



Peterborough Lakefield Police Services Board

By-Law Number 96 (2010)

**BY-LAW TO GOVERN THE PROCEEDINGS OF
THE PETERBOROUGH LAKEFIELD POLICE SERVICES BOARD,
THE CONDUCT OF ITS MEMBERS AND THE CALLING OF MEETINGS**

WHEREAS, a Police Services Board may, by By-Law, make rules for the effective management of the police service under section 31(6) of the *Police Services Act, R.S.O. 1990 c.P.15* and amendments;

AND WHEREAS, it is deemed appropriate to make and establish rules governing the proceedings of the Peterborough Lakefield Police Services Board, the conduct of its Members and the calling of meetings, pursuant to the *Police Services Act R.S.O. 1990 c.P.15* and amendments:

THEREFORE, the Peterborough Lakefield Police Services Board enacts as follows:

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) "Administrative Assistant" means the individual functioning in the capacity of Secretary of the Board;
- (c) "Acting 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;

- (d) “Board” means the Peterborough Lakefield Police Services Board and shall be composed of such members appointed under Part III of the Act;
- (e) “Chair” means Chair of the Board;
- (f) “Chief of Police” means the Chief of the Peterborough Lakefield Community Police Service, and includes an acting Chief of Police;
- (g) “Committee” means a Standing or Ad Hoc Committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (h) “Days” mean calendar days exclusive of Saturdays, Sundays and Statutory holidays, except as otherwise provided:
- (i) “Member” means a member of the Peterborough Lakefield Community Police Service
- (j) “Motion” and question shall be deemed to be the same;
- (k) “Motion to Amend” shall be relevant to the question to be decided, and shall not be received if it in essence constitutes a rejection of the main question;
- (l) “Motion to Postpone to a Certain Time” shall be made only if the postponement is until a fixed date or until some specific and known event has occurred;
- (m) “Motion to “Refer” shall include the name of the Committee, other body or official to whom the question is to be referred; and the terms upon which the question is to be referred;
- (n) “Part V” shall refer to Part V - Complaints of the *Police Services Act, R.S.O. 1990 c.P.15*;
- (o) “Quorum” shall be a majority of the board members;
- (p) “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;

- 1.2 In this By-Law, words importing the singular number include the plural and vice versa and words importing the masculine gender include the feminine gender.

2. APPLICATION

- 2.1 The rules or procedures contained in this By-Law, unless exempted herein, shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modification, in a committee of the Board.
- 2.2 Except as provided elsewhere in this By-Law, the Board may, by a vote of 2/3 of the members present, temporarily suspend one or more of the following rules:
 - (a) rules with respect to a change in agenda order of proceedings and content;
 - (b) rules respecting notice of delegation status;
 - (c) rules with respect to the increase or decrease of delegation and debate limitations.
- 2.3 All points of order or procedure for which rules have not been provided in this By-Law shall be decided by the Chair.
- 2.4 The Amalgamation Agreement dated November 2nd, 1998, which was in effect as of January 1st, 1999, shall take precedent over this by-law and any other such by-laws and policies established by the Board.

3. COMPOSITION OF THE BOARD

- 3.1 In accordance with Section 33(5) of the Act, the Board will consist of five (5) members, composed of:
 - (a) The Reeve of the Township of Smith-Ennismore-Lakefield, or another Council Member appointed by resolution of that Council, and the Mayor of the City of Peterborough, or another Council Member appointed by resolution of that Council,
 - (b) One public appointee who lives and/or works in the City of Peterborough as appointed by the Council of the City of Peterborough and

- (c) two provincial appointees who live and/or work in the City of Peterborough.

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, in the first meeting held in January of each year, select from amongst its members, a Chair and Vice-Chair for the year.
- (a) The election of the Chair and Vice-Chair shall be conducted by the Administrative Assistant;
 - (b) Nominations shall require a mover and seconder, both of whom shall be members of the Board;
 - (c) Where more than one nominee stands for election, a vote shall be taken;
 - (d) Prior to the vote being taken, each nominee shall be given five minutes to speak to the nomination. Candidates shall be called upon in alphabetical order of their surname;
 - (e) After the nominees have completed their speeches, a vote shall be taken;
 - (f) If the nominees are tied on the first vote, a ten-minute recess shall be held and a second vote shall be taken. If on the second vote the nominees remain tied, a further ten-minute recess shall be held and a third vote shall be taken. If nominees remain tied after the third vote, the election of the Chair or Vice-Chair shall be decided by lot drawn by the Administrative Assistant or their designate;
 - (g) Any votes required under this section, shall be taken as described by the provision of Section 61(1) and (2) of the Municipal Act, R.S.O. 1990 as amended, which required that each member present indicate their vote openly and that no vote be taken by ballot or any other method of secret voting.
- 4.2 In the event of the position of Chair or Vice-Chair becoming vacant for any reason, a new Chair or Vice-Chair, as the case may be, will be elected as in 4.1.

5. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 5.1 31.(1) A board is responsible for the provision of adequate and effective police services in the municipality and shall,
- (a) appoint the members of the municipal police force;
 - (b) generally determine, after consultation with the Chief of Police, objectives and priorities with respect to police services in the municipality;
 - (c) establish policies for the effective management of the police force;
 - (d) recruit and appoint the Chief of Police and any Deputy Chief of Police, and annually determine their remuneration and working conditions, taking their submissions into account;
 - (e) direct the Chief of Police and monitor his or her performance;
 - (f) establish policies respecting the disclosure by Chiefs of Police of personal information and individuals;
 - (g) receive regular reports from the Chief of Police on disclosures and decisions made under section 49 (secondary activities);
 - (h) establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50;
 - (i) establish guidelines for dealing with complaints made under Part V;
 - (j) review the Chief of Police's administration of the complaints system under Part V and receive regular reports from the Chief of Police on his or her administration of the complaints system. *R.S.O. 1990, c.P.15, s.31(1); 1995, c.4, s.4(7); 1997, c.8, s.21 (1-3); 1997, c. 17, s.8.*
- 31.(2) The members of the police force, whether they were appointed by the board or not, are under the board's jurisdiction.
- 31.(3) The board may give orders and directions to the Chief of Police, but not to other members of the police force, and no individual member of the board shall give orders or directions to any member of the police force.
- 31.(4) The board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.

- 31.(5) The board shall ensure that its members undergo any training that the Solicitor General may provide or require.
- 31.(6) The board may, by by-law make rules for the effective management of the police force. *R.S.O. 1990, c.P.15, s.31 (2-6).*
- 31.(7) The board may establish guidelines consistent with section 49 for disclosing secondary activities and for deciding whether to permit such activities. *1997, c.8, s. 21 (4).*

6. DUTIES OF THE CHAIR

6.1 It shall be the duty of the Chair:

- (a) act as the sole spokesperson for the major policy decisions of the Board;
- (b) represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- (c) set the agenda for all meetings;
- (d) open the meeting of the Board by taking the chair and calling the Members to order, as soon as a quorum is present;
- (e) to announce the business before the Board and the order in which it is to be acted upon;
- (f) vote with the other Members of the Board upon all matters;
- (g) speak to all business of the Board as a member;
- (h) put to a vote all motions which are moved and seconded or which necessarily arise in the course of the proceedings, and to announce the result thereof;
- (i) to sit ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;
- (j) decline to put to vote motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (k) to enforce on all occasions the rules of procedure and the observance of order and decorum among the Members;

- (l) where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- (m) to permit any question to be asked through the Chair of the Chief of Police, or a person designated by the Chief of Police, in order to provide information to assist any debate when the Chair deems it proper;
- (n) to adjourn the meeting when the business is completed or upon a motion to adjourn.

7. DUTIES OF THE VICE-CHAIR

- 7.1 When the Chair is absent or refuses to act, the Vice-Chair shall act in the Chair's place and stead and while so acting, shall have the same authority, rights and powers of the Chair.

8. DUTIES OF THE ADMINISTRATIVE ASSISTANT

- 8.1 The Administrative Assistant will:

- (a) attend all public, in-camera and special meetings of the Board and record the minutes, orders and requests of all such meetings.
- (b) organize meetings, prepare the agenda for the meetings, in consultation with the Chair, and ensure the distribution of the agenda to the Board Members, at the address specified by each member, by 1900 hours on the Friday preceding the meeting, unless the member directs otherwise
- (c) cause the minutes of the Board to be printed after each meeting and to include a copy of said minutes with agenda packages for the next regular meeting of the Board
- (d) receive all communications addressed to the Board and deal with them as follows:
 - (i) Acknowledge receipt and confirm that attention is being given, on such items that are not general correspondence.

- (ii) Refer them to the Chief of Police to take such action as is immediately necessary and to report to the Board at the next meeting.
 - (iii) To report to the Chair immediately if the matter is, in the opinion of the Administrative Assistant, necessary for immediate attention by the Board.
- (e) prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;

9. COMMITTEES OF THE BOARD

- 9.1 The Board will appoint by motion, one or more Members to the Committees of the Board.
- 9.2 The Peterborough Lakefield Police Services Board shall appoint members responsible for the following Standing Committees: Budget, Labour Relations, Policy and Heritage.
- 9.3 From time to time the Board may determine a need for other Ad Hoc Committees to inquire into any matter within the jurisdiction of the Board, and will appoint by motion at that time one or more Members to the Ad Hoc Committee of the Board.
- 9.4 Membership, statutory authority and responsibility of the Committees are determined in the Terms of Reference of the Committee as set out by the Board.
- 9.5 Committee members shall deal directly with the Chief of Police or a designate person, or in their absence, the Deputy Chief or a designated person, when services are required from members of the Peterborough Lakefield Community Police Service to assist the Committee.
- 9.6 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

10. REGULAR MEETINGS OF THE BOARD

- 10.1 The Board shall hold its inaugural meeting at 1000 hours on the second Tuesday of January in the Boardroom at the Peterborough Lakefield Community Police Headquarters. The in-camera meeting will follow the inaugural public meeting.

- 10.2 The Board shall hold all other regular public meetings at 0900 hours on the second Tuesday of each month in the Boardroom at the Peterborough Lakefield Community Police Headquarters or at such other place or time as may be determined by the Board from time to time. The day, time and place of these meetings will be set or altered by resolution of the Board or at the discretion of the Chair. One meeting per year will be held in Lakefield. The Board will not hold a regular meeting in the month of August.
- 10.3 The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair, or in the absence of the Vice-Chair, the next senior member of the Board shall preside at the meeting in accordance with Section 7 of this by-law.
- 10.4 Meetings of the Board will be open to the public, subject to the following exceptions, which will be discussed in-camera;
- (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;
 - (c) Personal matters, where a named employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the individual(s) involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board concurs;
 - (d) Negotiations on salaries or working conditions of employees, and matters arising out of the administration of collective agreements;
 - (e) Property matters, including the investigation or negotiation of the acquisition or sale of property;

- (f) Consideration of the Chief of Police and the Deputy Chief of Police, awards, senior staff appointments and disciplinary actions;
 - (g) Criminal and other police investigations in which premature public disclosure could prejudice the successful completion of the investigation, or interfere with the right of an accused person to a fair and impartial trial or hearing;
 - (h) Matters in which public discussion could prejudice the Board's legal or financial position or could be detrimental to the Board in proceedings before any court or tribunal.
- 10.5 No person other than Board members and invited persons will attend in-camera meetings.
- 10.6 Insofar as possible, in-camera meetings will precede the public meetings of the Board. In-camera meetings will commence at 0900 hours. If necessary, due to time constraints regarding the published start of the public meeting, in-camera meetings may recommence following the completion of the business of public meetings.

11. SPECIAL MEETINGS OF THE BOARD

- 11.1 The Chair, or in their 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 Administrative Assistant 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, delivery of mail/fax or email to each Member so as to be received at the residence or place of business of each Member, at least forty-eight hours before the time fixed for such a meeting. In the event of an emergency situation, the forty-eight hour time period may be waived by a 2/3 vote of the members.
- 11.3 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.
- 11.4 The Chair may determine the need for special called meetings of the Board via telephone conferencing or other acceptable means of communication.

12. THE CALLING OF BOARD MEETINGS TO ORDER AND QUORUM

- 12.1 A quorum shall be a majority of the Members according to Section 35(2) of the Act.
- 12.2 As soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall take the chair and call the meeting to order.
- 12.3 If a quorum for either the regular or special Board meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Administrative Assistant shall call the roll and record the names of the members present, indicate that no quorum was present and the meeting shall stand adjourned until the next meeting of the Board, unless a special meeting is sooner called.
- 12.4 When a quorum is no longer in attendance at meetings, no business can be legally transacted and it is the responsibility of the Chair and the Administrative Assistant to note the lack of quorum, and, have the fact recorded in the Minutes.
- 12.5 In case the Chair or Vice-Chair do not attend within fifteen (15) minutes after the time appointed, and no notice of their imminent attendance has been received, the Administrative Assistant will call the members to order, and if a quorum is present, a Chair will be chosen, who will preside during meetings as the Chair until the arrival of the Chair or Vice-Chair.

13. BOARD AGENDA

- 13.1 The Administrative Assistant shall, in consultation with the Chair, cause an agenda with related attachments to be prepared, in the following order, for the use of the Members at the regular meetings of the Board.

<p><u>In-camera:</u> Attending and Regrets Welcome and Introductions Approval of Agenda Declaration of Conflict or Pecuniary Interest Minutes of Previous Meetings Chairman's remarks/member's questions Chief's remarks Communications/Correspondence Board Reports for Information Board Reports for Discussion/Decision Chief's Report Grievances Before the Board Committee Reports Unfinished Business New Business Adjournment</p>	<p><u>Public:</u> Attending and Regrets Welcome and Introductions Approval of Agenda Declaration of Conflict or Pecuniary Interest Minutes of Previous Meetings Chairman's remarks/member's questions Chief's remarks Information Component Delegations Board Reports for Information Board Reports for Discussion /Decision Chief's Report Communication/Correspondence Unfinished Business New Business Ratify In-Camera actions Ratify actions of today's meeting Confirmation of next meeting Adjournment</p>
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- 13.2 Members wishing to discuss a matter may request that it be placed on the agenda of the upcoming meeting by contacting the Chair or the Administrative Assistant.
- 13.3 Items not included on the print agenda cannot be introduced at meetings without the consent of a majority of the Members present. Matters addressed at a previous Board Meeting may not be re-addressed without permission of a 2/3 vote of the members.
- 13.4 The Chief of Police shall give to the Administrative Assistant all reports and supporting materials for the agenda by 0900 hours on Wednesday, 6 days prior to the meeting. Any 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.
- 13.5 The Administrative Assistant shall disseminate the agenda by 1900 hours on the Friday prior to the regular meeting date to the residence or place of business of each member, unless the member directs otherwise and to the Chief of Police and Deputy Chief of Police. The public agenda will be posted to the web site on the Thursday prior to the Board meeting.

13.6 A special public or in-camera meeting of the Board may be called and the agenda disseminated and posted to the web site no less than 24 hours prior to the meeting. The Administrative Assistant will email the agenda to the media no less than 24 hours prior to the meeting. In the case of a closed meeting, no agenda will be posted to the web site or emailed to the media.

14. COMMUNICATIONS

- 14.1 Every letter, petition and other communication addressed to the Board shall be received by the Administrative Assistant of the Board who shall:
- (a) where, in the opinion of the Administrative Assistant, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Board, place it upon the Agenda in compliance with Section 10.4 for the next regular meeting of the Board to be dealt with during such meeting;
 - (b) where, in the opinion of the Administrative Assistant, 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 Chief for necessary action and a report presented at the next Board meeting if required.

15. CONFLICT OF INTEREST DISCLOSURE

15.1 The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, R.S.O. 1990* and amendments thereto and regulations there under, and the agenda shall include a provision for Members to declare conflict or conflicts of interest or a pecuniary interest in a matter.

16. HEARING OF DELEGATIONS

16.1 When delegations desire to be present at meetings to address the Board, such individuals will be permitted to do so at the discretion of the Chair, provided that the matter(s) to be addressed fall within the jurisdiction of the Board. In matters that do not fall within the jurisdiction of the Board, every attempt will be made to direct the delegation to the appropriate venue: i.e. operational matters will be referred to the Chief. Complaints, where appropriate, will be referred to the Public Complaints Process. Delegations appearing before the Board are subject to the following:

- (a) The delegation(s) shall provide written notice of their request on or before 1500 hours on the Wednesday preceding the day of the regular meeting. The request shall contain an outline of the subject matter of the address and also include a list of person(s) who will be appearing before the Board and a copy of the materials to be presented;
- (b) Upon receipt of the written notice requesting a delegation, the Administrative Assistant shall list the delegation(s) on the next appropriate meeting agenda at the discretion of the Chair;
- (c) The Administrative Assistant shall confirm with the delegation(s) the time and place at which the delegation(s) will address the Board, and will also inform them of the provisions relating to delegations.
- (d) Delegations shall address the Board through one speaker, be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing, the time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair;
- (e) Members shall not ask any questions until all delegations and the Chief/Chief's designate have been heard, either in support of, or in opposition to, the specific matters on the agenda or before the Board;
- (f) Upon 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;

16.2 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) challenge the rules of procedure or a decision of the Chair.

- 16.3 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.

17. CONDUCT OF BOARD MEMBERS

- 17.1 No Board Members shall:

- (a) use offensive words or unparliamentary language in meetings of the Board or against any fellow Member, Staff Member or Member of the Public;
- (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) disobey the provisions within 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 When the Chair is putting the question no member shall leave or make a disturbance.

- 17.3 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 their seat for the duration of the meeting of the Board.*" If a Member who has been ordered to leave their seat apologizes to the Chair and the other Members, they may, by vote of the Members, be permitted to retake their seat.

18. RULES OF DEBATE

- 18.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.

- 18.2 When a Member wishes to speak to any question, motion or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Member wishes to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention.

- 18.3 When two or more members indicate their intention to speak, the Chair shall recognize the Member who, in the Chair's opinion, first indicated their intention to speak, and that Member may speak to the question or motion first.
- 18.4 When a Member is speaking, no other Member may interrupt that Member except to raise a point of order.
- 18.5 A Member may require the 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.
- 18.6 No Member shall speak to the same question or motion, or in reply, for more than five (5) minutes, without the leave of the Chair.
- 18.7 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

19. MOTIONS

- 19.1 Proposed motions shall be prepared by the Administrative Assistant and shall be attached to the Agenda. Motions may be proposed for any or all items on the Agenda and may be proposed by the Chair and by any Member of the Board.
- 19.2 A motion shall be moved and seconded prior to discussion taking place. Motions will be disposed of only by a vote of the Board unless the mover and seconder, by permission of the **assembly**, withdraw said motions.
- 19.3 When a motion is under debate, motions of procedure may be put with precedence in the order listed below:
 - (a) To postpone to a definite time
 - (b) To refer
 - (c) To amend
- 19.4 After a motion has been moved and seconded it can be amended (primary amendment). The primary amendment may also be amended by moving a secondary amendment (an amendment to

the amendment). The secondary amendment is then resolved first and then the primary amendment is resolved.

- 19.5 When one or both amendments have been resolved a further primary amendment or a secondary amendment, as the case may be, can be entertained by the chair. After all amendments have been resolved, the Board will vote on the main motion (as amended).
- 19.6 A motion shall be deemed as carried when a majority of the members present at any given time are in agreement with the resolution.

20. VOTING ON MOTIONS

- 20.1 Motions made at any meeting will be decided by a majority of votes. All members of the Board, including the Chair, who shall be present when a question is put, shall vote thereon and a member who declines to vote shall be deemed to have voted in the negative, unless the member declares a conflict of interest within the terms of the Conflict of Interest Act, in which case they shall not vote.
- 20.2 Members are entitled to only one vote on any motions before the Board.
- 20.3 Members will indicate their vote by clearly upraised hands by voting in the affirmative, negative or abstaining.
- 20.4 The yeas and nays, if any, will not be recorded upon motions unless requested by at least one Member, and such requests must be made before the Chair calls upon the Members to vote upon the motions.
- 20.5 In all cases where there is a tie, the motions or amendments as the case may be shall be declared lost.

21. AVAILABILITY OF INFORMATION

- 21.1 Information relating to matters described in Section 10.4 of this by-law shall be on coloured paper.
- 21.2 At least four (4) days notice will be given to the public and the media before regular meetings of the Board.

- 21.3 Members of the media will be provided with copies of the agenda for public meetings in advance of these meetings. Explanatory materials relevant to the items contained in the public agenda packages will be provided upon request.
- 21.4 Copies of the full public meeting package will be made available the morning of the meeting at 500 Water Street, Peterborough, Ontario.
- 21.5 The Chair of the Board and in the absence the Vice-Chair of the Board will be designated as the Board's Media Relations spokesperson. Other members of the Board should consult with the spokesperson before speaking to the media on matters under the Board's jurisdiction. The Board's spokesperson may delegate this responsibility to any other members of the Board at anytime.
- 21.7 At the conclusion of the public portion of each Board Meeting the Board spokesperson or designate shall be available to answer questions from those media persons in attendance relative to the matters discussed at the meeting.

22. BY-LAWS

- 22.1 Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.
- 22.2 Every by-law when introduced shall be in printed form and shall be complete with the exception of the number and date of the by-law.
- 22.3 Every by-law shall have three readings prior to it being passed. The first and third readings shall take place no less than six (6) calendar days apart.
- 22.4 Notwithstanding 22.3 above where new by-laws or amendments to by-laws are of a procedural or administrative nature and are not expected to require community consultation, the Board may have first, second and third readings during the same meeting.
- 22.5 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair. An original copy of the by-law will be filed by the Administrative Assistant in the Board office.

23. ADMINISTRATION

- 23.1 That by-law No. 92-2003 passed the 8th day of April 2003 be repealed.
- 23.2 That by-law No. 94-2004 passed the 8th day of June 2004 be repealed.
- 23.3 That this by-law is hereby enacted by the Peterborough Lakefield Police Services Board on this 12th day of January 2010, and shall take effect on that date.
- 23.4 That distribution of this by-law be unrestricted.

Chair
Peterborough Lakefield Police Services Board