



Peterborough Police Services Board

By-Law Number #115-2018

By Law to Govern the Proceedings of the Peterborough 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 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 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) “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;
 - c) “Board” means the Peterborough Police Services Board and shall be composed of such Members appointed under Part III of the **Act**;
 - d) “Chair” means Chair of the Board;
 - e) “Chief of Police” means the Chief of the Peterborough Police Service, and includes an acting Chief of Police;
 - f) “Committee” means a Standing or Ad-Hoc Committee and any other similar entity composed of individuals of the Board pursuant to the **Act**;

- g) “Days” means calendar days;
- h) “Delegation” means an address to the Board or its Committees at the request of a person wishing to speak;
- i) “Executive Assistant” means the individual functioning in the capacity of Secretary to the Board;
- j) “Member” means a Member of the Peterborough Police Services Board;
- k) “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 an agenda of a meeting of the Board or a Committee;
- l) “Part V” shall refer to Part V - Complaints and Disciplinary Proceedings of the **Police Services Act, R.S.O. 1990 c.P.15**;
- m) “Point of Order” means a question by a Member with the view to calling attention to any issue relating to this bylaw 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;
- n) “Quorum” shall be a majority of the Board Members;
- o) “Recorded Vote” means the making of a written record of the name and vote of each Member present who votes on a question, and of each Member present who does not vote.

2. Application

- 2.1 The rules or procedures contained in 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; and
 - c) Rules with respect to the increase or decrease of delegation and debate limitations.
- 2.3 All points of order or procedure for which rules have not been provided in this By-Law shall be decided by the Chair.

- 2.4 The **Police Service Act**, R.S.O. 1990 c.P.15, as amended from time to time, shall take precedence 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 27(5) of the **Act**, the Board will consist of five (5) Members, composed of:
- a) The head of municipal council or, if the head chooses not to be a member for the Board, another member of the council appointed by resolution of the council;
 - b) One member of the council appointed by resolution of the council;
 - c) One person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality; and,
 - d) Two persons appointed by the Lieutenant Governor in Council (LGIC).

4. Selection of the 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 among its Members, a Chair and Vice-Chair for the year.
- a) The election of the Chair and Vice-Chair shall be conducted by the Executive Assistant;
 - b) Nominations shall require a mover and seconder, both of whom shall be Members of the Board;
 - c) Where more than one nominee stands for election, a vote shall be taken;
 - d) Prior to the vote being taken, each nominee shall be given five (5) minutes to speak to the nomination. Candidates shall be called upon in alphabetical order of their surname;
 - 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 (10) 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 Executive 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 The Vice-Chair shall act as the Chair if the Chair is absent or if the Chair's position is vacant as per section 28 (2) of the **Act**.

5. Duties and Responsibilities of the Board

- 5.1 As per the **Police Services Act**, sections 31 (1) to 31 (7):

The 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.
- 5.2 The Members of the police force, whether they were appointed by the Board or not, are under the Board's jurisdiction.
- 5.3 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 or the Chief of Police.

- 5.4 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.
- 5.5 The Board shall ensure that its Members undergo any training provided by the Solicitor General or required in the **Police Services Act**.
- 5.6 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).
- 5.7 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 to:
 - a) Act as the sole spokesperson for the Board;
 - b) Represent and support the Board, declaring its will and implicitly obeying its decision in all things;
 - c) Approve the agenda for all meetings;
 - d) Open the meeting of the Board by taking the chair and calling the Members to order, as soon as a quorum is present;
 - e) Announce the business before the Board and the order in which it is to be acted upon;
 - f) Vote with the other Members of the Board upon all matters;
 - g) Speak to all business of the Board as a Member;
 - h) Put to a vote all motions that are moved and seconded or that necessarily arise in the course of the proceedings, and to announce the result thereof;
 - i) Sit ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;
 - j) Decline to put to vote motions that infringe upon the rules of procedure or that are beyond the jurisdiction of the Board;

- k) 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) Permit any question to be asked through the Chair or the Chief of Police, or a person designated by the Chief of Police, in order to provide information to assist any debate when the Chair deems it proper;
- n) Adjourn the meeting when the business is completed or upon a motion to adjourn.

7. Duties of the Executive Assistant

7.1 The Executive Assistant will:

- a) Serve as the Administrative link between the Board, the Chief, the Board's Legal Counsel and Labour Negotiator, Committees of the Board, the media and Members of the Community.
- b) Attend all public, in-camera and special meetings of the Board, and record the minutes, orders and requests of all such meetings;
- c) Organize meetings, prepare the agenda as well as any reports or supporting documents, in consultation with the Chair, and ensure the distribution of the agenda to the Board Members on the Friday preceding the meeting, unless the Member directs otherwise;
- d) Print the minutes of the meeting and include a copy with the agenda packages for the next regular meeting of the Board;
- e) 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) Report to the Chair immediately if the matter is, in the opinion of the Executive Assistant, necessary for immediate attention by the Board.
- f) Prepare and issue all communications and reports arising from the proceedings of the Board, unless otherwise directed by the Board;

g) Perform all other duties as outlined in the job description.

8. Committees of the Board

- 8.1 At the first meeting of the year, the Board shall appoint, by motion, no more than two Members to the following Standing Committees: Budget/Finance, Labour Relations and Policy.
- 8.2 The Board may determine the need for an Ad-Hoc Committee(s) and will appoint by motion at that time no more than two Members to the Ad-Hoc Committee.
- 8.3 Membership, statutory authority and responsibility of the Committees are determined in the Terms of Reference of the Committee as set out by the Board.
- 8.4 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 Police Service to assist the Committee.
- 8.5 When a Committee meeting is open to the public, the date, time, location, Agenda and Minutes will be made available on the web site.
- 8.6 The Committee shall report on its work to the Board at the next regular meeting of the Board.

9. Meetings of the Board

9.1 Regular Meetings

- a) The Board shall hold its inaugural meeting on the second Tuesday of January in the Boardroom at the Peterborough Police Headquarters or at such other place as may be determined by the Board. The in-camera meeting will follow the inaugural public meeting.
- b) The Board shall hold all other regular public meetings at 6:00 PM on the first Tuesday of each month in the Boardroom at the Peterborough Police Headquarters or at such other place or time as may be determined by the Board. 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. Meeting dates, times and locations shall be posted on the Board's website.
- c) Meetings and Hearings conducted by the Board will be open to the public unless section 35 (4) of the **Police Services Act** applies.

- d) The Board may exclude the public from all or part of a meeting or hearing if it is of the opinion that;
 - i) Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
 - ii) Intimate financial or personal matters or other matters may be disclosed of such nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
- e) No person other than Board Members, Executive Assistant and invited persons will attend in-camera meetings.
- f) Insofar as possible, in-camera meetings will precede the public meetings of the Board. In-camera meetings will normally commence at 5:00 PM. If necessary, in-camera meetings may reconvene following the completion of the business of the public meeting.
- g) The Chair may cause to be expelled any member of the public who creates any disturbance or acts improperly during a meeting of the Board.

9.2 Special Meetings

- a) The Chair may at any time call a special meeting of the Board and shall do so if requested by a majority of the Members.
- b) The Executive Assistant shall give notice to the Members of the Board of all special meetings. Such notice may be by telephone or email to each Member at least forty-eight (48) hours before the time fixed for such a meeting. In the event of an emergency situation, the forty-eight (48) hour time period may be waived by a 2/3 vote of the Members.
- c) No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

9.3 Teleconferencing for a Meeting

- a) The Member will inform the Executive Assistant, at least 24 hours in advance of the meeting, if he/she wishes to participate by means of conference call or video conferencing. The Executive Assistant will inform the Chair and ensure the necessary arrangements are made.

- b) The Member must have the meeting materials in advance in order to teleconference.
- c) The Member must be in a confidential space in order to participate in an in-camera meeting.
- d) The Member shall be deemed to have been present at the meeting for the purposes of the **Act** and the Minutes shall reflect that the Member attended via conference call or means of video conferencing.

10. The Calling of Board Meetings to Order and Quorum

- 10.1 A Quorum shall be a majority of the Members according to Section 35(2) of the **Act**.
- 10.2 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.
- 10.3 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 Executive Assistant shall call the roll and record the names of the Members present, indicate that no quorum is present and the meeting shall stand adjourned until the next meeting of the Board, unless a special meeting is called sooner.
- 10.4 When a quorum is no longer present, no business can be legally transacted, and it is the responsibility of the Chair and the Executive Assistant to note the lack of quorum and have the fact recorded in the minutes.
- 10.5 If the Chair or Vice-Chair do not attend within fifteen (15) minutes after the appointed time, and no notice of their imminent attendance has been received, the Executive Assistant will call the Members to order, and if a quorum is present, a Chair will be chosen, who will preside as the Chair until the arrival of the Chair or Vice-Chair.

11. Board Agenda

- 11.1 The Executive Assistant shall, in consultation with the Chair, prepare an agenda with related attachments to be prepared in the following order for the regular meetings of the Board.

<p><u>In-camera:</u> Agenda for Board Members and the Executive Assistant only:</p> <ul style="list-style-type: none"> • Attending and Regrets • Welcome and Introductions • Approval to go In-Camera • Approval of Agenda • Declaration of Conflict or Pecuniary Interest • Minutes of Previous Meetings • Reports, Correspondence etc. for Board Members and the Executive Assistant only <p>Agenda for Board Members, the Executive Assistant, Chief and Deputy Chief:</p> <ul style="list-style-type: none"> • Chair's remarks/Member's questions • Chief's remarks • Delegations • Correspondence • Board Reports for Information • Board Reports for Discussion/Decision • Grievances Before the Board • Committee Reports • Unfinished Business • New Business • Adjournment 	<p><u>Public:</u> Attending and Regrets Welcome and Introductions Approval of Agenda Declaration of Conflict or Pecuniary Interest Minutes of Previous Meetings Chair's Remarks/Member's Questions Chief's Remarks Information Component Delegations Correspondence Board Reports for Information Board Reports for Discussion/Decision Committee Reports Unfinished Business New Business Ratify Actions of Today's Meeting Confirmation of Next Meeting Adjournment</p>
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- 11.2 Members wishing to discuss a matter may request that it be placed on the agenda of the upcoming meeting by contacting the Executive Assistant.
- 11.3 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.
- 11.4 The Chief of Police shall provide to the Executive Assistant all reports and supporting materials for the agenda the Thursday prior to the regular meeting. Any item, not included in the agenda, may not be introduced at the meeting, without the consent of a majority of the Members present.
- 11.5 The Executive Assistant shall disseminate the agenda and accompanying documents on the Friday prior to the regular meeting date. The Board Member packages will be delivered to the ARU desk in the main lobby for pick up. The Executive Assistant will inform the Board Members that packages are ready via email or telephone, unless the Member directs

otherwise. The public agenda will be posted to the web site the Friday prior to the regular Board meeting and emailed to the media.

11.6 A special public or in-camera meeting of the Board may be called and the agenda disseminated and posted to the website no less than twenty four (24) hours prior to the meeting. The Executive Assistant will email the agenda to the media no less than twenty four (24) hours prior to the meeting. In the case of a closed meeting, no agenda will be posted to the website or emailed to the media.

11.7 Availability of the Agenda:

- a) Information relating to in-camera matters shall be on coloured paper;
- b) Members of the media will be provided with an electronic copy of the agenda no less than three (3) days prior to the regular public meeting. Explanatory materials relevant to the items contained in the public agenda packages will be provided upon request;
- c) Upon request to the Executive Assistant, copies of the full public meeting package, or any part thereof, will be made available the morning of the meeting at 500 Water Street, Peterborough, Ontario.

12. Communications

12.1 Every letter, petition and other communication addressed to the Board shall be received by the Executive Assistant who in consultation with the Chair shall either:

- a) Place it on the Agenda in compliance with Section 9.1 d) for the next regular meeting; or,
- b) Refer it to the Chief for necessary action.

13. Conflict of Interest Disclosure

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

13.2 When a Member has a conflict of interest or a pecuniary interest in a matter, he/she shall declare such an interest at the beginning of the meeting. If the matter is on the in-camera agenda, the Member will leave the room during the discussion and refrain from voting on that particular item. If the item is on the public agenda, the Member may stay but will not participate in the discussion or vote. The Member shall not attempt, in any way, to influence the Board's decision on that matter.

14. Minutes

- 14.1 The Executive Assistant shall include the following in the Minutes of the Board meetings:
- a) Date, time the meeting commenced and ended, location
 - b) Who was in attendance
 - c) Motions
 - d) Verbal and written reports
 - e) The subject of the Chief and the Chair's remarks.
 - f) If a decision is deferred or only part of a motion is decided, the reason why.
 - g) Reasons for any deviation should the Board make a decision that is materially different from what is recommended or proposed in a committee report or other report.
 - h) When the Board is not unanimous in its decision. If a Member asks for their dissent to be noted and what the point of contention is.
 - i) Any direction the Board gives that is not captured in a motion.
 - j) Any information the Chief or Executive Assistant are to provide later or at a subsequent meeting.
 - k) The substance of any verbal reports.

15. Hearing of Delegations

- 15.1 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 falls 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.
- 15.2 Delegations appearing before the Board are subject to the following:
- a) Delegation(s) shall provide written notice of their request on or before 5:00 PM the Wednesday preceding the regular meeting. The request shall contain an outline of the subject matter of the address, and also include a list of persons who will be appearing before the Board and a copy of the materials to be presented;
 - b) Upon receipt of written notice requesting a delegation, the Executive Assistant shall list the delegation(s) on the next appropriate meeting agenda at the discretion of the Chair;

- c) The Executive Assistant shall confirm with the delegation(s) the time and place at which the delegation(s) will address the Board, and will also inform them of the provisions relating to delegations;
- d) Delegations shall address the Board through one speaker, be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. The time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair;
- e) Upon completion of a presentation to the Board by a delegation, any discussion between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional and relevant information. Members of the Board shall not enter into debate with the delegation respecting the presentation.

15.3 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.

15.4 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.

16. Conduct of Board Members

16.1 All Members of the Board shall abide by the Code of Conduct as set out in the **Act**. (O. Reg. 421/97)

16.2 No Board Members shall:

- a) Use offensive words or unparliamentarily 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.

- 16.3 When the Chair is putting the motion, no Member shall leave or make a disturbance.
- 16.4 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall move to order the Member to leave their seat for the duration of the meeting. No amendment, adjournment or debate will be allowed. If a Member who has been ordered to leave apologizes to the Chair and the other Members, he/she may, by vote of the Members, be permitted to retake his/her seat.

17. Rules of Debate

- 17.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.
- 17.2 When a Member wishes to speak to any question, motion or item, he/she shall, in an orderly fashion, attempt to obtain the Chair's attention to indicate that he/she Member wishes to speak. The Chair shall then recognize the Member(s) who wish to speak in the order in which his/her intentions have come to the Chair's attention.
- 17.3 All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.
- 17.4 When a Member is speaking, no other Member may interrupt that Member except to raise a point of order.
- 17.5 A Member may request the question or motion under discussion to be read at any time during the debate
- 17.6 No Member shall speak for more than five (5) minutes without the leave of the Chair.
- 17.7 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 by way of motion: "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.

18. Motions

- 18.1 Motions may be proposed for any or all items on the Agenda and may be proposed by the Chair or by any Member of the Board.
- 18.2 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.

- 18.3 When a motion is under debate, motions of procedure may be put as listed below:
- a) “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;
 - b) “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;
 - c) “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.
 - d) “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
 - e) “Motion to Receive” means a motion to acknowledge a particular item, report or recommendation under consideration and to have it placed under the records of the Board with no additional action being taken.
- 18.4 After a motion has been moved and seconded, it can be amended (primary amendment). The primary amendment may also be amended by moving a secondary amendment (an amendment to the amendment). The secondary amendment is resolved first and then the primary amendment is resolved.
- 18.5 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.
- 18.6 A motion shall be deemed “as carried” when a majority of the Members present are in agreement with the resolution.
- 18.7 The provisions of this Section 18 apply to Notices of Motion as defined under section 1.1 k).

19. Voting on Motions

- 19.1 Motions made at any meeting will be decided by a majority of votes. All Members of the Board, including the Chair, shall vote as follows: yeah, nay, abstain.
- 19.2 Members are entitled to only one vote on any motion before the Board.

- 19.3 Votes will not be recorded unless requested by at least one Member, and such requests must be made before the Chair calls upon the Members to vote upon the motions.
- 19.4 In all cases where there is a tie, motions or amendments shall be declared lost.

20. Bylaws

- 20.1 A new or amended By-Law shall be introduced by motion and multiple By-Laws may be introduced together in one motion. The Chair may, at the request of a Member, deal separately with any By-Law.
- 20.2 When introduced, Bylaws shall be in printed form and shall be complete with the exception of the number and date of the By-Law.
- 20.3 By-Laws shall have three readings prior to being passed. The first and third readings shall take place no less than six (6) Days apart.
- 20.4 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.
- 20.5 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 Executive Assistant in the Board office.

21. Administration

- 21.1 That Bylaw #105-2014 enacted by the Peterborough Police Services Board on the 17th of November 2014 shall be repealed.
- 21.2 That this By-Law is read a first, second and third time and hereby enacted by the Peterborough Police Services Board on this 5th day of September 2018 and shall take effect on that date.
- 21.3 That distribution of this By-Law be unrestricted.

Bob Hall, Chair Peterborough Police Services Board