



**GREATER SUDBURY POLICE SERVICES BOARD**  
**WEDNESDAY November 21, 2018 4:00 P.M.**  
**Police Headquarters, Alex McCauley Boardroom, 5th Floor**

**PUBLIC AGENDA**

<b>Item #</b>		<b>Motion</b>	<b>Page (s)</b>
1	<b>Motion to Meet IN CAMERA</b>	<b>Motion</b>	
2	<b>Matters Arising from In Camera Session</b>		
3	<b>Roll Call</b>		
4	<b>Declarations of Conflict of Interest</b>		
5	<b>Presentations</b>		
	Lions' Eye in Sky Donation Presentation		1
6	<b>Adoption of Minutes - October 23, 2018</b>	<b>Motion</b>	
7	<b>Presentation</b>		
	Police Record Checks Reform Act - Frances Plante		
8	<b>Accept Consent and Discussion Agenda - November 21, 2018</b>	<b>Motion</b>	
	<b>Correspondence</b>		
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13	<b>Chief's Report</b>		40 - 48
14	<b>New Business</b>		
15	<b>Next Meeting Date</b>		
	Next meeting December 12, 2018		
16	<b>Adjournment</b>	<b>Motion</b>	



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR INFORMATION</b>	<b>DATE:</b> November 14, 2018
<b>PUBLIC</b>	
<b>SUBJECT:</b> <b>LIONS' EYE IN THE SKY DONATION PRESENTATION</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Mobilizing and Engaging Our Community <b>Goal:</b> Building Community Partnerships	
<b>Recommended by:</b>  Sharon Baiden Chief Administrative Officer	<b>Approved by:</b>  Paul Pedersen Chief of Police

### **RECOMMENDATION: FOR INFORMATION**

#### **BACKGROUND:**

In 1996, the Sudbury Lions Club partnered with the Greater Sudbury Police Service in the 'Lions Eye in the Sky' initiative. The mission of this program is to improve the safety and security of the people of the City of Greater Sudbury through monitoring and focusing on specific areas of crime, improving public safety, especially downtown and to provide advice to the Greater Sudbury Police Services Board with respect to the implementation and ongoing operation of a video surveillance camera system serving the City. The Service works closely with its Advisory Committee.

#### **CURRENT SITUATION:**

The downtown Business Improvement Association has made a donation of \$4,000, Lions Club of Sudbury has made a \$400 donation in support of the Lions Eye in the Sky program, and the HCI has donated \$4,000. These funds will be used to offset the expenses associated with the replacement of all cameras to wireless technology.

Members will be on hand at the November 21, 2018 Board meeting to make cheque presentation.



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR INFORMATION</b>	<b>DATE: November 14, 2018</b>
<b>PUBLIC</b>	
<b>SUBJECT: 2019 POLICE BUDGET</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Our Members <b>Goal:</b> Acknowledging Exceptional Efforts	
Recommended by:  Sharon Baiden Chief Administrative Officer	Approved by:  Paul Pedersen Chief of Police

### **RECOMMENDATION: FOR INFORMATION ONLY**



#### **CURRENT SITUATION:**

The Greater Sudbury Police Services Board has received correspondence from the City of Greater Sudbury Finance and Administration Committee.

The Board has been given a date for presentation of 2019 Budget on Tuesday January 22, 2019.



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR INFORMATION</b>	<b>DATE: November 14, 2018</b>
<b>PUBLIC</b>	
<b>SUBJECT: 2018 GREATER SUDBURY POLICE SERVICE CHRISTMAS LUNCH</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Our Members <b>Goal:</b> Acknowledging Exceptional Efforts	
Recommended by:  Sharon Baiden Chief Administrative Officer 	Approved by:  Paul Pedersen Chief of Police 

**RECOMMENDATION: FOR INFORMATION ONLY**



### **CURRENT SITUATION:**

Chief Paul Pedersen invites all staff and Board Members to attend and celebrate the Christmas Season.

Board and Staff are invited to join us for a lunch on Friday December 14, 2018 from 11:30 a.m. to 1:30 p.m. in the Alex McCauley Boardroom on the 5<sup>th</sup> floor at Police headquarters.



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR INFORMATION</b>	DATE: November 14, 2018
<b>PUBLIC</b>	
<b>SUBJECT: NOTES OF APPRECIATION</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Our Members <b>Goal:</b> Acknowledging Exceptional Efforts	
Recommended by:  Sharon Baiden Chief Administrative Officer 	Approved by:  Paul Pedersen Chief of Police 

### **RECOMMENDATION: FOR INFORMATION ONLY**



An email message was received from a Sudbury resident commending Constable Hally Willmott for her professionalism and compassion while attending an ‘attempt suicide’.

“I have experienced the outcomes of the excellent training your officers receive. Constable Willmott’s words hit me and her kindness hit me even harder. She literally saved my life.”

A letter was received from Shawn Devine, Chief of Police North Bay Police Service thanking GSPS for permitting Superintendent Sheilah Weber to assist with Inspector competition interviews. “Her professionalism and knowledge in the field of policing at the command level greatly assisted with the panel.”



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR INFORMATION</b>	DATE: November 14, 2018
<b>PUBLIC</b>	
<b>SUBJECT:</b> <b>FINANCIAL REPORT – JANUARY TO SEPTEMBER 30, 2018</b> <b>UPDATED 2018 YEAREND FORECAST</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Service Excellence <b>Goal:</b> Fiscal Accountability and Transparency	
Recommended by:  Sharon Baiden Chief Administrative Officer 	Approved by:  Paul Pedersen Chief of Police 

### RECOMMENDATION:

**THAT the Board receives the Financial Report for the period January 1 to September 30, 2018 and the updated 2018 Year End Forecast for information.**

### BACKGROUND:

The Police Services Board by way of resolution # 2017-142, approved the 2018 Police Services Budget in the amount of \$57,763,721, which includes an annual provision of \$597,348 to fund a facilities improvement plan.

The report for the first nine months of the year summarizes spending activities coupled with a forecast of year end spending.

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**SUBJECT:  
FINANCIAL REPORT – JANUARY TO SEPTEMBER 30, 2018  
UPDATED 2018 YEAREND FORECAST**

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**CURRENT SITUATION:**

The chart below, details the spending to September 30, 2018 along with yearend forecasts to December 31, 2018.

Spending remains within approved budget approvals. The following table summarizes the noted and forecasted financial position:

Category Description	Adjusted Budget		Adjusted Actual		Year-end Forecast to	Year-end Forecast
	2018 Annual Budget	January - September 30, 2018	January - September 30, 2018	December 31, 2018	% Variance	
Salaries & Benefits	\$ 53,060,222	\$ 39,952,615	\$ 39,969,366	\$ 53,463,745	-0.75%	
Operating Costs	\$ 7,010,812	\$ 5,626,103	\$ 6,109,942	\$ 7,654,253	-8.41%	
Contr to Reserves/Capital	\$ 3,477,554	\$ 3,166,794	\$ 3,166,794	\$ 3,477,554	0.00%	
Revenue	\$ (5,784,867)	\$ (3,049,892)	\$ (3,410,378)	\$ (6,831,832)	-15.32%	
<b>Net Total</b>	<b>\$ 57,763,721</b>	<b>\$ 45,695,620</b>	<b>\$ 45,835,723</b>	<b>\$ 57,763,721</b>	<b>0.00%</b>	

**Salaries and Benefits:**

The salaries and benefits cost centre records expenses allocated to the Police Services Board, police member salaries, and benefits associated with both current and retired members. Salaries associated with grant funding are also recorded here with the funding offsets reflected in the Revenues. Additionally, statutory benefit payments are paid in the early part of the year. Overtime payments will also be processed in the final quarter of the year at the request of members. As well, new grants have been received that provide funding to offset salaries which have not yet been processed. At year end, sick leave payments made through the salary account will be offset with a draw from the Sick Leave Reserve.

**Operating Costs**

Overall actual operating expenditures are also within budgeted amounts although many expenses are incurred prior to budgeted dollars realized. These include items such as maintenance agreements, equipment related to grants, ammunition, and specialized clothing. In addition, grant funded programs have a number of equipment and training allocations that were not budgeted. These amounts are recorded to the various operating cost centres with grant funding recorded under revenues. Legal services are anticipated to be higher than budgeted as a result of Police Services Act matters and costs associated with the Inquest not yet posted.

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### **Contribution to Reserves/Capital**

All of the authorized contributions are being made in keeping with budgeted approval levels. These include the building, capital envelope, radio system, sick leave, and fleet contributions to reserve accounts.

### **Revenues:**

Two grants have also been received, one from Proceeds of Crime and another from Department of Justice which were non-budgeted and contribute to higher than anticipated revenues. Revenues from Record Checks and unbudgeted cost recoveries through secondment will also contribute to higher than budgeted results.



It is important to note that provincial grant funding remains under review and has not yet been released. Specifically, the PEM grant funds have not yet been released. These total \$1,457,832 that would be a shortfall at the end of the year if not received. Year end forecasting has been done on the assumption that the funds will be released for the purpose of this report.

### **Year End Forecast**

Based on spending trends to the end of September, year-end forecasts are anticipated to be within the overall budget allocations. The main variant in all accounts is the spending associated with several grants that were received after the budget was approved. These expenses will all be offset with the associated grant funding. As grant funds are spent on operating activities, the associated revenues will be recorded. Close monitoring continues to ensure year end spending is also within the budget level approvals.



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR INFORMATION</b>	DATE: November 14, 2018
<b>PUBLIC</b>	
<b>SUBJECT: DELEGATION OF SIGNING AUTHORITY</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Service Excellence <b>Goal:</b> Ongoing Best Practices	
Recommended by:  Sharon Baiden Chief Administrative Officer 	Approved by:  Paul Pedersen Chief of Police 

### RECOMMENDATION:

**THAT the Board receives the Delegation of Signing Authority, Chief of Police GSPSB – Policy 0025 report for information.**

### BACKGROUND:

Section 30 of the *Police Services Act* provides for a Police Services Board to contract, sue, and be sued in its own name. As a police service is not a legal entity, it may not enter into contracts in its own name or on behalf of the Board without its authorization.

The Board recognizes the need to ensure accountability in carrying out its statutory and administrative responsibilities. The Board also appreciates the need to advance its work and that of the Greater Sudbury Police Service in an efficient and timely manner.

The Board Chair is the designated signing authority for contracts, agreements, travel claims, vacation approvals for the Chief of Police, legal services, and reserve fund draws.

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**SUBJECT:  
DELEGATION OF SIGNING AUTHORITY**

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The Board recognizes the need to delegate signing authority to the Chief of Police or designate to ensure accountability in carrying out the operational responsibilities of the Board for matters necessary for the management of day-to-day operations.

Where delegations of authority have been granted by the Board to the Chief of Police or designate, the delegation includes the authority to execute any related documents in the name of the Board unless the terms of the delegation require the signature of the Board. Policy GSPSB Policy – 025 establishes clear direction on the delegation of signing authority for the Chief of Police.

**CURRENT SITUATION:**

Pursuant to the authority delegated to the Chief or Designated Official by the Board, the Chief of Police shall provide a report to the Board regarding all procurement contracts and agreements approved and executed by the Chief or Designated Official of an operational nature valued at less than \$50,000.

Items that have been effected in accordance with the policy are as follows:

<b>Vendor</b>	<b>Purpose</b>	<b>VALUE</b>
30 Forensic Engineering	Assessment of Concrete Vehicle Height Restrictor File # 180387DCG	\$10,800.00
Bell Canada	Convert TDM User to 1 SIP3	\$1,023.37
Bell Canada	Avaya 1440e Voip Qty 4	\$3,246.74
Bell Canada	Bell Canada Site Service Coverage	\$8,541.70
Bell Canada	Pass Avaya Software Support	\$9,864.58
Hexagon	Maintenance Agreement	\$49,734.00
Newcap Radio	Radio Media Campaign	\$2,700.00
Rogers Media	Radio Media Campaign	\$2,580.00
Smiths Detection	Ionscan Narcotics Detector	\$35,500.00

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**SUBJECT:  
DELEGATION OF SIGNING AUTHORITY**

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<b>Vendor</b>	<b>Purpose</b>	<b>VALUE</b>
Tyco Integrated Security	Install Card Reader 4th Floor	\$4,618.30
XEROX	XEROX 5 Year Lease for CPIC	\$10,000.00
XEROX	Ecopy ShareScan V6 Office 5 year Software Lease	\$32,964.80



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR APPROVAL</b>	<b>DATE:</b> November 14, 2018
<b>PUBLIC</b>	
<b>SUBJECT:</b> <b>BOARD MEETING GOVERNANCE</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Service Excellence <b>Goal:</b> Provide Exemplary Policing Services	
Recommended by:  Sharon Baiden Chief Administrative Officer 	Approved by:  Paul Pedersen Chief of Police 

### RECOMMENDATION:

**THAT the Board rescinds By-law 2002-2 Board Meetings and adopts By-law 2018-1 Board Meeting Governance.**

### BACKGROUND:

The Board had adopted a By-law to govern Police Services Board meetings in 2002. This By-law includes direction on the calling of meetings and procedures, quorum, and Member conduct.

### CURRENT SITUATION:

A review of board governance by-laws was undertaken to update Sudbury's current by-law. The by-law has been updated with By-law 2018-1 Board Meeting Governance.

The new procedure does provide for Member participation in meeting by video and teleconference.

## **BY-LAW NUMBER 2018-1**

### **BEING A BY-LAW OF THE GREATER SUDBURY POLICE SERVICES BOARD TO GOVERN THE PROCEEDINGS OF MEETINGS OF THE BOARD**

**WHEREAS** Section 37 of the *Police Services Act*, R.S.O. 1990, c. P.15 provides that a Police Services Board shall establish its own rules and procedures in performing its duties under this *Act*;

**AND WHEREAS** the 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 GREATER SUDBURY POLICE SERVICES BOARD HEREBY ENACT AS FOLLOWS:**

#### **Interpretation**

**1. In this By-Law:**

- a.** “*Act*” means the *Police Services Act*, R.S.O. 1990, c. P.15, as amended, or any successor legislation;
- b.** “Acting Chair” means the person appointed by the Board to act in the place and stead of the Chair in the absence of the Chair and Vice Chair;
- c.** “Agenda” means the document prepared for distribution as prescribed by Section 11.3 of this By-Law;
- d.** “Board” means the Greater Sudbury Police Services Board;
- e.** “Chair” means the Member elected as Chair of the Board, pursuant to Section 28(1) of the *Act*;
- f.** “Chief” means the Chief of Police of the Greater Sudbury Police Service;
- g.** “Committee” means a Standing or Special Committee of the Board;
- h.** “Council” means the Council of the City of Greater Sudbury;
- i.** “Deputation” means an address to the Board or its Committees at the request of a person wishing to speak;
- j.** “Executive Assistant” means the Secretary of the Board;
- k.** “In Camera Session” means a meeting that is closed to the public in accordance with the *Act*;
- l.** “Majority vote” means an affirmative vote of more than one-half of the Members present and voting;
- m.** “Member” means a Member of the Board and includes the Chair and Vice Chair;
- n.** “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;
- o.** “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;

- p. “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, Chief Administration Officer or other official or committee;
- q. “Motion to table” means a motion to postpone without setting a definite date as to when the matter will be considered again;
- r. “Notice of Motion” means an oral notice or written motion received by the Executive Assistant, moved by a Member, and seconded by another Member, for inclusion on the agenda of a meeting of the Board or a Committee;
- s. “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;
- t. “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 or who considers that their integrity or that of a Member or City official has been impugned or questioned by a Member;
- u. “Quorum” means a majority of the Members of the Board in accordance with section 35(2) of the *Act*;
- v. “Recorded Vote” means a written record of the name and vote of every Member voting on any matter or question;
- w. “Special Meeting” means a meeting other than a regularly scheduled meeting, called pursuant to section 8.10 of this By-Law;
- x. “Vice Chair” means the Member elected as Vice Chair of the Board, pursuant to Section 28(2) of the *Act*.

### **Application**

- 2.1 Subject to section 22.1 of the By-Law, the rules of procedure set out in this By-Law shall govern all proceedings of the Board, other than disciplinary proceedings conducted pursuant to Part V of the *Act*.
- 2.2 The rules of procedure contained in this By-Law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.
- 2.3 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.
- 2.4 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.

### **Election of the Chair and Vice Chair**

- 3.1** Pursuant to Sections 28(1) and 28(2) of the *Act*, the Board shall elect a Chair and Vice Chair from its Members at the first public meeting of the Board in each calendar year. If an In Camera session is held prior to the first public meeting, an Acting Chair shall be appointed by the Board for that meeting.
- 3.2** The election of the Chair and Vice Chair shall only be held at a meeting where the majority of all Members of the Board are present.
- 3.3** The Executive Assistant shall conduct the election of the Chair and upon their election; the Chair shall conduct the election of the Vice Chair, or as otherwise agreed by the Board.
- 3.4** Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member present at the first meeting of the Board in the year.
- 3.5** 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 first meeting of the Board in the year.
- 3.6** 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.
- 3.7** After nominations have been closed, no motion shall be in order except a motion to recess for a specified time period.
- 3.8** After nominations have been closed, each mover of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination of the candidate for not more than five (5) minutes in total.
- 3.9** The speakers shall be called upon to address the Board in alphabetical order of the nominees' surnames.
- 3.10** A nominee may withdraw their name at any time prior to a vote being called.
- 3.11** 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.
- 3.12** If there are two or more nominees, each Member shall announce their vote and no Member shall abstain from voting.
- 3.13** To be elected as Chair or Vice Chair, a nominee must obtain the vote of a majority of the Members present.



- 3.14** If there are more than two nominees who elect to stand and, if upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote again and continue until either:
- (a) a nominee receives the majority required for election at which time such nominee shall be declared elected; or
  - (b) it becomes apparent by reason of an equal number of votes that no nominee can be elected. In this case, each nominee shall address the Board for a maximum of 5 minutes, followed by a 10 minute recess, and another vote. If no nominee is elected at this time, the Board shall rely on the greatest seniority as a Board Member (i.e. from the date of appointment) to elect the Chair.
- 3.15** The Executive Assistant shall record the votes of each Member on each vote.
- 3.16** Each of the Chair and the Vice Chair shall hold their position for a one-year term until their successors are elected in accordance with the *Act* and this By-law, or until they resign.
- 3.17** The Chair and Vice Chair may be elected for more than one term.

### **Chair**

- 4.1** The Chair shall act as chair of all meetings of the Board. In the absence of the Chair, the Vice Chair shall act in the place and stead of the Chair at that meeting. The Chair shall be entitled to all the rights of a Member of the Board, including the right to vote.
- 4.2** In the absence of the Chair and the Vice Chair, the Members present at a meeting of the Board shall appoint an Acting Chair from Members present and the Acting Chair shall preside in the place and stead of the Chair at that meeting until the arrival of the Chair or the Vice Chair.
- 4.3** It shall be the duty of the Chair to:
- (a) open the meeting by taking the chair and calling the Members to order, as soon as a quorum is present;
  - (b) receive and submit, in the proper manner, all motions presented to the Members;
  - (c) 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;
  - (d) 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;

- (e) to sit ex-officio as a Member of all Committees of the Board and be entitled to vote at the meetings;
- (f) enforce on all occasions the observance of order and decorum among the Members;
- (g) receive all reports and other communications directed to the Board by the Chief of Police or others and announce them to the Members;
- (h) authenticate by signature, when necessary, all by-laws, resolutions, minutes, agreements and other documents authorized by the Board;
- (i) rule on all procedural matters, without debate or comment;
- (j) designate the Member who has the floor when two or more Members wish to speak;
- (k) expel or exclude from any meeting any person whom the Chair determines, in their sole discretion, has exhibited improper conduct at the meeting;
- (l) adjourn or suspend the meeting if they determine, in their sole discretion, it necessary because of serious disorder; and
- (m) close the meeting when business is concluded or recess the meeting as required.

**4.4** The Chair, after three (3) warnings, shall call by name any Member persisting in behavior that is breach of this By-Law and, subject to a majority vote of Members present authorizing it, order them to vacate their seat and leave the meeting forthwith.

### **Acting Chair**

- 5.1** 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 they shall preside until the arrival of the Chair or the Vice Chair.
- 5.2** 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 they leaves the Chair for any reason.
- 5.3** The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this By-Law.

## **Duties of Members**

### **6.1** No Member shall:

- (a) speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, the City Council, any member municipality, any member or any official or employee of the City, the Board, or the Greater Sudbury Police Service;
- (b) use offensive words or unparliamentary language;
- (c) engage in private conversation while in the Board meeting or use electronic devices (including cellular phones, pagers and laptop computers) in a manner which interrupts the proceedings of the Board;
- (d) leave their seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
- (e) speak on any subject other than the subject under debate;
- (f) where a matter has been discussed in an In Camera session, and where the matter remains confidential, disclose the content of the matter or the substance of deliberation of the In Camera session;
- (g) during a Board meeting, challenge any decision of the Board except for the purpose of moving that the question be reconsidered.
- (h) disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting.

## **Executive Assistant**

- 7.1** The Executive Assistant is the person appointed by By-Law of the Board to that position from time to time.
- 7.2** The Executive Assistant shall perform all tasks assigned to the Executive Assistant under this By-law.
- 7.3** It is the duty of the Executive Assistant:

- a. to 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. to organize meetings, prepare agendas for the meetings, in consultation with the Chair and the Chief, and ensure their timely distribution;
- c. to record the minutes of the proceedings at the meetings, in consultation with the Chair and the Chief, and ensure their timely distribution;
- d. to receive all communications addressed to the Board;
- e. to prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Chair;
- f. to maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters; and
- g. to organize and maintain an annual calendar of monitoring and other reports to be received by the Board

**7.3** All material being distributed before or during a meeting of the Board will be done so through the Executive Assistant at the Chair's direction.

**7.4** The Executive Assistant shall record the minutes of each meeting and present the minutes at the following meeting for adoption. The minutes shall record:

- a. the place, date and time of the meeting;
- b. the names of the Members and staff present;
- c. the correction and adoption of the minutes of the previous meeting; and
- d. all resolutions, decisions and other proceedings of the Board.

**7.5** After the Board Minutes have been approved by the Board, they shall be signed by the Executive Assistant and the Chair or, in their absence, the Vice Chair or the Acting Chair.

**7.6** The approved public minutes of the Board shall be posted on the Board's web page.

### **Calling of Meetings**

**8.1** The Executive Assistant, in consultation with the Chair and the Chief, shall establish the schedule of meeting dates and meeting rooms for the Board's meetings.

- 8.2** The regular meetings of the Board shall be held in a meeting room at Police Headquarters at 190 Brady Street, Sudbury, in accordance with the schedule adopted annually by the Board, except:
- (a) when otherwise directed by resolution of the Board; or
  - (b) when the Chair advises otherwise upon a minimum of 48 hours (2 days) notice to Members, provided that this notice shall not be required in an emergency.
- 8.3** The Executive Assistant, upon the direction of the Chair, may:
- (a) cancel a regularly scheduled meeting; or
  - (b) reschedule a meeting to a date other than as specified on the Notice of Meeting.
- 8.4** The Board shall hold at least four (4) meetings each year as stated under section 35(1) of the *Act*.
- 8.5** The Board, by its first meeting of the calendar year, shall approve the schedule of regular Board meetings, subject to any amendments approved by the Board.
- 8.6** A Member of the Board may make a request of the Chair, at least 72 hours (3 days) before the scheduled commencement of a meeting that the Member be permitted to participate in the meeting by means of teleconference or videoconference. The Chair may grant permission if the Member can be connected to the meeting by such means. 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*.
- 8.7** Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Assistant to a Member's residence or place of business, as directed by the Member. It may be sent by first-class mail, courier, facsimile or electronic mail as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.
- 8.8** Notice of all public meetings, agendas, cancellations and postponements shall be provided to the public and the media by issuing a media release and posting a listing of these items on the Board's web page, on the Friday before the week in which the meeting is to be held. These postings shall be updated as required.
- 8.9** The Executive Assistant, in consultation with the Chair and the Chief, shall prepare agendas, with supporting material, to be delivered to the Members no less than 48 hours (2 days) prior to the time set for the meeting. Any item not included on the agendas can only be introduced at the meeting with the consent of the majority of the Members present.

- 8.10** The Chair may at any time, or upon receipt of a petition of the Majority of the Members, call a Special Meeting of the Board by providing written direction to the Executive Assistant to issue a Notice of Special Meeting.
- 8.11** Written notice of all Special Meetings of the Board or its Committees, detailing the matters to be considered at the meeting, shall be delivered to all Members not less than 48 hours (2 days) before the time set for the meeting. Notice of all Special Meetings shall be provided in accordance with section 8.7 of this By-Law.
- 8.12** A Special Meeting may be summoned by verbal notice provided that the majority 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 Special Meeting is later ratified by the Board.
- 8.13** 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 by majority vote of the Board where all Members are present to vote upon the motion.
- 8.14** Meetings shall not be scheduled for a time which conflicts with a regular meeting or a meeting previously called of Council or any of its committees on which Members sit.
- 8.15** The Executive Assistant shall use their best efforts to satisfy the notice provisions set out in this section. Failure of the Executive Assistant to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceedings at the meeting.

### **Meeting Procedures**

- 9.1** After the Chair has called the meeting to order, the meeting shall proceed as follows under the direction of the Chair. All questions shall be asked through the Chair.
- 9.2** The Chair shall call for any Member of the Board required to do so by the provisions of the *Municipal Conflict of Interest Act*, to disclose any direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*. If any such interest is declared, the Member shall:
- (a) prior to any consideration of the matter at the meeting, state the general nature of such interest;
  - (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 the matter.

- 9.3** Where a meeting is not open to the public, in addition to complying with the requirements of the *Municipal Conflict of Interest Act*, the Member shall forthwith leave the In Camera session for that part during which the matter is under consideration. The Executive Assistant shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member and, if necessary, the time when the Member left and returned to the meeting. The Executive Assistant shall also record the time period when the matter was under discussion. This record shall appear in the minutes of the meeting.
- 9.4** Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.
- 9.5** The Chair shall ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and shall then put the matter to a vote by a show of hands.
- 9.6** Any Member may propose a motion on the matter then under consideration which the Executive Assistant shall record in writing. A motion shall require a seconder.

### **Quorum**

- 10.1** A majority of Members of the Board, counting the Chair, constitutes a quorum.
- 10.2** As soon as there is a quorum after the scheduled commencement time of the meeting of the Board, and before thirty (30) minutes have passed after the scheduled commencement time, the Chair shall call the Members to order.
- 10.3** If no quorum is present at a scheduled meeting of the Board thirty (30) minutes after the scheduled commencement time, the Executive Assistant shall record the names of the Members present and the meeting shall stand adjourned until the next regular meeting called by the Executive Assistant. If the Members who are present at the time remain until a quorum is present, then the meeting shall proceed.
- 10.4** If a quorum is lost during a meeting of the Board then the Chair shall, upon determining that a quorum is not present, request the Executive Assistant to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner.
- 10.5** If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned and the Executive Assistant shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.

- 10.6** If, during the course of a Special Meeting of the Board, a quorum is lost or a quorum is not present when required to enable the Special Meeting to start or resume, then the Meeting will stand adjourned to convene or reconvene at such time and place as the Chair will announce.
- 10.7** A declaration of pecuniary interest does not constitute Lost Quorum.

### **Agendas**

- 11.1** Except as otherwise provided by this By-law, all correspondence, notices of motion, and other communication addressed to the Board which are received by the Executive Assistant at least ten (10) days prior to a regular meeting shall be placed on the Agenda and shall be dealt with at the next regular monthly meeting.
- 11.2** Where, in the opinion of the Executive Assistant, the subject matter of any communication is properly within the jurisdiction of the Greater Sudbury Police Service, such communication shall be referred to the Chief for the necessary action without prior referral to the Board.
- 11.3** The Executive Assistant shall prepare for distribution, under the direction of the Chair, an Agenda with the routine order of business for regular meetings of the Board to be as follows:
- (a) In Camera Session
  - (b) Roll Call
  - (c) Declarations of Conflicts of Interest
  - (d) Adoption of Previous Minutes
  - (e) Presentations/Deputations
  - (f) Consent Agenda
  - (g) Discussion Agenda
  - (h) Chiefs Report
  - (j) Other/New Business
  - (k) Close of Meeting
- 11.4** The Executive Assistant shall cause to be delivered to each Member at least 48 hours (2 days) before the scheduled time for a meeting the Agenda and copies of related materials.



- 11.5** Notice and Agenda may be provided to the media, and other persons requesting same, by electronic mail a set number of days prior to the meeting being held; the number of days to be set by the Board in both instances, but not less than 48 hours (2 days).
- 11.6** The business of the Board shall, in all cases, be taken up in the order in which it appears in 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.
- 11.7** As soon as the Agenda information is published and distributed by the Executive Assistant to the Members and, the information may be made available to the public except for information relating to matters to be considered in the In Camera session.
- 11.8** Every communication intended to be presented to the Board or its Committees must be typed and must contain the signature and contact address of at least one (1) person and preferably the addresses of all signatories. For all communications submitted, there shall be designated a contact person with whom the Executive Assistant can communicate on behalf of the Board or a Committee.
- 11.9** All or several items on the Agenda for a m containing a recommendation to “receive for information” may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
- 11.10** No business shall be introduced at a meeting which has not been included on the Agenda for such a meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board.

### **Open to Public**

- 12.1** All meetings of the Board shall be open to the public except as otherwise provided under sections 35(3) and 35(4) of the *Act*, as these sections may be amended or replaced from time to time, and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this By-Law.
- 12.2** A meeting may be conducted in a private In Camera session pursuant to section 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 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.

- 12.3** A meeting shall not be closed to the public during the taking of a vote in a public meeting.
- 12.4** Meetings which are not closed to the public may be taped, televised or otherwise electronically or mechanically recorded so long as the taping, televising or recording is carried out in a manner that does not interfere with proceedings at the meeting, and provided that the people involved receive the permission of the Chair.
- 12.5** No person, except Members and authorized Board and Greater Sudbury Police Service staff shall be allowed to come within the bar of the Board during a Board meeting without the permission of the Chair or the Board.
- 12.6** Members of the public who constitute the audience at a meeting shall not:
- (a) address the Board without permission;
  - (b) interrupt any speech or action of the Members of the Board or any other person addressing the Board;
  - (c) bring food or beverages into the meeting room unless so authorized; and
  - (d) bring signage, placards or banners into such meetings and shall refrain from any activity or behavior that would interfere with Board deliberations.
- 12.7** The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a Meeting of the Board. If necessary, the Chair may call upon the Chief to seek the appropriate assistance from security or police officers.

### **Deputations**

- 13.1** Subject to the following provisions of this section, any person may either on their own behalf or as a representative of an organization or group appear at any public meeting of the Board and address the Board with respect to any matter relating to policing under consideration by it or being raised for consideration by such person.
- 13.2** Every person wishing to address the Board shall advise the Executive Assistant in writing providing an outline of the nature of the deputation at least seven (7) days prior to the commencement of the meeting. All deputants at the meeting shall only be heard upon the consent of the Board.

- 13.3** Unless otherwise permitted by the Board, deputants shall be limited to a total of fifteen (15) minutes to address the Board, of which ten (10) minutes will be allotted to make a presentation to the Board, and the remaining five (5) minutes will be allotted to a question period. If there is a group of people wishing to address the Board with respect to a particular position on a particular issue, then the Board may determine that the group shall be represented by one (1) person or that the time limit shall be other than as stated above.
- 13.4** At the conclusion of the presentation, the Board may receive the presentation, discuss it at that point or at a later time in the meeting, or defer the matter to a subsequent meeting for the purpose of receiving further information.
- 13.5** No deputant shall:
- (a) speak disrespectfully of any person;
  - (b) use offensive words or unparliamentarily language;
  - (c) speak on any subject other than the subject for which they have received approval to address the Board;
  - (d) disobey this By-Law or a decision of the Chair or the Board.
- 13.6** The Chair may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this By-Law, and, if the Chair rules that the deputation is concluded, the person or persons appearing shall withdraw.

### **Rules of Debate**

- 14.1** All Members of the Board shall exercise their right to debate within the framework set out in these rules.
- 14.2** To address the Board, a Member shall raise their hand and be recognized by the Chair and direct all comments through the Chair.
- 14.3** When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
- 14.4** Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.
- 14.5** All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.
- 14.6** When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.

- 14.7** Any Member may require that a motion or question under discussion to be read at any time during the debate but not as a means to interrupt the Member speaking.
- 14.8** No Member shall speak for longer than five (5) minutes on a question without the Board's permission.
- 14.9** A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion, and the question shall be stated succinctly.
- 14.10** After the question has been put to the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the results have been declared.
- 14.11** When a Member rises on a Point of Order, Point of Privilege or Point of Personal Privilege, they shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point with a concise explanation to the Chair and then remain silent until the Chair has ruled upon the point.
- 14.12** Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
- 14.13** The Chair's ruling is final unless it is challenged. Any Member may challenge the ruling of the Chair immediately following the ruling.
- 14.14** The Board, if appealed to, shall call a vote, without debate, on the following question: "Shall the Chair be sustained?", and the Board's decision shall be final.

### **Motions and Notices of Motion**

- 15.1** A motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Board shall not be in order and shall not be considered by the Board.
- 15.2** Whenever the Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair shall rule the motion or resolution out of order.
- 15.3** 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; or
  - (b) the matter is of an urgent nature; or
  - (c) leave is granted on a majority vote.

- 15.4** The following may be introduced orally without written notice and without leave of the Board:
- (a) a point of order or privilege;
  - (b) presentation of petitions;
  - (c) a motion to waive or suspend the rules of procedure;
  - (d) a motion to recess;
  - (e) a motion to adjourn;
  - (f) a motion to call the question;
  - (g) a motion to retire into an In Camera Session;
  - (h) a motion to receive an item;
  - (i) a motion to table an item;
  - (j) a motion to refer;
  - (k) a motion to defer;
  - (l) a simple amendment;
  - (m) a motion to adopt a recommendation; or
  - (n) the motion relates to a report which was distributed with the Agenda.
- 15.5** Except as provided in Section 15.4 of this By-Law, all motions and Notices of Motion shall be in writing. The Chair may require that any amendment be signed by the mover and the seconder.
- 15.6** 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.
- 15.7** 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.
- 15.8** A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition of the motion. A seconder of a motion may vote against the motion.

**15.9** After a motion is moved at the Board meeting or placed on the Agenda as a Notice of Motion, it shall be deemed to be in the possession of the Board and may not be withdrawn without the consent of the mover and seconder and a majority vote.

### **Specific Motions**

**16.1** A motion to recess is not debatable, shall specify the length of the recess, and may only be amended with respect to the proposed length of the recess.

**16.2** (a) A motion to adjourn the Board meeting is not debatable and shall always be in order except:

i) when another Member is in possession of the floor;

ii) when a vote has been called;

iii) when the Members are voting; or

iv) when a Member has indicated to the Chair their desire to speak on the matter before the Board.

(b) A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate.

**16.3** (a) A motion to call the question is not debatable.

(b) A Member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.

(c) A motion to call the question shall be put immediately without debate.

**16.4** (a) A Motion to table is not amendable or debatable and shall apply to the motion and any amendments under debate when the Motion to table is made.

(b) If the Motion to table carries, in the absence of any direction from the Board, the matter may not be discussed until the Chief, or a Member through a Notice of Motion, brings it forward to a subsequent meeting.

**16.5** A Motion to refer and any amendment to it is debatable and shall include:

(a) the name of the official to whom the motion or amendment is to be referred;

(b) the terms upon which it is to be referred and the time or period, if any, within which the matter is to be returned.

- 16.6** A Motion to defer and any amendment to it is debatable and shall include:
- (a) the time to, or period within which, consideration of the matter is to be deferred; and
  - (b) whatever explanation is necessary to demonstrate the purpose of the motion to defer.
- 16.7** (a) A motion to amend is debatable.  
(b) Only one motion to amend a motion shall be on the floor at any one time.
- 16.8** A Motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.
- 16.9** An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment.
- 16.10** An amendment which, in effect, is nothing more than a rejection of the main motion is not in order.
- 16.11** A motion that the Board consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Board so decides, by a majority vote.
- 16.12** Subject to sections 16.13 and 16.14 of this By-Law, after a question has been decided, it shall not be reconsidered within twelve (12) months following the decision of the Board unless the Board decides to do so by a majority vote. Any reconsideration that occurs after this 12-month period also requires a majority vote.
- 16.13** After any question has been decided, any Member who voted thereon with the majority may make a motion to reconsider the question.
- 16.14** A motion to reconsider may not be introduced without notice, unless the Board, without debate, dispenses with notice on a majority vote.
- 16.15** A motion to reconsider is debatable.
- 16.16** No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- 16.17** Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise.
- 16.18** If the question is reopened, all previous decisions of the Board remain in force unless the Board decides otherwise.
- 16.19** No motion to reconsider may, itself, be the subject of a motion to reconsider.

## **Notices of Motion**

- 17.1** A Notice of Motion shall be in writing and shall include the name of the mover and seconder. It must be received by the Executive Assistant prior to 4:30 p.m. on the seventh business day preceding a regular meeting for inclusion in the Agenda for that meeting of the Board and, subject to section 17.3 of this By-Law, for each succeeding meeting until the Motion is considered or otherwise disposed of.
- 17.2** The Executive Assistant shall include in the Agenda materials any reports from the Chief relating to the Notice of Motion submitted in accordance with section 17.1 of this By-Law.
- 17.3** All Notices of Motions on the Agenda and not disposed of shall be placed on the Agenda for the next regular meeting of the Board.
- 17.4** When a Notice of Motion has been on the Agenda for two consecutive meetings after notice has been given, and not proceeded with, it shall be dropped from the Agenda and deemed withdrawn unless the Board decides otherwise.

## **Voting**

- 18.1** Motions relating to an item under consideration shall be voted on in the following order:
- (a) a motion to waive or suspend the rules of procedure;
  - (b) a motion to recess;
  - (c) a motion to adjourn;
  - (d) a motion to call the question;
  - (e) a motion to receive an item;
  - (f) a motion to table an item;
  - (g) a motion to refer;
  - (h) a motion to defer;
  - (i) a motion to amend the amendment;
  - (j) a motion to amend, in reverse order of its being placed; and
  - (k) the main motion.



- 18.2** Every Member present at a meeting of the Board where a question is put shall vote on the question, unless prohibited by statute, in which case the Executive Assistant shall so record.
- 18.3** A Member shall vote by raising a hand, except where a recorded vote is requested. In the case of a recorded vote, the Executive Assistant shall call out the names of the Members and Members shall announce their vote alphabetically in order of their surnames, but beginning with the Member who requested the recorded vote. The Chair shall announce the result of all votes taken.
- 18.4** A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.
- 18.5** When the Chair calls for the voting on a question,
- a) each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Chair, and
  - b) during this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.
- 18.6** a) Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- b) A vote on the main motion, as amended, may be split only for the purpose of complying with the *Municipal Conflict of Interest Act*.
- 18.7** The Chair may vote on any matter before the Board.
- 18.8** Each Member of the Board, including the Chair, has one vote only.
- 18.9** If a Member doubts the results of a vote by a show of hands as announced by the Chair, the Member may call for the vote to be taken again and the Chair may request that the Members shall vote again
- 18.10** A failure to vote shall be deemed to be a negative vote.
- 18.11** All decisions of the Board shall require a majority vote except as otherwise set out in this By-Law.
- 18.12** The following decisions of the Board require a majority vote:
- (a) a motion to consider a report or By-Law that does not relate to a matter on the Agenda under section 15.3 of this By-Law;

(b) a motion to consider a matter previously deferred indefinitely or to a time or eventuality that has not been reached or occurred under section 16.11 of this By-Law;

(c) a motion to reconsider a question decided within the previous twelve (12) months under section 16.12 of this By-Law;

(d) a motion to suspend the provisions of this By-Law under section 22.1 of this By-Law.

**18.13** Any motion that receives a tie vote shall be deemed to have been decided in the negative.

### **By-Laws**

**19.1** The adoption of every By-Law presented to the Board shall be the subject of a motion.

**19.2** Every By-Law shall only require one reading to be passed. The actual reading of the By-Law may be dispensed with where the By-Law has been circulated to Members prior to the meeting as part of the Agenda.

**19.3** By request of any Member, any By-Law(s) may be discussed or voted on individually.

**19.4** Every By-Law, when introduced shall be in typewritten form and shall comply with the provisions of any relevant legislation.

**19.5** No By-Law shall be presented to the Board unless its subject matter has been previously approved by the Board.

**19.6** The proceedings at every meeting of the Board shall be confirmed by By-Law so that every decision of the Board at that meeting of the Board and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-Law duly enacted.

**19.7** All amendments to any By-Laws approved by the Board shall be deemed to be incorporated into the By-Law and if the By-Law is enacted by the Board, the amendments shall be inserted by the Executive Assistant.

**19.8** Every By-Law enacted by the Board shall be signed by the Chair or by the Vice Chair in the Chair's absence, and by Executive Assistant. Each By-Law shall be numbered, dated and deposited in the Office of the Board.

### **Committees**

**20.1** Subject to the provisions of Section 34 of the *Act*, 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.

- 20.2** The Board shall determine the appropriate number of Committees, their membership, mandates, and reporting practices.
- 20.3** 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.
- 20.4** The role of Committees shall generally be to:
- (a) make recommendations to the Board on matters which are in their jurisdiction; and
  - (b) guide and request the Chief to provide reports on the direction and nature of policy development, fact finding, analysis, generation of alternatives and other matters within the Board's jurisdiction.
- 20.5** Committees make recommendations to the Board unless specific authority is delegated to a committee to make a decision.
- 20.6** Each Committee shall appoint a Chair of the Committee.
- 20.7** Members shall be appointed to Committees by the Board for a specific period of time.
- 20.8** Members who are not members of a specific committee may attend meetings of that Committee and may, with 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.
- 20.9** No sub-groups of Committees shall be established without approval by the Board.
- 20.10** The general principles contained in this By-Law apply to any group that is formed by Board action, whether or not it is called a committee and regardless of whether the group includes non-Board members. It does not apply to committees formed under the authority of the Chief.

### **Media Relations**

- 21.1** 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.
- 21.2** 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 communicate or act as a resource person on behalf of the Board.

- 21.3** In special circumstances, such as labour relations, or where a Board subcommittee has been established on a specific issue, the Board may designate the Member leading the negotiations, or the Chair of the Committee, to act as spokesperson for the Board.
- 21.4** The Executive Assistant is responsible for informing the local media of the date and time of future Board meetings and news conferences held by the Board. They are also responsible for arranging news conferences and for coordinating joint events with the Police Services Corporate Communications Section when both the Board and the Police Service are affected.
- 21.5** When required, the Executive Assistant will serve as the liaison between the media and the Board spokesperson when requests are received for interviews or comments.
- 21.6** The Board's spokesperson shall be careful to speak only on matters within the Board's jurisdiction and mandate of the Board and to avoid speaking about matters that fall under the jurisdiction of the Chief or Council.
- 21.7** When operational matters under the jurisdiction of the Chief are likely to spark significant public interest or debate, the Chief will inform, where practicable, the Board before a public statement is made by the Chief or the Service.
- 21.8** If warranted by the significance and seriousness of the matter, the Chief and/or the Chair may consult with the Board before information is released to ensure public release is appropriate and justified, and to receive advice on the format and tone of the communication from Members.
- 21.9** Board Members may communicate a position of the Board; however, should a Board Member publicly disagree with a position of the Board, or should a Board Member comment upon a matter not yet before the Board, they will clearly identify that they are speaking as an individual and not on behalf of the Board. Nor shall a Board Member state that the Board has taken a position on a matter, until the matter has been voted upon.
- 21.10** 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 it has been approved.
- 21.11** 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 it taking place.
- 21.12** Board Members will respect the confidentiality appropriate to issues of a sensitive nature and those items disclosed or discussed during In Camera sessions.

**Suspension or Amendments to By-Law Provisions**

- 22.1 A motion to suspend, waive or not to follow a rule of procedure established by this By-Law shall not be passed without a majority vote.
- 22.2 This By-Law shall not be amended or repealed except for a majority vote of the Board.
- 22.3 No amendment or repeal of this By-Law shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal was given at a previous meeting of the Board. The Board may not waive this notice requirement.

**Other Matters**

- 23.1 All procedural matters not specifically addressed in this By-Law shall be decided by the Chair first in accordance with the rules of procedure as set out in By-Law 2011-235 of the City of Greater Sudbury, being a By-Law to regulate the proceedings of Council of the City of Greater Sudbury, and second in accordance with Robert's Rules of Order.

**Enactment**

- 24.1 By-Law No. #2002-02, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.
- 24.2 This By-Law shall come into force on the date of its enactment.



**ENACTED AND PASSED** by the Greater Sudbury Police Services Board this 21 day of November, 2018

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Executive Assistant to the Board



## GREATER SUDBURY POLICE SERVICE BOARD REPORT

<b>ACTION: FOR APPROVAL</b>	<b>DATE: November 14, 2018</b>
<b>PUBLIC</b>	
<b>SUBJECT: CHIEFS YOUTH INITIATIVE FUND REQUESTS FOR FUNDING</b>	
<b>BUSINESS PLAN COMPLIANCE:</b> <b>Strategic Theme:</b> Community Safety and Law Enforcement <b>Goal:</b> Youth Crime Prevention Initiatives	
Recommended by:  Sharon Baiden Chief Administrative Officer 	Approved by:  Paul Pedersen Chief of Police 

**RECOMMENDATION:**

**THAT the Board approve the following donations with funds drawn from the Chief's Youth Initiative Fund:**

**\$3,000 in support of the 2018 Shopping with Cops Program**

**\$400 in support of the Louis Street Community Association Christmas Festivity**

A component of this Fund is the Chiefs Youth Initiative Fund which was established for the exclusive purpose of providing financial resources to youth related initiatives within the community.

**BACKGROUND:**

Since 2002, the Board has maintained a Donations Reserve Fund that is utilized to assist in crime prevention initiatives at the discretion of the Police Services Board or those specifically targeted by the donor.

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When considering requests for funds, the Board takes into account initiatives supporting community-oriented policing that involves a co-operative effort on the part of the Greater Sudbury Police Service and youth in the community, initiatives benefiting children and/or youth and/or their families, initiatives addressing violence prevention or prevention of repetition of violence or the root causes of violence, initiatives that focus on marginalized or underprivileged youth, and sponsorship of educational events.

**CURRENT SITUATION:**

Requests for funding consideration from the Chief’s Youth Initiative Fund have been received.

**2018 ‘Shopping With Cops’ Program – \$3,000**

In 2008, the Service launched the ‘Shopping with Cops’ Program Sudbury. Participating children are identified by schools, churches and social service agencies. Each child is partnered with a member of the Service and provided with \$100 for the purchase of gifts for their family for the Festive Season. The event includes breakfast and a gift for each child. The program provides an opportunity for the youth to become better acquainted with law enforcement personnel building positive relationships with underprivileged children, their families, and the community.

Sergeant Joanne Pendrak is very happy to report that the Program continues to be an overwhelming success and is now in its 11<sup>th</sup> year. This year’s event is scheduled for Thursday December 13, 2018.

**2018 Louis Street Community Association “Christmas Festivity” – \$400**

The Louis Street Community Association was formed to display a better image of social housing and to engage community members from the area. The Association’s helps community members with an after school Literacy Program, community gardens, Youth groups, craft program, and ‘Adventures in Cooking’ program.

In recognition of their hard work of the youth of the After School Program, Christmas stockings for will be purchased, filled with small items, and given to the children of the community. The stockings will be distributed at a seasonal celebration. Due to the lack of access to a larger space, a smaller party will be hosted this year.

The ‘Lighting of the Christmas Tree’ event is planned for Friday December 15, 2018.

# PAT & MARIO'S

# Shopping with Cops!





# Louis Street Community Association

## 2018 Christmas Festival of Lights





**GREATER SUDBURY  
POLICE SERVICES BOARD**

**REPORT FROM THE  
CHIEF OF POLICE**

**November 2018**

## **LEGISLATIVE UPDATES**

### **POLICE RECORD CHECKS REFORM ACT, 2015**

On November 2, 2018, the *Police Record Checks Reform Act* came into effect. This now sets out standards to govern how police record checks are conducted and disclosed in Ontario. All record checks conducted must comply with the requirements of the *Act* unless they are included in an exemption in legislation or regulation as follows:

- Applies to all police record check (PRC) providers in Ontario, including provincial and municipal police services, and non-police agencies that have direct access to police databases and are authorized to conduct PRCs;
- Applies to the PRCs conducted for screening purposes, including but not limited to employment, volunteering, access to education, and licensing;
- Standardizes three types of PRCs that can be conducted: criminal record checks, criminal record and judicial matters checks, and vulnerable sector checks;
- Limits and standardizes the types of information authorized to be disclosed in each type of PRC (see Schedule in the *Act*); and
- Requires that an individual receive the results of their PRC before they can be asked to consent to disclosure to a third party, such as an employer.

It should also be noted that in addition to providing police record checks to members of the public and other sectors, police services may use police record checks for screening of potential or current employees, volunteers, and contractors. In these cases, exemptions to the requirements may also apply in relation to positions in policing and other positions in the justice sector. The Ministry continues to review this exemption area.

A presentation will be given at the upcoming Board Meeting on the new *Record Checks Act*.

### **REPORTING SEIZURE AND DISPOSITION OF CONTROLLED SUBSTANCES, PRECURSORS, CHEMICAL OFFENCE-RELATED PROPERTY, CANNABIS, AND CHEMICAL PROPERTY**

As an immediate response to proclamation of the Federal *Cannabis Act* on Wednesday, October 17, 2018, Health Canada released a new document called the: “Guidance Document - Reporting Seizure and Disposition of Controlled Substances, Precursors, Chemical Offence-Related Property, Cannabis, and Chemical Property” on their website. This provides guidance to law enforcement agencies on how to complete a Seizure and Disposition Report form for controlled substances, precursors, chemical offence-related property, cannabis, and chemical property in order to meet the obligations under the *Controlled Drugs and Substances Act* and the Federal *Cannabis Act*. This has required additional training for members assigned to this function in our Property Branch. There may also be an impact on staffing levels which will be closely monitored.

## **CABINET SHUFFLE – MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES**

Ontario Premier Doug Ford has shuffled his cabinet four months after taking Office. Sylvia Jones has moved and assumed the position of Minister of Community Safety and Correctional Services. She leaves behind the Ministry of Tourism, Culture and Sport. She replaces the Honourable Michael Tibollo.

## **SPECIAL INVESTIGATIONS UNIT**

Regulation 267/10 (Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit) has been amended as it relates to notifying the Special Investigations Unit (SIU) of incidents involving the administration of emergency first aid, including the administration of naloxone.

The amendments which come into force on November 13, 2018 specify that a chief of police is not required to notify the SIU of any incident during which a police officer provides emergency first aid assistance, such as the administration of naloxone or other life-saving measures, to a person who dies or suffers a serious injury, provided there was no other interaction that could have caused the death or serious injury. In situations where other factors are present (e.g., a police officer used force against the person prior to or after the provision of emergency first aid assistance), Chiefs will still be required to notify the SIU.

## **EVENTS**

Throughout the month, the Service participated in many events throughout the community including:

- ✓ October 17 marked the **Ontario Special Olympics Basketball Championships** at MacDonald Cartier School
- ✓ October 18 marked the launch of Public Health Sudbury and District's **Engagement Strategy**
- ✓ October 19 Decommissioning **Sudbury Detachment of the RCMP** and Long Service Award recognition event
- ✓ November **4 Go 21 Walk for Down Syndrome**
- ✓ **Remembrance Day Services** were held throughout the City and members participated through the laying of wreaths most notably at the Sudbury Arena
- ✓ **NEO Kids Superheroes for Little Heroes** – Members from the Tactical Unit paid a special visit to sick children at Health Sciences North's Pediatric Unit on Halloween. Officers rappelled down the hospital's south and centre towers dressed as superheroes and gave the children a Halloween visit they won't forget.
- ✓ The Service was proud to participate in the **Santa Clause Parade** as well as being the key lead to traffic management, parade routing and organizing floats

## **SPECIAL OLYMPICS SCHOOL CHAMPIONSHIPS – BASKETBALL**

The Special Olympics School Championships were held in Sudbury in October. This program includes badminton, basketball, bocce, floor hockey, soccer, and track and field, and aims to provide quality youth sport competition opportunities to school students aged 13 to 21 with an intellectual disability. To qualify for the Provincial School Championships, in the spring of 2018 participating athletes competed in their respective sport at one of the 68 qualifying events offered across Ontario. There are unified teams composed of students and adults with special needs.

Special Olympics is the charity of choice for law enforcement and through the Law Enforcement Torch run, officers provide significant support to athletes and events. This support brings great joy to the athletes. Sudbury hosted events in Basketball, Sport Festival, and Bocce.

## **CRIME PREVENTION WEEK**

The Service celebrated Crime Prevention Week with events kicking off on Sunday November 4. The week is a collaborative effort to help combat crimes in communities all across Ontario. The theme “Crime Prevention: Help Us Help You” provided the opportunity to showcase services aimed at reducing crime through community engagement.

Crime Prevention Week 2018 was a huge success! The week began at the Caruso Club where over 30 community citizens, 6 community agencies, and one city Councillor attended for Opening Ceremonies. The week unfolded with many other events including community presentations and displays, youth engagement, museum tours, CAN meetings, conferences, and meetings with community partners. Crime prevention messaging was released on social media as well as the daily releases of our new crime prevention videos. Crime Prevention Week provided an opportunity to showcase positive relationships, community partnerships, and our ongoing commitment to community safety and wellbeing.

## **BISHOP ANNE GERMOND**

Many of you will recall that in February 2017, Anne Germond was appointed as the Bishop of Algoma and has been very capably serving since that time. During the recent Provincial Synod held October 2018, Bishop Germond was elected to serve as Ontario’s new Metropolitan. She was installed to this office during the Synod at Christ Church Cathedral, Ottawa. She will now be styled as The Most Reverend Anne Germond, Archbishop of Algoma and Metropolitan of Ontario. GSPS is truly honoured and proud to share this exciting news. We are indeed blessed to have had her serve as our Service Chaplain for close to ten years.

## **INTERCULTURAL RIDE ALONG PROGRAM**

October 24 saw the launch of this year's Intercultural Ride Along program with all three post-secondary schools – Laurentian University, College Boreal, and Cambrian College. The Program was first launched in September 2014 under Sergeant Sherry Young's leadership. Modelled after the MKWA Opportunity Circle, this program has proven to be most successful in building relationships between indigenous youth and front line police officers

A Community Sub-Committee consisting of GSPS members from both the Inclusion Team and Diversity Advisory Committee, as well as representation from Laurentian University, Cambrian College, Collège Boréal, City of Greater Sudbury, and YMCA Newcomer Services continue to collaborate on this strategy designed to enhance and enrich our relationships with students from different cultures. Students from all three post-secondary schools will be participating again this year.

Students in the program will learn from one another, consider volunteer positions, cooperative educations, participate in internships and possible employment in policing.

## **REMEMBRANCE DAY**

In addition to the usual Remembrance Day Celebrations with this year marking the 100<sup>th</sup> anniversary of the end of World War I, the Police Pipe Band participated in a Worldwide Initiative. The College of Piping in the United Kingdom spearheaded a worldwide participation of pipers and drummers to acknowledge the signing of the Armistice of Compiègne between the Allies and Germany took place at 6:00 a.m. on November 11, 1918 and came into effect at 11:00 a.m. that same day ending the fight on the Western front.

## **TERRITORY ACKNOWLEDGEMENT PLAQUE UNVEILING**

Greater Sudbury Police Service was delighted to host the Territory Acknowledgement Plaque Unveiling here in Police Headquarters on Friday November 2. Several indigenous and non-Indigenous community members were in attendance to celebrate Territory Land Acknowledgements. This acknowledges #57 of the Truth and Reconciliation Calls To Action to provide education to public servants on the history of Aboriginal Peoples, including the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown Relations.

This acknowledgement carries with it a number of teachings that we bring to our members in our own journey.

*We have many nations of Indigenous Peoples that call this place home, Anishinaabek, Haudenosaunee, Metis, Cree, Oji-Cree, Mick-maa, Inuit among others and we want to continue to strive to build relationships and learn about the First Peoples cultures.*

*We honour simple ideas in words like saying the Indigenous Peoples VS Our Indigenous Peoples which implies ownership.*

*We honour that North America is known as Turtle Island to many Indigenous peoples.*

*We honour that the territory that we serve in, the boundary lines of where our police officers take calls in, is within the territory that was taken care of by the Anishnawbek people and not the other way around.*

*We honour this by not using words like traditional as this implies some idea, that you are not you and are only you when you are doing cultural things.*

*We honour that Atikameksheng Anishnawbek and Wahnapiatae Reserve lands were ideas based upon minimizing and that we honour the Anishnawbek Peoples, to put aside those ideas of minimizing and to honour the Nation of People.*

*We honour that prior to contact of any newcomers here, there were two important things:*

*First: that there was the Three Fires Confederacy. The Three Fires Confederacy consisted of the Ojibways, the Odawa and the Pottawatomi Nations who worked together for many purposes and mutual interests.*

*And Second: that The Dish With One Spoon Wampum was also made before any newcomers were here. A wampum is an agreement between at least two groups of peoples and is symbolized with a picture made into something that resembles a belt.*

Greater Sudbury is proud to showcase this plaque in our main lobby entrance honouring the Land and First People.

## **PUMPKIN PATROL**

GSPS once again partnered with Greater Sudbury Fire Services, Emergency Medical Services, Sudbury District Conservation Officers, and Rainbow District Animal Control and Shelter Services for the 6th Annual Operation Pumpkin Patrol. The goal of Operation Pumpkin Patrol is to help keep the streets in Azilda safe on Halloween.

This event kicked off at the Lionel E. Lalonde Centre. Members of the Greater Sudbury Police Service as well as the Pumpkin Patrol worked together to patrol the streets in Azilda helping to ensure a safer environment for children and their guardians.

En route, the Patrol passed through neighbourhoods, handing out candy and stickers to trick-or-treaters.

At the Arena, Operation Pumpkin Patrol met children to answer questions, pose for photos, and hand out treats. The event once again was a success and ensured the safety of local children during Halloween.

### **TAKE OUR KIDS TO WORK DAY**

On Wednesday, November 14, twenty-two grade 9 students from local area schools participated in the Greater Sudbury Police Service's Annual 'Take Our Kids to Work Day'. Students were introduced to all aspects of the policing profession by participating in a number of planned activities which included exploring career interests and many different culturally diverse activities. Members throughout the Service were able to share with students the different sections of policing providing them with the opportunity to learn more about the Service. Students were also joined by Chief Pedersen for lunch.

As part of Our Shared Commitment to Community Safety and Wellbeing, the Service focuses its efforts on innovation, collaborative partnerships, and community engagement opportunities especially those reaching out and involving our youth. This event allows students to learn more about the Greater Sudbury Police Service and its role in the community. These are ideal opportunities to expose youth to law enforcement and potential career opportunities.

### **OPERATION NORTHERN SPOTLIGHT – COMBAT HUMAN TRAFFICKING INITIATIVE**

From October 16-19, 2018 members of the GSPS Integrated Crime Team participated in the 7th edition of Operation Northern Spotlight – an ongoing initiative dedicated to combating Human Trafficking by attempting to identify and rescue potential victims who are being sexually exploited.

This collaborative effort included investigators from the Ontario Provincial Police, Timmins Police Service, UCCM (United Chief and Councils of Mnjidoo Mnising) Police Service, and support from Sudbury and Area Victim Services (SAVS).

SAVS ensures a “victim-centred” approach is taken when identifying and engaging with potential victims of sexual exploitation by providing individuals with information on accessible support services. Although several women were spoken to and provided with information resources during this time period, they all indicated that they were there by choice.



Over the four-day period, GSPS Officers took an “offender-focused” approach conducting surveillance on numerous individuals believed to be trafficking persons in Greater Sudbury for profit. These individuals listed have been previously charged with Human Trafficking-related offences and are currently before the courts. The courts have issued Publication Bans on the cases due to the sensitive nature of the investigations and in order to protect the victims/witnesses involved. Several criminal offence charges were laid.

Human Trafficking/Domestic Sex Trafficking or any form of Sexual Exploitation will not be tolerated in our community. The Service has a significant investment of resources and personnel to address this problem.

## **PUBLIC EDUCATION AND AWARENESS INITIATIVES**

### **Safe Ride Home**

The Service in partnership with Safe Ride Home Sudbury officially launched the Safe Ride Home Campaign on Wednesday, November 14, 2018. This season’s Reduce Impaired Driving Everywhere (R.I.D.E.) Campaign will run from November 28 and will carry through until December 31, 2018.

The Greater Sudbury Police Service is a proud partner of this initiative and the Traffic Management Unit will be setting up a R.I.D.E spot-check at this location.

Safe Ride Home Sudbury is a not-for-profit, volunteer driven organization that ensures community members and their vehicles have a safe and sober ride home.

The efforts of all those involved including the organizers, sponsors and volunteers demonstrates a Shared Commitment to Community Safety and Wellbeing with an ultimate goal of eliminating impaired driving.

## **EQUIPMENT UPDATES**

Federal Bill C-46 authorizes police to use approved drug screening equipment at roadside if they reasonably suspect a driver has a drug in their system. The government has approved the use of the Dräger DrugTest 5000 (device) and the Dräger Drug Test 5000 STK-CA (swabs) as approved drug screening equipment to support the detection of drug impaired driving. The Service is currently reviewing its options for procurement as federal funding will also be made available to assist with the costs of acquisition and ongoing operation.

## **MEMBER AWARD AND RECOGNITION NIGHT**

November a saw a number of members of the Service recognized for their years of service and retirement. Long Service awards were presented to Sworn members for the completion of twenty and thirty years of service. Civilian Members were recognized for the completion of twenty and thirty years of continuous service. Additionally, both Sworn and Civilian Members were presented with a commemorative watch in recognition of twenty-five years of continuous service with the City of Greater Sudbury. Retirees were also on hand for their formal retirement acknowledgement.

This event provides the opportunity to formally recognize members for exemplary service to the Police Service. The Police Exemplary Service Medal recognizes police officers who have served in an exemplary manner, characterized by good conduct, industry, and efficiency. Recipients must have completed twenty years of full time service with one or more recognized Canadian police forces. The Medal may be awarded posthumously. A Bar, added to the medal, will be presented annually to sworn members for each additional ten years of exemplary police service. The Medals and Bars are officially presented to the recipients on behalf of the Government of Canada by the Chief of Police during the annual recognition event.

The evening opened with a ceremonial piping in led by the Service's Colour Party. A performance by the band was included followed by presentation of the medals, gifts and certificates. IODE also presented to two members for their dedicated service to youth in our community. Board Members assisted in the recognition presentations along with Chief Pedersen. Members on hand were delighted with the celebration.

## **2019 BUDGET**

The Service has been invited to present the 2019 budget to City Councillors on January 22, 2019. More information will follow once the 2019 budget is complete and ready for presentation to the Board.