

**The Corporation of the Township of Southgate
Police Services Board**

By-law Number 2019-01

**being a By-law to govern the proceedings of the
Township of Southgate Police Services Board,
the conduct of its members and the calling of meetings.**

Whereas the Township of Southgate Police Services Board is responsible for the provision of the police services for law enforcement and crime prevention in the Township of Southgate pursuant to the Police Services Act, R.S.O 1990, Section 37, c. P. 15; and

Whereas the Township of Southgate Police Services Board may, by by-law, make rules for the effective management of the police service;

Now therefore be it resolved that the Township of Southgate Police Services Board hereby enacts as follows:

Part 1 Definitions

1.1 In this By-law:

- (A) "Act" means the Police Services Act, R.S.O. 1990 c.P.15, as amended from time to time;
- (B) "Agenda" means the document prepared for distribution as prescribed by Part 14 of this by-law
- (C) "Board" means the Township of Southgate Police Services Board and shall be composed of such members appointed under Part III of the Act;
- (D) "Chair" means the Chair of the Police Services Board;
- (E) "Closed Meeting" means a meeting or part of a meeting that is closed to the public in accordance with the Act;
- (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) "Council" means the Council of The Corporation of the Township of Southgate;
- (H) "Days" means calendar days exclusive of Saturday, Sundays and statutory holidays;

- (I) "Delegation" means an address to the Board at the request of a person wishing to speak;
- (J) "Detachment Commander" means an Ontario Provincial Police Detachment Commander reporting to the Township of Southgate Police Services Board;
- (K) "Electronic Means" means telephone or video conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public;
- (L) "Member" means a member of the Township of Southgate Police Services Board;
- (M) "Quorum" means a majority of the Members of the Board
- (N) "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;
- (O) "Resolution" means the decision of the Board on any motion, duly passed in accordance with this By-law.
- (P) "Secretary" means the Secretary of the Township of Southgate Police Services Board;
- (Q) "Special Meeting" means a meeting called other than a regularly scheduled meeting called pursuant to the Act or the Provisions of this By-law.
- (R) "Township" means the Township of Southgate; and
- (S) "Vice Chair" means a member required to act from time to time in the place and stead of the Chair, pursuant to section 6 of this by-law;

Part 2 Application

- 2.1 The proceedings of the Board and its Committees, the conduct of the members and the calling of meetings will be governed by the provisions of the Act and the rules and regulations contained in this by-law, and except as provided herein, the rules of parliamentary procedures, to the extent that a matter is not dealt with in the Act or this by-law, the Police Services Board shall have regard to Robert's Rules of Order Newly Revised; and will be followed for governing the proceedings of the Board and the Committee of the Board and the conduct of its members.
- 2.2 Notwithstanding Part 2 (2.1), the rules and regulations contained in this by-

law may be suspended by a vote of two-thirds of the whole Board.

Part 3 Composition of the Board

- 3.1 In accordance with Section 27(4) of the Act, the Board shall consist of five (5) members, composed of:
- (A) the Head of the Council or, another Council member appointed by resolution of the Council;
 - (B) one (1) person appointed by resolution of Council, who is neither a member of Council nor an employee of the Municipality
 - (C) one (1) person appointed by resolution of the Council, who is a member of the Council
 - (D) two (2) persons appointed by the Lieutenant Governor in Council;
- 3.2 In accordance with the Act, the members of the Board shall, at the first meeting, held on the 3rd Tuesday of January, of each year, select from its members a Chair and Vice Chair for a term of one year.
- 3.3 The term of office as set out in the Act as follows:

The term of office for a delegate to the Police Service Board shall be set out by the Council of the Township of Southgate and his or her appointment shall not exceed the Term of Office for the Council that appointed the individual. A Council appointee to the Police Services Board may continue to sit after the expiry of the term of office of the Council that appointed him or her until the appointment of his or her successor and is eligible for reappointment. Prior to undertaking the duties of a Board member, each appointee shall take an Oath of Affirmation of Office.

Part 4 Selection of Chair and Vice-Chair

- 4.1 In accordance with Section 28 (1) and (2) of the Act, the members of the Board shall, at the first meeting held in January of each year, select from amongst its members, a Chair and Vice Chair for a term of one year.
- 4.2 The election of Chair shall be conducted by the Secretary.
- 4.3 The election of the Vice Chair shall be conducted by the Chair.

Part 5 Duties of the Chair

5.1 It shall be the duty of the Chair to:

- (A) preside at all meetings of the Board;
- (B) set and approve the agenda for all meetings of the Board with input on agenda items from all members of the Board;
- (C) act as the spokesperson for the Board and represent the Board at official functions;
- (D) report on the activities of the Board and of the Ontario Provincial Police to the Council as requested at its regularly scheduled meetings to Township of Southgate Council as requested;
- (E) commence the meetings of the Board by taking the Chair and calling the meeting to order;
- (F) announce the business before the Board and the order in which it is to be acted upon;
- (G) receive and submit, in proper manner, all motions presented by the Members;
- (H) put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- (I) 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;
- (J) enforce the Rules of Procedure, maintain order and preserve the decorum of the meeting;
- (K) maintain order and where it is not possible, suspend or recess the meeting until order is returned. Failing this return to order in 10 minutes, adjourn without any motion;
- (L) rule on any points of order raised by Members;
- (M) sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board;
- (N) adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting as required.

Part 6 Duties of the Vice-Chair

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

Part 7 Duties of the Secretary

7.1 The duties of the Secretary shall be:

- (A) Organize meetings, prepare agendas for the meeting in consultation with the Chair and its members, and ensure their timely distribution.
- (B) Attend all Board meetings and Committee meetings as required;
- (C) Record the minutes of the proceedings at the meetings of the Board and Committees of the Board and retain all records;
- (D) Receive and circulate all communication addressed to the Board.

Part 8 Duties and Responsibilities of the Board

8.1 The Board shall be responsible for those duties as set out in Section 10 and Section 31 (1) of the Act as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct (attached as Appendix A-O. Reg 421/97)

Part 9 Committees of the Board

9.1 The Board may at any time by motion appoint one or more members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.

9.2 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

Part 10 Regular Meetings of the Board

10.1 At its first meeting, the Board shall approve a meeting calendar for the term, meeting a minimum of four (4) time per year, as set out in the Act and will be held at the hour of 9 AM, on the third Tuesday of every second month in the Council Chambers of the Southgate Administration Office, or at such other place or time as may be determined by the Board from time to time.

10.2 The final agenda, along with copies of any supporting documentation shall be

prepared by the Secretary and made available to members and posted on the Township website by 2:00 p.m. on the Thursday preceding any regular meeting.

- 10.3 The Board may cancel the next regular meeting or may change any one or more of its dates, or its time upon the concurring votes of a majority of the Members.
- 10.4 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair, shall preside at the meeting.
- 10.5 The Chair or in the absence of the Chair, the Vice Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice Chair deems such meeting is not warranted.

Part 11 Special Meeting of the Board

- 11.1 The Chair, or in his or her absence the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members of the Board.
- 11.2 The Secretary shall give notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by telephone, or other means deemed appropriate by the Secretary.
- 11.3 No special meeting of the Board may be held with less than 24 hours' notice to the Members.
- 11.4 Notification of the public will be deemed complete with online posting of the Agenda on the Township's website made 24 hours in advance of a meeting called under Section 11.1.
- 11.5 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

Part 12 Calling the Meeting to Order

- 12.1 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.

Part 13 Quorum

- 13.1 A quorum shall be a majority of the members according to Section 35 (2) of the Police Services Act.
- 13.2 If no quorum is present to enable a meeting to commence twenty minutes

after the published start time for a meeting of the Board, the Secretary will, at the request of those members present, call the roll and record the names of the members present and the members will stand discharges from waiting further.

- 13.3 The Secretary will provide notice of any rescheduled meeting by telephone or electronic mail as soon as practical.

Part 14 Board Agenda

- 14.1 The Secretary shall cause an agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:

- (A) Call to Order
- (B) Confirmation of Agenda
- (C) Declarations of Pecuniary Interest;
- (D) Delegations or Presentations;
- (E) Adoption of Minutes;
- (F) Business Arising;
- (G) Detachment Commander's Report;
- (H) Correspondence;
- (I) New/Unfinished Business;
- (J) Member's Privilege – Good News & Celebrations;
- (K) Closed Session (if required);
- (L) Next Meeting;
- (M) Adjournment.

- 14.2 The Secretary shall request all reports and supporting materials for the agenda seven (7) days prior to the date for the Board Meeting and shall consult with the Chair. An item which is not included in the agenda may not be introduced at the meeting, without the consent of a majority of the members present.

- 14.3 Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:

- (A) where, in the opinion of the Secretary, the subject matter of any communication is properly within the jurisdiction of the Board, place it upon the Agenda for the new regular meeting of the Board to be dealt with during such meeting;
- (B) where, in the opinion of the Secretary, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, shall refer it to the Detachment Commander for necessary action and a report presented at the next Board meeting if required.

14.4 The Secretary shall deliver the agenda for each regular meeting to each Member of the Board by the Thursday prior to the meeting via electronic mail.

Part 15 Conflict or Pecuniary Interest Disclosures

15.1 The Chair and Members shall be governed by the Municipal Conflict of Interest Act, 1983, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.

15.2 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:

- (A) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (B) not take part in the discussion of, or vote on any question in respect of the matter; and
- (C) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

15.3 Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

15.4 Where the interest of a member has not been disclosed by reason of his or her absence from the particular meeting, the member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

15.5 The Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

Part 16 Hearing of Delegations

16.1 Any person desiring to be heard as a delegation shall submit a written request to the Secretary which includes the general nature of the delegation.

16.2 The request must be received by the Secretary not later than noon on the Wednesday of the week preceding the day of the meeting and must supply supporting documents by noon on the Thursday of the week preceding the day of the meeting.

16.3 Delegations addressing the Board shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and

temperate manner.

- 16.4 The Board may at its discretion, expressed by resolution adopted by two thirds (2/3) vote of its members present hear any person in attendance.
- 16.5 Delegations shall be limited to a maximum of ten (10) minutes of presentation time and ten (10) minutes of Board questions unless preauthorized by the Chair or Secretary. A delegation will be permitted a maximum of two spokespeople to address the Board during the permitted time.
- 16.6 Should there be more than one delegation requested representing the same topic position at any meeting, the person requesting same shall be advised of the earlier request. The second and any additional requests for a delegation on the same meeting representing the same topic position shall be denied. If a delegation is requested representing a different position on the same issue the delegation will be permitted.
- 16.7 A delegation, once heard, shall not be entitled to be heard on substantially the same matter for a period of three (3) months from the date of first being heard, unless new information is being provided to assist the Board in its decision making. It will be determined by the Chair and or Secretary if the information being provided shall be deemed to be new.
- 16.8 Refusal of a request to appear as a delegation may be appealed to the Chair. The ruling of the Chair shall be final.
- 16.9 Delegations will not be scheduled whose subject relates to a matter currently before the courts or administrative tribunals. No appeal to the Chair will be heard for refusal of delegation requests whose subject matter is before the courts or administrative tribunals.
- 16.10 Upon the completion of a presentation to the Board by a delegation, any discourse 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.
- 16.11 No delegation shall:
 - (A) speak disrespectfully of any person;
 - (B) use offensive words or unparliamentary language;
 - (C) speak on any subject other than the subject for which they have received approval to address the Board; or
 - (D) disobey the rules of procedure or a decision of the Chair.
- 16.12 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this by-law and,

where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

Part 17 Conduct of Members (See also appendix "A")

17.1 No member shall:

- (A) use offensive words or unparliamentary language in meetings of the Board or against any Member;
- (B) speak on any subject other than the subject in debate;
- (C) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- (D) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- (E) disobey the rules as set out in this by-law or a decision of the Chair, on questions of order or procedure as set out in this by-law or resolution of the Board, or upon the interpretation of the rules of the Board.

17.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: "That such member be ordered to leave his or her seat for the duration of the meeting of the Board." If a member who has been ordered to leave his or her seat apologizes to the Chair and the other members, he or she may, by vote of the members, be permitted to retake his or her seat.

17.3 Members shall be subject to the Council and Committee Code of Conduct Policy #9 approved by the Council of the Township of Southgate.

Part 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, and the Chair shall keep a list of those members who have so indicated a desire 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 When two or more members indicate their intention to speak, the Chair shall

recognize the member who, in his or her opinion, first indicated their intention to speak, and that members may speak to the question or motion first.

- 18.4 Members must indicate their intention to speak to a question through the Chair. No member shall speak more than twice to the same question without the Board's permission, except that a reply shall be permitted only from the member who has presented the main motion. The total time a member may take to speak and obtain any necessary clarification shall not be more than five minutes regardless if they speak one or two times. The mover and seconder of a motion have the opportunity to speak first to a motion. Members' comments are relevant to the matter of business before the Board or a Committee. Members express themselves succinctly without repetition.
- 18.5 When a member is speaking no other member shall pass information between any member or the Chair or interrupt that member except to raise a point of order.
- 18.6 A member may require the question or motion under discussion to be read at any time during the debate, but so as not to interrupt a member who is speaking.
- 18.7 No member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech which the member feels may have been misunderstood, but in no instance, shall the member be permitted to introduce any new matter.
- 18.8 Notwithstanding Section 18.6, a reply may be made by the member who has presented a motion to the Board, following the conclusion of the speeches of the other members.
- 18.9 No Member shall speak to the same question or motion, or in reply, for more than five minutes, without leave of the Chair.
- 18.10 After a question is put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 18.11 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.

Part 19 Motions

- 19.1 All motions, except a motion to adjourn, shall be in writing, duly moved and

seconded and passed to the Chair before being discussed or being put to a vote.

19.2 The Board Chair shall read a motion before a vote is taken if required to do so by a member.

19.3 After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.

19.4 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:

- (A) to adjourn;
- (B) to amend;
- (C) to refer;
- (D) to defer;
- (E) to suspend the rules of procedure;
- (F) to table the question;
- (G) to vote on the question.

19.5 A motion to **adjourn** the meeting may be made at any time except;

- (A) when a Member is speaking or during the taking of a vote;
- (B) when the question has been called;
- (C) when a Member has already indicated to the Chair that he or she desires to speak on the question;

And, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.

19.6 A motion to **amend**:

- (A) shall be relevant to the question to be decided;
- (B) shall not be received if it in essence constitutes a rejection of the main questions;

And only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.

19.7 A motion to **refer** the question shall include:

- (A) the name of the Committee, or other body or official to whom the question is to be referred; and
- (B) the terms upon which the question is to be referred;

And any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

19.8 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;

19.8 After any question, except one of indefinite deferment has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by this By-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

19.9 No question shall be reconsidered more than once at a meeting of the Board.

Part 20 Voting on Motions

20.1 A motion shall be deemed to have been carried when a majority of the members present and voting have expressed their agreement with the questions.

20.2 When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a member, shall divide the question, and the vote upon each proposal shall be taken separately.

20.3 Every member present at a meeting of the Board when a question is put shall vote thereon unless prohibited by statute, in which case the Secretary shall record the name of the member and the reason that he or she is prohibited from voting.

20.4 If a member present does not vote when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is prohibited from voting by statute.

20.5 When a recorded vote is permitted and required the Secretary shall conduct the vote in a counter-clock wise direction, starting on the Chair's right hand, asking the members in favour to indicate with "yes", asking the members opposed to indicate with "no", and recording each vote as it is cast.

20.6 The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results.

20.7 Where on any question on which there is a tie vote, the motion shall be deemed to have been lost.

Part 21 Closed Meetings

- 21.1 Meetings of the Board shall be open to the public except as provided for in Section 35(4) of the Police Services Act which states that a meeting or part of a meeting may be closed to the public 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 the 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 a person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
- 21.2 Notwithstanding Subsection 21.1, a meeting or part of a meeting shall be closed to the public if the subject matter to be considered cannot be publicly disclosed pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. C. M.56 as amended.

Part 22 Availability of Information

- 22.1 Information relating to matters described in Section 21 of this by-law shall be marked "Confidential".

Part 23 By-laws

- 23.1 Every by-law shall be introduced upon written motion by a member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a member, deal separately with any by-law.
- 23.2 Every by-law when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the by-law.
- 23.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in the Township of Southgate Administration Building, in secure and proper facilities provided by the Clerk.
- 23.4 The Board Secretary shall provide the Clerk with duplicate copies of all by-laws duly passed under Section 23.

Part 24 General

- 24.1 The procedures for the investigation of complaints concerning the policies of the Township of Southgate Police Services Board shall be in accordance with the Act.
- 24.2 The procedures for the investigation of complaints against members of the Grey County Detachment of the Ontario Provincial Police shall be in accordance with the provisions of the Police Services Act.

Part 25 Guiding Principles

- 25.1 The principles of openness, transparency and accountability to the public guide the Townships decision-making process. In the context of Board proceedings, this is accomplished by:
- (A) Ensuring the decision-making process is understood by the public and other stakeholders;
- i. Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this By-law and other statutory requirements;
 - ii. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements;
- (B) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate;
- (C) The principles of parliamentary law governing Board Meetings include:
- i. The majority of Members have the right to decide;
 - ii. The minority of Members have the right to be heard;
 - iii. All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - iv. All Members have a right to an efficient Meeting;
 - v. All Members have the right to be treated with respect and courtesy;
and
 - vi. All Members have equal rights, privileges and obligations;

Interpreting the Procedure By-law:

- (A) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail;
- (B) A specific statement or rule in this Procedure By-law has greater authority than a general one; and
- (C) If there is a conflict between two or more rules in this Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair shall consult the Secretary, rely on previous rulings and practices, or refer to Robert's Rules of Order.

Part 26 Effective Date

26.1 This by-law shall come into force upon the day it is passed and shall repeal and replace any by-law inconsistent with this by-law.

Read a first, second and third time and finally passed this 21 day of May, 2019.

Police Service Board Chair
John Woodbury

OPP Detachment Commander
Martin Murray

Appendix "A"

Members Code of Conduct

O. Reg. 421/97

1. Board members shall attend and actively participate in all board meetings.
2. 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.
3. Board members shall undergo any training that may be provided or required for them by the Solicitor General.
4. 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.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
6. 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.
7. 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.
8. Board members shall uphold the letter and spirit of the Code of Conduct as 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.
9. 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 *Charter of Rights and Freedoms (Canada)*.
10. 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.

11. (1) Board members shall not use their office to obtain employment with the board or the police force for themselves or their family members.
 - (2) For the purpose of subsection (11.1), "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*.
12. 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.
13. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.
14. A board member whose conduct or performance is being investigated or inquired into by the Commission under s. 25 of the Act shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry.
15. 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,
 - (a) require the member to appear before the board and be reprimanded;
 - (b) request that the Ministry of Public Safety and Security conduct an investigation into the member's conduct; or,
 - (c) request that the Commission conduct an investigation into the member's conduct under Section 25 of the Act.

Appendix "B"

Township of Southgate Police Services Board Reporting Protocol

1. The Township of Southgate Police Services Board shall report to Township of Southgate Council by placing the minutes of the meeting on the Council agenda for the next available council meeting.
2. The Police Service Board Chair shall report to Council the activities of the Board and of the Ontario Provincial Police by June of each year.
3. The Business Plan of the OPP will be provided to the Council of the Township of Southgate and will renew said plan at least every three years thereafter.
3. Any Business Plan produced in accordance with article 2, will be made available for inspection by the public in the Township office in Southgate and other locations as the Board may direct from time to time, from the time it is approved by the Township of Southgate Police Services Board until it is replaced, no later than three years after its approval by the Board.
4. During the development of any Business Plan produced in accordance with article 2, the OPP will consult with Township of Southgate Council and members of the general public.