and record the names of the Members present, indicate that no quorum is present and the meeting shall stand adjourned until the next meeting of the Board, unless a special meeting is called sooner;
- b) When a quorum is no longer present, no business can be legally transacted, and it is the responsibility of the Chair and the Executive Assistant to note the lack of quorum and have the fact recorded in the minutes;
- c) If the Chair or Vice-Chair do not attend within fifteen (15) minutes after the appointed time, and no notice of their imminent attendance has been received, the Executive Assistant will call the Members to order, and if a quorum is present, a Chair will be chosen, who will preside as the Chair until the arrival of the Chair or Vice-Chair.

12. BOARD AGENDA

- 12.1. Members wishing to discuss a matter may request that it be placed on the agenda of the upcoming meeting by contacting the Chair or the Executive Assistant.
- 12.2. Items not included on the print agenda cannot be introduced at the meetings without the consent of the majority of the Members present.
- 12.3. The Chief of Police shall give to the Executive Assistant all reports and supporting materials for the agenda by 10:00am on the Monday, of the week preceding the meeting.
- 12.4. The Executive Assistant shall distribute the agenda and supporting documents by 5:00pm, on the Wednesday prior to the regular meeting date to the residence or place of business of each member, unless the member directs otherwise, and to the Chief of Police or their designate.
- 12.5. The Executive Assistant shall, in consultation with the Chair, cause an agenda with related attachments to be prepared in the following order:

Public Session

- | | |
|--|------------------------------------|
| i. Welcome and Introductions | vi. Presentations/Delegations |
| ii. Motion to Open Public Meeting | vii. Communications |
| iii. Declaration of Conflict of Pecuniary Interest | viii. By-law review |
| iv. Approval of Previous Minutes | ix. Chief's Report |
| v. New Business to be Included on Agenda | x. Chair's Report |
| | xi. Date of next meeting |
| | xii. Approval to go in-camera |
| | xiii. Ratification and Adjournment |

In-Camera Session

- i. Welcome and Introductions
- ii. Motion to Open In-Camera meeting
- iii. Declaration of Conflict of Pecuniary Interest
- v. Approval of Previous Minutes
- vi. Closed Session Item(s)
- xii. Adjournment

13. COMMUNICATIONS

- 13.1. Every letter, petition and other communication addressed to the Board shall be received by the Executive Assistant who in consultation with the Chair shall either:
- a) Place it on the Agenda in compliance with Section 8.1 (d) of this manual, for the next regular meeting; or
 - b) Refer it to the Chief for necessary action.

14. CONFLICT OF INTEREST DISCLOSURE

- 14.1. The Chair and the Members shall be governed by the Municipal Conflict of Interest Act, R.S.O. 1990 and amendments thereto, and regulations there under, and the agenda shall include a provision for Members to declare conflict of interest in a matter.
- 14.2. When a Member has a conflict of interest or a pecuniary interest in a matter, he/she shall declare such an interest at the beginning of the meeting. If the matter is on the in-camera agenda, the Member will leave the room during the discussion and refrain from voting on that particular item. If the item is on the public agenda, the Member may stay but will not participate in the discussion or vote. The Member shall not attempt, in any way, to influence the Board's decision on that matter.

15. MINUTES

- 15.1. The Executive Assistant shall include the following in the Minutes of the Board meetings:
- a) Date, time the meeting commenced and ended, location;
 - b) Who was in attendance ;
 - c) Motions;
 - d) Verbal and written reports;

- e) The subject of the Chief and the Chair's remarks;
- f) If a decision is deferred or only part of a motion is decided, the reason why;
- g) Reasons for any deviation should the Board make a decision that is materially different from what is recommended or proposed in a committee report or other report;
- h) When the Board is not unanimous in its decision. If a Member asks for their dissent to be noted and what the point of contention is;
- i) Any direction the Board gives that is not captured in a motion;
- j) Any information the Chief or Executive Assistant are to provide later or at a subsequent meeting;
- k) The substance of any verbal reports.

16. HEARING OF DELEGATIONS

16.1. When delegations desire to be present at meetings to address the Board, such individuals will be permitted to do so at the discretion of the Chair, provided that the matter(s) to be addressed fall within the jurisdiction of the Board. Every attempt will be made to direct the delegation to the appropriate venue. Operational matters will be directed to the Chief.

16.2. Delegations appearing before the Board are subject to the following:

- a) The delegation(s) shall provide written notice of their request on or before 5:00pm the Monday of the week prior to each regular Board meeting. This request shall contain:
 - i. An outline of the subject matter of the address;
 - ii. A list of person(s) who will be appearing before the Board
 - iii. A copy of the materials to be presented;
- b) Upon receipt of the written notice requesting delegation status, the Executive Assistant shall list the delegation(s) on the next appropriate meeting agenda at the discretion of the Chair;
- c) The Executive Assistant shall confirm with the delegation(s) the time and place at which the delegation(s) will address the Board, and will also inform them of the provisions relating to delegations;

- d) Delegations shall address the Board through one speaker, be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing, the time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair;
- e) Upon completion of a presentation to the Board, any discussions between members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.

16.3. No delegation shall:

- a) Speak disrespectfully of any person;
- b) Use offensive words or un-parliamentary language;
- c) Speak on any subject other than the subject for which they have received approval to address the Board;
- d) Challenge the rules of procedure or a decision of the Chair.

16.4. The Chair may curtail any delegation for disorder or any other breach of this by-law and, where the Chair rules that the delegation is concluded, the persons or person appearing shall immediately withdraw.

17. CODE OF CONDUCT FOR BOARD MEMBERS

17.1. All Members of the Board shall abide by the Code of Conduct as set out in the **Act**.

- a) Board members shall attend and actively participate in all board meetings
- b) Board members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers
- c) Board members shall undergo any training that may be provided or required for them by the Minister of Community Safety and Correctional Services.
- d) Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
- e) No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so

- f) 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
- g) Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office
- h) Board members shall uphold the letter and spirit of the Code of Conduct set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board
- i) Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Human Rights Code* and the Canadian Charter of Rights and Freedoms
- j) Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated. O. Reg. 421/97, s. 10.
 - i. Board members shall not use their office to obtain employment with the board or the police force for themselves or their family member
 - ii. For the purpose of subsection (1), “family member” means the parent, spouse or child of the person, as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*.
- k) A board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board;
- l) Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force;
- m) (1) A board member whose conduct or performance is being investigated or inquired into by the Commission under section 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry and hearing;

(2) If the application of subsection (1) results in a board not having enough members able to exercise their duties in order to constitute a quorum during an investigation, inquiry or hearing under section 25 of the Act, the chair of the Commission may appoint that number of persons necessary to constitute a quorum, who shall act in the place of the members who are unable to exercise their duties:

- (3) The chair of the Commission,
- i. shall specify in an appointment made under subsection (2) that the appointee may only exercise such duties as are necessary for the effective operation of the board during the investigation, inquiry or hearing and, for such purpose, may specify the duties the appointee may or may not exercise; and
 - ii. shall cancel an appointment made under subsection (2) as soon as a member of the board who declined to exercise his or her duties under subsection (1) resumes exercising his or her duties or is replaced under subsection 25 (8) of the Act.
- n) If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
- i. require the member to appear before the board and be reprimanded;
 - ii. request that the Ministry of Community Safety and Correctional Services conduct an investigation into the member's conduct; or
 - iii. request that the Commission conduct an investigation into the member's conduct.

18. RULES OF DEBATE

- 18.1. Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.
- 18.2. When a member wishes to speak to any question, motion or item, they shall, in an orderly fashion, attempt to obtain the Chair's attention to indicate that such member wishes to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention.
- 18.3. All remarks and comments must be relevant to the questions under consideration and the Chair shall be the judge of such relevancy.
- 18.4. When a member is speaking, no other Member may interrupt that Member except to raise a point of order.
- 18.5. A Member may require the questions or motion under discussion to be read at any time during the debate.
- 18.6. No Member shall speak to the same questions or motion, or in reply, for more than five (5) minutes, without the leave of the Chair.
- 18.7. If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the

Members, “Is the ruling of the Chair upheld?” In the event of a tie vote, the ruling is upheld. The decision of the Board under this section is final.

19. MOTIONS

- 19.1. Proposed motions shall be prepared by the Executive Assistant and shall be attached to the Agenda. Motions may be proposed for any or all items on the Agenda and may be proposed by the Chair, and by any Member of the Board.
- 19.2. Motions shall be moved and seconded prior to discussion taking place. Motions will be disposed of only by a vote of the Board unless the persons, who moved and seconded the motion, withdraw the motion by permission of the Chair.
- 19.3. When motions are under debate, motions of procedure may be put with precedence in the order list:
 - a) “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;
 - b) “Motion to Refer” shall include the name of the Committee, other body or official to whom the question is to be referred, and the terms upon which the question is to be referred;
 - c) “Motion to Amend” shall be relevant to the question to be decided, and shall not be received if it in essence constitutes a rejection of the main question;
 - d) “Motion to Postpone to a Certain Time” shall be made only if the postponement is until a fixed date or until some specific and known event has occurred;
 - e) “Motion to Receive” means a motion to acknowledge a particular item, report or recommendation under consideration and to have it placed under the records of the Board with no additional action being taken.
- 19.4. After a motion has been moved and seconded, it can be amended (primary amendment). The primary amendment may also be amended by moving a secondary amendment (an amendment to the amendment). The secondary amendment is resolved first and then the primary amendment is resolved.
- 19.5. When one or both amendments have been resolved, a further primary amendment or a secondary amendment, as the case may be, can be entertained by the Chair. After all amendments have been resolved, the Board will vote on the main motion as amended.
- 19.6. A motion shall be deemed “as carried” when a majority of the Members present are in agreement with the resolution.

19.7. The provisions of this section, apply to notices of motion as defined under section 1.1k.

20. VOTING ON MOTIONS

20.1. Motions made at a meeting will be decided by a majority of the votes. All Members of the board, including the Chair, shall vote as follows: who indicate their vote by clearly upraised hands by voting in the affirmative, negative or abstaining.

20.2. Members are entitled to only one vote on any motions before the Board.

20.3. Votes will not be recorded unless requested by at least one Member, and such requests must be made before the Chair calls upon the Members to vote upon the motions.

20.4. In all cases where there is a tie, the motions or amendments as the case may be, shall be declared lost.

21. AVAILABILITY OF INFORMATION

21.1. The schedule of the public board meetings will be posted on the Town of Cobourg and the Cobourg Police Services' website by January 15 of each year. Any changes to the public schedule will be posted at least seven (7) days before the scheduled meetings.

21.2. Minutes of the public meetings of the Board will be posted on the Cobourg Police Services website each month.

21.3. Copies of the full public meeting package will be available on Civic Web. All subscribers will receive notifications of uploaded agenda packages.

21.4. All Board Policies are to be posted on the Board website (available via the Cobourg Police Services website, www.cobourgpolic.com).

21.5. The Chair of the Board and in the absence of the Chair, the Vice-Chair of the Board, will be designated as the Board's Media Relations spokesperson. Other members of the Board should consult with the spokesperson before speaking to the media on matters under the Board's jurisdiction. The Board's spokesperson may delegate this responsibility to any other members of the Board at any time.

21.6. Where the Board develops Policy the Board shall consider on each occasion whether or not to issue a formal media release.

21.7. At the conclusion of the public portion of each Board meeting, the Board spokesperson or designate shall be available to answer questions from those media persons in attendance relative to the matters discussed at the meeting.

22. POLICIES

- 22.1. New and amended Policies shall be introduced upon motion by a Member, and any number of policies may be introduced together as one motion, but the Chair may, at the request of a Member, deal separately with any policy.
- 22.2. When introduced shall be in printed format and shall be complete with the exception of the number and date of the Policy.
- 22.3. Every Policy which has been passed by the Board shall be numbered, dated and signed by the Chair. The Executive Assistant will file an original copy of the Policy in the Board office.

23. ADMINISTRATION

That the Cobourg Police Services Board Policies Procedural Manual, dated June 18, 2019, be repealed.

That the Procedural Policies Manual is hereby enacted by the Cobourg Police Services Board on this _____ of _____ 2019, and shall take effect on its date of passage.

Dean Pepper, Chair
Cobourg Police Services Board

Katie Darling, Executive Assistant
Cobourg Police Services Board

24. AMENDMENTS AND REVIEW LOG

| Action | Date | Resolution # | Section: | Notes: |
|-----------|----------------|--------------|--------------------------------|---|
| Amendment | Jan. 21, 2020 | 008-20 | 16.2(a) Hearing of Delegations | Delegation submission deadline |
| Amendment | April 21, 2020 | * | 10.1(h) Meetings of the Board | Addition of electronic / virtual meetings |