



NORFOLK O.P.P. DETACHMENT
BOARD AGENDA

The Corporation of Norfolk County
OPP Detachment Board Meeting

July 16, 2025

9:30 a.m.

Council Chambers

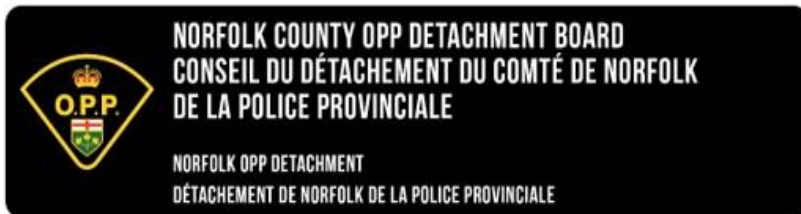
Norfolk County Administration Building
50 Colborne St. S., Simcoe ON

Live Stream: www.norfolkcounty.ca/watch-norfolk-county-meetings

Accessibility of documents: Documents are available in alternate formats upon request. If you require an accessible format or communication support contact the Clerk's Department by email at clerks@norfolkcounty.ca or 226-667-3655 ext. 6269 to discuss how we can meet your needs.

	Pages
1. Call to Order	
2. Approval of Agenda/Changes to the Agenda	
3. Declarations of Interest	
4. Confirmation of the Minutes from the Previous Meeting	
4.1 OPP Detachment Board Minutes - May 21, 2025	3
5. Presentations	
6. Deputations	
7. Consent Agenda	
8. Reports Deferred from the Previous Meeting	
9. Items for Consideration	
9.1 Operational Statistics and Highlights 2025 - May and June * Will be provided at the meeting	
9.2 Code of Conduct and Procedural By-law Information Memo - CS-25-107	7
10. Correspondence Arising from Previous Business	
11. By-Laws	

11.1	By-Law 2025-02OPP - Being a By-Law to establish and govern the Code of Conduct for the Norfolk County O.P.P. Detachment Board Members	33
11.2	By-Law 2025-03OPP - Being a By-Law to govern the proceedings of the Norfolk County O.P.P. Detachment Board, the conduct of its Members and the calling of meetings	39
12.	Adjournment	



NORFOLK O.P.P. DETACHMENT BOARD MINUTES

**May 21, 2025
9:30 a.m.
Council Chambers
Norfolk County Administration Building
50 Colborne St. S., Simcoe ON**

Present: Chair K. Huffman, Board Member M. Cruse, Board Member L. Vandendriessche, Board Member A. Veri

Also Present: W. Tigert, County Clerk

1. Call to Order

Chair Huffman called the meeting to order at 9:45 am. She apologized for the delay as there had been technical difficulties in getting the live stream function working. Although the live stream issue was not remedied but Chair Huffman advised that the meeting would be recorded and would be available following the meeting.

2. Approval of Agenda/Changes to the Agenda

Moved By: Board Member M. Cruse

Seconded By: Board Member L. Vandendriessche

That the agenda be approved as presented.

Carried.

3. Declarations of Interest

There were no declarations of conflicts of interest.

4. Confirmation of the Minutes from the Previous Meeting

Moved By: Board Member L. Vandendriessche

Seconded By: Councillor A. Veri

That the minutes of the OPP Detachment Board meeting held on March 19th 2025 be approved as presented.

Carried.

5. Presentations

There were no presentations scheduled for the meeting.

6. Deputations

There were no deputations scheduled for the meeting.

7. Consent Agenda

Moved By: Board Member M. Cruse

Seconded By: Board Member A. Veri

That Item 7.1 the OAPSD Newsletter be received for information.

7.1 OAPSB Newsletter

Carried.

8. Reports Deferred from the Previous Meeting

9. Items for Consideration

9.1 Safety in the Northeast Area

Chair Huffman provided an advisory from residents in the Northeast area of the County about some reported break-ins as well as numerous other concerns identified by residents. These were referred to Inspector Tait for his information.

9.2 Procedural By-law Working Group - Chair Huffman

Chair Huffman requested that the working group look for two volunteers from the Board to assist with the drafting of the procedural bylaw. Members Veri and Vandendriessche advised that they would assist with this endeavor.

9.3 Operational Statistics and Highlights 2025 - March and April

Inspector Tait provided a very detailed overview of the operational activities of the OPP Detachment. He highlighted a number of areas where there were significant reductions in the incidents reported and investigated as well as some areas where call were trending upwards although slightly.

Member asked a number of questions on the volume and trends as well as how the responses are categorized for reporting purposes.

Inspector Tait also gave a high-level overview of the ongoing planning for the upcoming Friday the 13th event in Port Dover.

Member Cruse advised of his attendance at the recent Crime Stoppers Luncheon, on behalf of the Board. He commented on how it was a very information and beneficial experience for him in this role.

9.3.1 9.4 Gender Based Violence

Chair Huffman added a new item for consideration, that being the growing concern around gender-based violence and asked Inspector Tait if this was an emerging issue with the OPP and the Norfolk Detachment?

Inspector Tait confirmed that this is 100 percent a huge focus of the OPP Provincially and in the County. Response and strategy is being based on the monitoring of local groups and organizations. There is ongoing focus on education of the issue and the need for officers to incorporate more empathy into their dealings with individuals impacted by this issue.

Moved By: Board Member A. Veri

Seconded By: Board Member L. Vandendriessche

That items 9.1 through 9.4 be received as information.

Carried.

10. Correspondence Arising from Previous Business

11. By-laws

12. Adjournment

Moved By: Board Member M. Cruse

Seconded By: Board Member A. Veri

That the OPP Detachment Board be adjourned.

Carried.

Chair

Clerk



Information Memo

To: O.P.P. Detachment Board
Date: July 16, 2025
Division: Corporate Services
Department: Legislative Services
Ward: All Wards
Subject: Code of Conduct and Procedural By-law

Recommendation(s):

That the Information Memo regarding the Code of Conduct and Procedural By-law be received as information.

Background

On April 1st, 2024, *the Community Safety and Policing Act* went into effect. Section 46 (1) of this act states “Subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under this Act and the regulations.” Furthermore, *Ontario Regulation 408/23* outlines the Code of Conduct that O.P.P. Detachment Board must adhere to.

Discussion:

In order to comply with the above legislation, Legislative Services staff have prepared both a procedural by-law, and a code of conduct by-law for the O.P.P. Detachment Board. Both by-laws have been circulated to all Board members and no suggested changes have been recommended by any Board member prior to date of publishing.

Attachment(s):

None.

Conclusion:

The passing of both the proposed procedural by-law and code of conduct by-law would ensure that Norfolk County’s O.P.P. Detachment Board remains in compliance with all relevant legislation. Furthermore, both proposed by-laws will ensure that the O.P.P. Detachment Board operates under a clear framework, both in terms of the structure/ process of meetings as well as the conduct of its members.

Approval:

Approved By:
Tracey Rodrigues, Deputy County Clerk

Prepared By:
Ethan Burnett, Clerks Administrative Student



The Corporation of Norfolk County

By-Law 2025-02OPP

Being a by-law to establish and govern the Code of Conduct for the Norfolk County O.P.P. Detachment Board Members.

Whereas section 46 (6) of the *Community safety & Policing Act* provides that an O.P.P. Detachment Board shall establish its own rules and procedures in performing its duties under the *Community Safety & Policing Act*; and

Whereas *Ontario Regulation 408/23* outlines the Code of Conduct that must be adhered to by O.P.P. Detachment Board Members; and

Whereas the *Municipal Conflict of Interest Act* outlines the duties of a board member in regards to pecuniary interests; and

Whereas the O.P.P. Detachment Board deems it expedient to pass such a By-Law to make rules and regulations governing the orders and procedures of the Board.

Now therefore The Corporation of Norfolk County's O.P.P. Detachment Board hereby enacts as follows:

1. That for the purposes of this by-law:
 - a. "Board" means the Norfolk County O.P.P. Detachment Board;
 - b. "Chair" means the Chair of the Norfolk County O.P.P. Detachment Board;
 - c. "Conflict of Interest" means a situation in which a Member of the Board's private interests or personal relationships place, or may reasonable perceived to place, the Member in conflict with their duties as a Member of the Board;
 - d. "Member" means a Board member of the Norfolk County O.P.P. Detachment Board
 - e. "MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act*
 - f. "Personal Relationship" means relationships that include but are not limited to the following:
 - i. A current or former spouse or common-law partner of the Member;
 - ii. A current or former intimate partner of the Member;

- iii. The Member's children, including biological, adoptive and stepchildren;
 - iv. The legal dependents of the Member;
 - v. A child in the Member's care; and
 - vi. The Member's grandparents, parents, or siblings, including grandparents-in-law and siblings-in-law.
2. That Members of the Norfolk County O.P.P. Detachment Board shall familiarize themselves and comply with *Ontario Regulation 409/23 – Code of Conduct for O.P.P. Detachment Board Members* and the *Municipal Conflict of Interest Act*
3. That no Member shall bid on or purchase any item offered for sale, directly or indirectly, at an auction conducted by the Norfolk County detachment of the Ontario Provincial Police
4. That Ontario Regulation 409/23 reads that a member shall:
- a. Not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the O.P.P. Detachment Board or the Police Service maintained by the O.P.P. Detachment Board;
 - b. Not be subject to discipline for a contravention of subsection 4 (a) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a Member;
 - c. Comply with the Act and any Regulations made under it;
 - d. Not, by act or omission, conduct themselves in a manner that is likely to cause the Board to fail to comply with the Act or the Regulations made under it;
 - e. Comply with any rules, procedures, policies, and by-laws of the Board;
 - f. Not substantially interfere with the conduct of Board meetings;
 - g. Be in contravention of this code of conduct if they are found guilty of an offence under the Criminal Code, the Controlled Drugs & Substances Act, or the Cannabis Act when committed after they were appointed as a Member;
 - h. Not, in the course of their duties, treat any person in a manner that the Member, at the time, knows or reasonably ought to know would contravene the Human Rights Code;

- i. Not be subject to discipline for contravention of subsection 4 (h) if, on a balance of probabilities, the Member's conduct was in the good faith performance of their duties;
 - j. Conduct themselves in a professional and respectful manner in the course of their duties, including, without limitation, not using abusive or insulting language in the course of their duties; and
 - k. Not be subject to discipline for a contravention of subsection 4 (j). if, on a balance of probabilities, the Member's conduct was in good faith performance of their duties.
- 5. That professional business practices should be adhered to with respect to the creation and content of any Board communications.
- 6. That the following guidelines shall be followed when corresponding with a business associate:
 - a. Members shall not send or willingly receive any obscene or defamatory material;
 - b. Members shall not send or willingly receive material intended to annoy, harass or intimidate another person or group of persons or otherwise bring discredit up on the reputation of the Board;
 - c. Do not use sarcasm or profanity;
 - d. Do not express personal opinions unless it is a specific task or requirement as part of your position with the Board;
 - e. Mark any written correspondence as confidential when it includes confidential information. (e.g. texts containing or commenting upon a legal opinion or strategy should be marked as 'Confidential'). With some exceptions, the MFIPPA provides for the protection of solicitor-client privilege and for the sheltering of advice given by Members;
 - f. Do not include any text information that would not be suitable or could not be disclosed to the public.
- 7. That email transmissions sent over the Internet are not secure and may be intercepted. Internet email should not be regularly used to send operational or sensitive Board information.
- 8. That the disclosure of written correspondence must be taken into consideration when a statutory access request is received under the MFIPPA. Inappropriate,

nonbusiness-like records could prove embarrassing to the person who created the correspondence and the Board.

9. That in respect to media relations:

- a. The Chair will be considered the Board spokesperson for all media inquiries. When the Chair is unavailable, the Vice-Chair will be considered the Board spokesperson for all media inquiries;
- b. In special circumstances, such as during contract negotiations or where a Board subcommittee has been established on a specific issue, the Board may designate the Member leading the negotiations, or the Chair of the sub-committee, as the case may be, to act as spokesperson for the Board on the subject in question;
- c. Members may communicate a position of the Board; however, should a Member publicly disagree with a position of the Board, or wish to comment on a matter not yet before the Board, the Member will clearly identify that they are speaking as an individual and not on the Board's behalf. A Member shall not state that the Board has taken a position on a matter until the matter has been formally considered by the Board;
- d. When a media inquiry is made directly to a Member regarding sensitive or confidential matters, Members will not comment but will advise the Chair of the inquiry so it may be directed to the most appropriate person; and
- e. Board media releases will be approved prior to release by the Chair, or in their absence, by the Vice Chair. Members will receive a copy of the release as soon as possible once it has been approved.

10. That in respect to statements and attendance, Members shall:

- a. Not knowingly make false statements pertaining to the duties of a Member of the Board;
- b. Not purport to speak on behalf of the Board unless authorized by the Board to do so;
- c. Clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the Board or a member of the police service;
- d. Not access, collect, use, alter, retain, destroy, or disclose to any person, information that has been obtained or made available to the

Member in the course of their duties if doing so would be contrary to law;

- e. Not disclose to the public information obtained or made available in the course of their duties except as authorized by the Board or as required by law. This does not apply to information that was already made available to the public by a person who is authorized to do so prior to the Member's disclosure; and
- f. Attend all Board meetings unless able to provide a reasonable explanation for the absence.

11. That in respect to misconduct and conflicts of interest:

- a. A Member shall disclose any conduct of another Member that they reasonably believe constitutes misconduct to:
 - i. The Board Chair; or
 - ii. The Inspector General if the conduct involved the Board Chair.
- b. A Member shall disclose any charges laid against them under the Criminal Code, the Controlled Drugs and Substances Act, or the Cannabis Act, and any finding of guilt made in relation to those charges;
- c. Section 11 (b) only applies to charges of findings that were made after the Member's appointment to the Board; and
- d. The disclosure required in Section 11 (b), must be made to the person or body that appointed the individual or, in the case of a Member appointed by the Lieutenant Governor in Council, to the Minister;
- e. A member of an O.P.P. Detachment Board shall not use their position as a O.P.P. Detachment Board member to:
 - i. Benefit themselves;
 - ii. Benefit one or more persons with whom they have a personal relationship; or
 - iii. Interfere with the administration of justice.
- f. A member of a O.P.P. Detachment Board shall not participate in discussion of or vote with respect to matters at O.P.P. Detachment

Board meetings if the member has a conflict of interest in the matter.

- g. A Member shall not apply for employment with the Norfolk County O.P.P. Detachment unless they resign from the Board before applying.
- h. A Member of the Board shall promptly disclose any conflict of interest to:
 - i. The Board Chair; or
 - ii. The Inspector General if the conflict involves the Board Chair.

12. That the effective date of this by-law shall be the date of passage thereof.

Enacted and passed this ____ day of _____, 20_____.

Board Chair

Board Secretary



The Corporation of Norfolk County

By-Law 2025-03OPP

Being a by-law to govern the proceedings of the Norfolk County O.P.P. Detachment Board, the conduct of its Members and the calling of meetings.

Whereas *Section 67 (1) of the Community Safety and Policing Act*, hereby referred to as "*The Act*" states that there shall be an O.P.P detachment board for each detachment of the Ontario Provincial Police that provides policing in a municipality; and

Whereas *Subsection 67 (2) of The Act* states that the composition of the O.P.P detachment board shall be provided in regulations 135/24 made by the minister; and

Whereas *Table 1 of Ontario Regulations 135/24 of the Community Safety and Policing Act* states that the composition of the Norfolk County O.P.P detachment board shall be as follows:

Three members appointed by Norfolk County who are members of council of the municipality

One member appointed by Norfolk County who is neither a member of the council, nor an employee of, the municipality

One member appointed by the minister; and

Whereas *Section 46 (1) of The Act* states that subject to regulations made by the Minister, an O.P.P detachment board shall establish its own rules and procedures in performing its duties under this *Act* and the regulations; and

Whereas it is deemed expedient to make and establish rules governing the proceedings of the Norfolk County O.P.P. Detachment Board, the conduct of its members and the calling of meetings, pursuant to the *Community Safety and Policing Act, S.O. 2019, as amended*.

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That for the purposes of this by-law:
 - a. "Agenda" means the document prepared for distribution as prescribed by section 15 of this by-law;
 - b. "The Act" means *the Community Safety and Policing Act S.O. 2019*;

- c. “Board” means the Norfolk County O.P.P. Detachment Board;
- d. “Chair” means the Chair of the O.P.P. detachment board;
- e. “Closed meeting” means a meeting that is closed to the public in accordance with section 23 of this by-law;
- f. “Committee” means standing or ad hoc committees or any other similar entity composed of members of the board pursuant to *The Act*;
- g. “Detachment Commander” means an Ontario Provincial Police Detachment Commander reporting to the Norfolk County O.P.P. Detachment Board;
- h. “Norfolk County O.P.P. Detachment Board” means the Board governing police services pursuant to the provisions of *The Act* including its regulations and amendments thereto for the catchment area defined as the Norfolk County detachment and more particularly described in *Table 1 of Ontario Regulations 135/24*;
- i. “Inspector” means an Ontario Provincial Police Inspector reporting to the Norfolk County O.P.P. Detachment Board;
- j. “Member” means a member of the Norfolk County O.P.P. Detachment Board;
- k. “Minister” means the Minister of the Solicitor General;
- l. “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;
- m. “Motion to receive” means a motion to acknowledge a particular item, report, or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- n. “Motion to refer” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Inspector or another official or committee;
- o. “Motion to table” means a motion to postpone without setting a definite date as to when the matter will be considered again;

- p. "Notice of motion" means an oral notice or written motion received by the Executive Director, moved by a Member, and seconded by another Member, for inclusion on an agenda of a meeting of the Board or a Committee;
- q. "Pecuniary Interest" means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;
- r. "Point of order" means a question by a Member with the view to calling attention to any issue relating to this By-law or the conduct of the Board's business or in order to assist the Member in understanding the Board's procedures, making an appropriate motion, or understanding the effect of a motion;
- s. "Point of privilege or personal privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that their integrity or that of a Member has been impugned or questioned by a Member;
- t. "Recorded Vote" Means the making of a written record of the name and vote of each member present who votes on a question and each member present who does not vote;
- u. "Presentation" means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- v. "Quorum" means a majority of the Members of the Board in accordance with Section 43 (2) of *The Act*;
- w. "Resolution" means the decision of the Board on any motion;
- x. "Secretary" means the administrative support of the Norfolk County O.P.P. Detachment Board;
- y. "Special Meeting" means a meeting other than a regularly scheduled meeting, called pursuant to Section 11 of this By-law; and
- z. "Vice-Chair" means a member required to act, from time to time, in the place and stead of the Chair, pursuant to Section 7 of this By-law;

2. That in respect to the application of this By-law:

- a. The rules or procedures contained in this By-law 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 modifications, in a committee of the board;
 - b. Except as provided elsewhere in this By-law, the Board may temporarily suspend one or more of the following rules contained in this paragraph by a vote of the majority of the members present:
 - i. Rules with respect to a change in agenda order of proceedings and content;
 - ii. Rules respecting notice of deputation status; and
 - iii. Rules with respect to the increase or decrease of deputation and debate limitations.
 - c. The Chair shall decide all points of order or procedure for which rules have not been provided for in this By-law.
- 3. That in respect to the composition of the Board:
 - a. The Board shall be composed of:
 - i. Three members appointed by Norfolk County who are members of council of the municipality;
 - ii. One member appointed by Norfolk County who is neither a member of the council, nor an employee of, the municipality; and
 - iii. One member appointed by the minister.
 - b. In accordance with *Section 35 (1) of The Act*, Members of the Norfolk County O.P.P. Detachment Board shall, at the time of their appointment as a Member of the Board, take an oath or affirmation of office in the form prescribed by the Minister; and
 - c. In accordance with *Section 35 (2) of The Act*, members of the Norfolk County O.P.P. Detachment Board shall successfully complete all training approved by the Minister with the timeline prescribed by the Minister under *section 44 of Ontario Regulations 87/24*;
- 4. That in respect to the selection of a Chair and Vice-Chair:

- a. In accordance with *Section 36 (1) of The Act*, the members of an O.P.P. Detachment Board shall elect a chair at the Board's first meeting in each year;
 - b. In accordance with *Section 36 (2) of The Act*, the members of an O.P.P. Detachment Board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant;
 - c. The election of the Chair and Vice-Chair shall be conducted by the secretary; and
 - d. Any votes required under this section of the By-law shall be taken by each member present indicating their vote openly and that no vote shall be taken by ballot or any other method of secret voting.
5. That in respect to the appointment and designation of an Acting Chair:
- a. In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Members shall call to order and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice-Chair;
 - b. The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason; and
 - c. The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this By-law.
6. That in respect to the duties and responsibilities of the Board:
- a. The Board shall be responsible for those duties as set out in *Section 37 (1) and 68 (1) of The Act* including any other responsibilities that may be assigned under the provisions of *The Act* including its regulations thereto, as may be applicable, and the Board shall at all times discharge those duties in accordance with the Boards Code of Conduct under the provisions of the *Ontario Regulation 409/23*, as amended shall prevail.
7. That the duties of the Chair are as follows:

- a. Receive and submit, in the proper manner, all motions presented by the members;
 - b. Put to a vote all questions, which are duly moved and seconded and to announce the result thereof;
 - c. Decline to put to a vote, motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the board;
 - d. Enforce on all occasions the observance of order and decorum among members;
 - e. Call by name, any member persisting in the breach of the rules and procedures and order them to vacate the room in which the meeting is being held;
 - f. Inform the board on any point of order as deemed necessary;
 - g. Adjourn the meeting upon a motion duly moved when business is concluded;
 - h. 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; and
 - i. Perform any and all other duties when directed to do so by motion of the Board.
8. That the duties of the Vice-Chair are as follows:
- a. When the Chair is absent or refuses to act, the Vice-Chair shall act in their place and stead and while acting, shall have the same authority, rights and powers of the Chair.
9. That in respect to Committees of the Board:
- a. The Board may, at any time, appoint by motion one or more members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board; and
 - b. The Committee shall report its work to the Board at the meeting of the Board next following the date of the Committee meeting.
10. That in respect to regular meetings of the Board:
- a. The Board shall hold at least four (4) meetings each year in accordance with *Section 43 (1) of The Act*. The meeting location is

to be at 50 Colborne street, Simcoe, Ontario. Meetings shall commence at 9:30am unless otherwise determined by the Chair;

- b. The Chair shall preside over all meetings. In the absence of the Chair, the Vice-Chair shall preside;
- c. 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;
- d. 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;
- e. Electronic participation through audio or video conferencing is permitted for regular Board meetings, committee meetings and any special or emergency meetings. The Board members who are participating electronically are deemed present for the purposes of quorum when participating in meetings and are permitted to vote accordingly;
- f. 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 sent by electronic invitation or any other means deemed appropriate by the Secretary;
- g. No special meeting of the Board may be held with less than twenty-four (24) hours advance notice to the members;
- h. In accordance with *Section 43 (6) of The Act*, public notification will be deemed complete when posted on the website of the Board seven (7) days in advance of a meeting called by the Board, except in extraordinary circumstances;
- i. Every person attending the Board meeting, except for Board Members and Board staff, authorized police staff and others authorized by the Chair or the Board, shall remain in the audience portion of the boardroom before, during and after any meeting;
- j. The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a meeting of the Board;
- k. Notwithstanding Section 9 (e) of this by-law, a meeting deemed to be in "Closed Session" will not require notification of the public; and

- I. No business may be transacted at a special meeting of the Board other than that specified in the notice or agenda

11. That in respect to special meetings of the Board:

- a. The Chair may at any time, summon a special meeting;
- b. Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than twenty-four (24) hours prior to the meeting in accordance with Section 10 of this By-law. Notice of all special public meetings shall be provided in accordance with Section 10 of this By-law;
- c. A special meeting may be summoned by verbal notice provided that at least a majority (1/2) of the Members of the Board consent to the time, the place, the manner, and the matter to be considered and that the decision to summon the meeting is later ratified by the Board;
- d. At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a two-thirds majority vote; and
- e. The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.

12. That in respect to live-streaming and video recording meetings

- a. All meetings shall be live-streamed, and a video recording of the meeting shall be posted as soon as practicable following the meeting; and
- b. A recorded video of a Board and/or Committee meeting is not an official record of that meeting. The official record of the Board and/or Committee meeting shall consist solely of the Minutes approved by the Board. The video is available for details and content.

13. That in respect to quorum:

- a. A quorum shall be a majority of them members according to *Section 43 (2) of The Act*;

- b. If a quorum is lost during a meeting of the Board then the Chair shall, upon determining that a quorum is not present, request the Secretary to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner; and
- c. If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned, and the Secretary shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.

14. That in respect to the calling of the meeting to order:

- a. As soon as possible after the hour of the meeting, and where quorum is present, the Chair shall take the chair and call the meeting to order; and
- b. If a quorum for either the regular or special Board meeting is not present within twenty (20) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

15. That in respect to the Board agenda:

- a. The Secretary shall cause an agenda to be prepared with the following headings, for the use of Members at the regular meetings of the Board;
 - 1. Call to order
 - 2. Approval of agenda
 - 3. Declaration of conflict of interest
 - 4. Previous minutes
 - 5. Public meetings/Deputations/Presentations
 - 6. Staff reports
 - 7. Correspondences
 - 8. Other Business

9. Closed session

10. By-laws

11. Adjournment

- b. The Secretary shall receive all reports and supporting materials for the agenda Ten (10) days prior to the date for the Board meeting. 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;
- c. Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:
 - i. 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;
 - ii. 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 Services, it shall be referred to the Inspector for necessary action and a report presented at the next Board meeting, if required.
- d. The Secretary shall electronically send the agenda and all other supporting material for each regular meeting to each Member of the Board not less than seven (7) days prior to the hour appointed for the holding of the meeting.

16. That in respect to Board minutes

- a. The Secretary shall cause minutes to be taken of each meeting of the Board, which shall include:
 - i. The place, date and time of the meeting;
 - ii. The name of the Chair and the attendance of the Members, the Secretary, senior staff of the Norfolk County O.P.P. Detachment, names of presenters and external deputations;
 - iii. The confirmation and correction of the minutes of the previous meeting;

- iv. Declarations of conflict of interest or pecuniary interest;
 - v. All other proceedings of the Board without note or comment.
 - b. The Minutes of each Board Meeting shall be presented to the Board for approval at the next regular Meeting; and
 - c. After the Board Minutes have been approved by the Board, they shall be signed by the Chair and the Secretary, and sealed.
- 17. That in respect to the disclosure of conflicts of interest:
 - a. The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter;
 - b. Where a member, either on their 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:
 - i. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. Not take part in the discussion of, or vote on any question in respect of the matter; and
 - iii. Not attempt in any way either before, during or after the meeting to influence the voting on any such question.
 - c. 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;
 - d. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member shall disclose their interest and otherwise comply at the first meeting of the Board attended by them after the particular meeting; and
 - e. 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.
- 18. That in respect to the hearing of deputations:

- a. Deputations will only be heard at regular meetings and provided that the person(s) requesting a delegation has provided written notice of their request at least seven (7) days before the date of the Board meeting. The request shall also include a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented. Deputations shall be restricted to presentations of five (5) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any deputation may be extended an additional five (5) minutes at the discretion of the Chair;
- b. Upon receipt of the written notice requesting a deputation, the Secretary shall list the deputation on the next appropriate meeting agenda;
- c. Upon the completion of a presentation to the Board by a deputation, any discourse between Members of the Board and the deputation 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 deputation respecting the presentation;
- d. Opinions of deputations are their own and the Board is not responsible for comments or any materials deputations choose to provide.
- e. No deputation shall:
 - i. Speak disrespectfully of any person(s);
 - ii. Use offensive words or unparliamentary language;
 - iii. Speak on any subject other than the subject for which they have received approval to address the Board; or
 - iv. Disobey the rules of procedure or a decision of the Chair.
- f. The Chair may curtail any deputation, any questions of a deputation or debate during a deputation for disorder or any other breach of this By-Law and, where the Chair rules that the deputation is concluded, the person(s) appearing shall immediately withdraw.

19. That in respect to the conduct of members:

- a. The members of the Board are subject to the Code of Conduct for O.P.P. Detachment Board Members set out in Ontario Regulations

409/23, as amended, and by-law 2025-02OPP – Code of Conduct for O.P.P. Detachment Board Members.

20. That in respect to the rules of debate:

- a. Every member, before speaking to a question or motion, shall first receive recognition from the Chair and then the member shall address the Chair;
- b. 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 and appear on the list;
- c. When two (2) or more Members indicate their intention to speak, the Chair shall recognize the member who, in their opinion, first indicated their intention to speak and that Member may speak to the question or motion first;
- d. 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;
- e. No member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of their speech, which the member feels may have been misunderstood but in no instance shall the member be permitted to introduce any new matter;
- f. Notwithstanding Subsection 20 (e), 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;
- g. 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; and
- h. 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.

21. That in respect to motions:

- a. All motions, except a motion to adjourn, shall be duly moved and seconded before being discussed or being put to a vote;
- b. The Board Chair shall repeat a motion before a vote is taken if required to do so by a member;
- c. After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken;
- d. A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:
 - i. To adjourn;
 - ii. To amend;
 - iii. To refer;
 - iv. To suspend the rules of procedure;
 - v. To table the question;
 - vi. To vote on the question.
- e. A motion to adjourn the meeting may be made at any time except:
 - i. When a Member is speaking or during the taking of a vote;
 - ii. When the question has been called;
 - iii. When a Member has already indicated to the Chair that they desire to speak on the question; and
 - iv. When resolved in the negative, cannot be made again until the Board has concluded the item currently under discussion.
- f. A motion to amend:
 - i. Shall be relevant to the question to be decided;
 - ii. Shall not be received if, in essence, it constitutes a rejection of the main question; and,
 - iii. Only one motion to amend such amendment shall be permitted.

- g. A motion to refer the question shall include:
 - i. The name of the Committee or other body or official to whom the question is to be referred;
 - ii. The terms upon which the question is to be referred; and
 - iii. 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 any amendment thereto, shall be allowed until after its disposition.
- h. After any question put or voted upon, any member who was present and who voted with 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.

22. That in respect to voting on motions:

- a. A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question(s);
- b. When the Chair is satisfied that a question contains distinct proposals, they 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;
- c. 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 they are prohibited from voting;
- d. If a member present does not vote when a question is put, they shall be deemed to have voted in the negative, except where the member is prohibited from voting by statute;
- e. When a recorded vote is permitted and required, except during the "In-Closed" Session portion of the meeting, the Secretary shall conduct the vote;
- f. The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results. The vote of each member shall be recorded in the minutes of the Board; and

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

23. That in respect to public and closed meetings:

- a. Subject to Subsection 19 (b) of this By-Law, all meetings of the Board shall be open to the public;
- b. The following subject matters may be discussed in a closed meeting of the Board, unless prohibited by law including:
 - i. Intimate financial and personal matters, where a named or identifiable employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board Members concurs;
 - ii. Labour relations or employee negotiations matters arising out of the administration of collective agreements;
 - iii. A proposed or pending acquisition of land for Board purposes;
 - iv. Litigation or potential litigation or matters in which public discussion could prejudice the Board's legal position or be detrimental to the Board in proceedings before any Court or Administrative Tribunals;
 - v. Consideration of promotions;
 - vi. Matters that are specifically restricted by legislation regarding the protection of privacy;
 - vii. Matters relating to the consideration of a request under *the Freedom of Information and Protection of Privacy Act* and *the Municipal Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information and Protection of Privacy Act*; and
 - viii. Matters involving public security, the revelation of which would endanger the security of the Board's property, or the operations of the policing services.
- c. No person other than Board Members, Secretary, Inspector, and other persons invited by the Chair, shall attend closed meetings of

the Board, and persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.

24. That in respect to the availability of information:

- a. Information relating to matters described in Subsection 23 (b) of this By-Law, shall be marked “Confidential”; and
- b. Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials may be made available to the media and to any other member of the public requesting such information, provided the disclosure of such information do not relate to matters described in Section 23 (b) of this By-Law.

25. That in respect to by-laws:

- a. Every by-law shall be introduced upon a motion by a member, and any number of bylaws may be introduced together in one motion, but the Chair may, at the request of a member, deal separately with any by-laws;
- b. 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; and
- c. 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.

26. That in respect to the investigation of complaints against the Board:

- a. The procedures for the investigation of complaints against the Norfolk County O.P.P. Detachment Board shall be in accordance with the *Community Safety and Policing Act* and its regulations thereto, as amended.

27. That the effective date of this by-law shall be the date of passage thereof.

Enacted and passed this ____ day of _____, 2025.

Board Chair

Board Secretary

DRAFT



The Corporation of Norfolk County

By-Law 2025-02OPP

Being a by-law to establish and govern the Code of Conduct for the Norfolk County O.P.P. Detachment Board Members.

Whereas section 46 (6) of the *Community safety & Policing Act* provides that an O.P.P. Detachment Board shall establish its own rules and procedures in performing its duties under the *Community Safety & Policing Act*; and

Whereas *Ontario Regulation 408/23* outlines the Code of Conduct that must be adhered to by O.P.P. Detachment Board Members; and

Whereas the *Municipal Conflict of Interest Act* outlines the duties of a board member in regards to pecuniary interests; and

Whereas the O.P.P. Detachment Board deems it expedient to pass such a By-Law to make rules and regulations governing the orders and procedures of the Board.

Now therefore The Corporation of Norfolk County's O.P.P. Detachment Board hereby enacts as follows:

1. That for the purposes of this by-law:
 - a. "Board" means the Norfolk County O.P.P. Detachment Board;
 - b. "Chair" means the Chair of the Norfolk County O.P.P. Detachment Board;
 - c. "Conflict of Interest" means a situation in which a Member of the Board's private interests or personal relationships place, or may reasonable perceived to place, the Member in conflict with their duties as a Member of the Board;
 - d. "Member" means a Board member of the Norfolk County O.P.P Detachment Board
 - e. "MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act*
 - f. "Personal Relationship" means relationships that include but are not limited to the following:
 - i. A current or former spouse or common-law partner of the Member;
 - ii. A current or former intimate partner of the Member;

- iii. The Member's children, including biological, adoptive and stepchildren;
 - iv. The legal dependents of the Member;
 - v. A child in the Member's care; and
 - vi. The Member's grandparents, parents, or siblings, including grandparents-in-law and siblings-in-law.
2. That Members of the Norfolk County O.P.P. Detachment Board shall familiarize themselves and comply with *Ontario Regulation 409/23 – Code of Conduct for O.P.P. Detachment Board Members* and the *Municipal Conflict of Interest Act*
3. That no Member shall bid on or purchase any item offered for sale, directly or indirectly, at an auction conducted by the Norfolk County detachment of the Ontario Provincial Police
4. That Ontario Regulation 409/23 reads that a member shall:
- a. Not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the O.P.P. Detachment Board or the Police Service maintained by the O.P.P. Detachment Board;
 - b. Not be subject to discipline for a contravention of subsection 4 (a) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a Member;
 - c. Comply with the Act and any Regulations made under it;
 - d. Not, by act or omission, conduct themselves in a manner that is likely to cause the Board to fail to comply with the Act or the Regulations made under it;
 - e. Comply with any rules, procedures, policies, and by-laws of the Board;
 - f. Not substantially interfere with the conduct of Board meetings;
 - g. Be in contravention of this code of conduct if they are found guilty of an offence under the Criminal Code, the Controlled Drugs & Substances Act, or the Cannabis Act when committed after they were appointed as a Member;
 - h. Not, in the course of their duties, treat any person in a manner that the Member, at the time, knows or reasonably ought to know would contravene the Human Rights Code;

- i. Not be subject to discipline for contravention of subsection 4 (h) if, on a balance of probabilities, the Member's conduct was in the good faith performance of their duties;
 - j. Conduct themselves in a professional and respectful manner in the course of their duties, including, without limitation, not using abusive or insulting language in the course of their duties; and
 - k. Not be subject to discipline for a contravention of subsection 4 (j). if, on a balance of probabilities, the Member's conduct was in good faith performance of their duties.
- 5. That professional business practices should be adhered to with respect to the creation and content of any Board communications.
- 6. That the following guidelines shall be followed when corresponding with a business associate:
 - a. Members shall not send or willingly receive any obscene or defamatory material;
 - b. Members shall not send or willingly receive material intended to annoy, harass or intimidate another person or group of persons or otherwise bring discredit up on the reputation of the Board;
 - c. Do not use sarcasm or profanity;
 - d. Do not express personal opinions unless it is a specific task or requirement as part of your position with the Board;
 - e. Mark any written correspondence as confidential when it includes confidential information. (e.g. texts containing or commenting upon a legal opinion or strategy should be marked as 'Confidential'). With some exceptions, the MFIPPA provides for the protection of solicitor-client privilege and for the sheltering of advice given by Members;
 - f. Do not include any text information that would not be suitable or could not be disclosed to the public.
- 7. That email transmissions sent over the Internet are not secure and may be intercepted. Internet email should not be regularly used to send operational or sensitive Board information.
- 8. That the disclosure of written correspondence must be taken into consideration when a statutory access request is received under the MFIPPA. Inappropriate,

nonbusiness-like records could prove embarrassing to the person who created the correspondence and the Board.

9. That in respect to media relations:
 - a. The Chair will be considered the Board spokesperson for all media inquiries. When the Chair is unavailable, the Vice-Chair will be considered the Board spokesperson for all media inquiries;
 - b. In special circumstances, such as during contract negotiations or where a Board subcommittee has been established on a specific issue, the Board may designate the Member leading the negotiations, or the Chair of the sub-committee, as the case may be, to act as spokesperson for the Board on the subject in question;
 - c. Members may communicate a position of the Board; however, should a Member publicly disagree with a position of the Board, or wish to comment on a matter not yet before the Board, the Member will clearly identify that they are speaking as an individual and not on the Board's behalf. A Member shall not state that the Board has taken a position on a matter until the matter has been formally considered by the Board;
 - d. When a media inquiry is made directly to a Member regarding sensitive or confidential matters, Members will not comment but will advise the Chair of the inquiry so it may be directed to the most appropriate person; and
 - e. Board media releases will be approved prior to release by the Chair, or in their absence, by the Vice Chair. Members will receive a copy of the release as soon as possible once it has been approved.
10. That in respect to statements and attendance, Members shall:
 - a. Not knowingly make false statements pertaining to the duties of a Member of the Board;
 - b. Not purport to speak on behalf of the Board unless authorized by the Board to do so;
 - c. Clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the Board or a member of the police service;
 - d. Not access, collect, use, alter, retain, destroy, or disclose to any person, information that has been obtained or made available to the

Member in the course of their duties if doing so would be contrary to law;

- e. Not disclose to the public information obtained or made available in the course of their duties except as authorized by the Board or as required by law. This does not apply to information that was already made available to the public by a person who is authorized to do so prior to the Member's disclosure; and
- f. Attend all Board meetings unless able to provide a reasonable explanation for the absence.

11. That in respect to misconduct and conflicts of interest:

- a. A Member shall disclose any conduct of another Member that they reasonably believe constitutes misconduct to:
 - i. The Board Chair; or
 - ii. The Inspector General if the conduct involved the Board Chair.
- b. A Member shall disclose any charges laid against them under the Criminal Code, the Controlled Drugs and Substances Act, or the Cannabis Act, and any finding of guilt made in relation to those charges;
- c. Section 11 (b) only applies to charges of findings that were made after the Member's appointment to the Board; and
- d. The disclosure required in Section 11 (b), must be made to the person or body that appointed the individual or, in the case of a Member appointed by the Lieutenant Governor in Council, to the Minister;
- e. A member of an O.P.P. Detachment Board shall not use their position as a O.P.P. Detachment Board member to:
 - i. Benefit themselves;
 - ii. Benefit one or more persons with whom they have a personal relationship; or
 - iii. Interfere with the administration of justice.
- f. A member of a O.P.P. Detachment Board shall not participate in discussion of or vote with respect to matters at O.P.P. Detachment

Board meetings if the member has a conflict of interest in the matter.

- g. A Member shall not apply for employment with the Norfolk County O.P.P. Detachment unless they resign from the Board before applying.
- h. A Member of the Board shall promptly disclose any conflict of interest to:
 - i. The Board Chair; or
 - ii. The Inspector General if the conflict involves the Board Chair.

12. That the effective date of this by-law shall be the date of passage thereof.

Enacted and passed this ____ day of _____, 20_____.

Board Chair

Board Secretary



The Corporation of Norfolk County

By-Law 2025-03OPP

Being a by-law to govern the proceedings of the Norfolk County O.P.P. Detachment Board, the conduct of its Members and the calling of meetings.

Whereas *Section 67 (1) of the Community Safety and Policing Act*, hereby referred to as "*The Act*" states that there shall be an O.P.P detachment board for each detachment of the Ontario Provincial Police that provides policing in a municipality; and

Whereas *Subsection 67 (2) of The Act* states that the composition of the O.P.P detachment board shall be provided in regulations 135/24 made by the minister; and

Whereas *Table 1 of Ontario Regulations 135/24 of the Community Safety and Policing Act* states that the composition of the Norfolk County O.P.P detachment board shall be as follows:

Three members appointed by Norfolk County who are members of council of the municipality

One member appointed by Norfolk County who is neither a member of the council, nor an employee of, the municipality

One member appointed by the minister; and

Whereas *Section 46 (1) of The Act* states that subject to regulations made by the Minister, an O.P.P detachment board shall establish its own rules and procedures in performing its duties under this *Act* and the regulations; and

Whereas it is deemed expedient to make and establish rules governing the proceedings of the Norfolk County O.P.P. Detachment Board, the conduct of its members and the calling of meetings, pursuant to the *Community Safety and Policing Act, S.O. 2019, as amended*.

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That for the purposes of this by-law:
 - a. "Agenda" means the document prepared for distribution as prescribed by section 15 of this by-law;
 - b. "The Act" means *the Community Safety and Policing Act S.O. 2019*;

- c. “Board” means the Norfolk County O.P.P. Detachment Board;
- d. “Chair” means the Chair of the O.P.P. detachment board;
- e. “Closed meeting” means a meeting that is closed to the public in accordance with section 23 of this by-law;
- f. “Committee” means standing or ad hoc committees or any other similar entity composed of members of the board pursuant to *The Act*;
- g. “Detachment Commander” means an Ontario Provincial Police Detachment Commander reporting to the Norfolk County O.P.P. Detachment Board;
- h. “Norfolk County O.P.P. Detachment Board” means the Board governing police services pursuant to the provisions of *The Act* including its regulations and amendments thereto for the catchment area defined as the Norfolk County detachment and more particularly described in *Table 1 of Ontario Regulations 135/24*;
- i. “Inspector” means an Ontario Provincial Police Inspector reporting to the Norfolk County O.P.P. Detachment Board;
- j. “Member” means a member of the Norfolk County O.P.P. Detachment Board;
- k. “Minister” means the Minister of the Solicitor General;
- l. “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;
- m. “Motion to receive” means a motion to acknowledge a particular item, report, or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- n. “Motion to refer” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Inspector or another official or committee;
- o. “Motion to table” means a motion to postpone without setting a definite date as to when the matter will be considered again;

- p. "Notice of motion" means an oral notice or written motion received by the Executive Director, moved by a Member, and seconded by another Member, for inclusion on an agenda of a meeting of the Board or a Committee;
- q. "Pecuniary Interest" means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50;
- r. "Point of order" means a question by a Member with the view to calling attention to any issue relating to this By-law or the conduct of the Board's business or in order to assist the Member in understanding the Board's procedures, making an appropriate motion, or understanding the effect of a motion;
- s. "Point of privilege or personal privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that their integrity or that of a Member has been impugned or questioned by a Member;
- t. "Recorded Vote" Means the making of a written record of the name and vote of each member present who votes on a question and each member present who does not vote;
- u. "Presentation" means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- v. "Quorum" means a majority of the Members of the Board in accordance with Section 43 (2) of *The Act*;
- w. "Resolution" means the decision of the Board on any motion;
- x. "Secretary" means the administrative support of the Norfolk County O.P.P. Detachment Board;
- y. "Special Meeting" means a meeting other than a regularly scheduled meeting, called pursuant to Section 11 of this By-law; and
- z. "Vice-Chair" means a member required to act, from time to time, in the place and stead of the Chair, pursuant to Section 7 of this By-law;

- 2. That in respect to the application of this By-law:

- a. The rules or procedures contained in this By-law 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 modifications, in a committee of the board;
 - b. Except as provided elsewhere in this By-law, the Board may temporarily suspend one or more of the following rules contained in this paragraph by a vote of the majority of the members present:
 - i. Rules with respect to a change in agenda order of proceedings and content;
 - ii. Rules respecting notice of deputation status; and
 - iii. Rules with respect to the increase or decrease of deputation and debate limitations.
 - c. The Chair shall decide all points of order or procedure for which rules have not been provided for in this By-law.
3. That in respect to the composition of the Board:
- a. The Board shall be composed of:
 - i. Three members appointed by Norfolk County who are members of council of the municipality;
 - ii. One member appointed by Norfolk County who is neither a member of the council, nor an employee of, the municipality; and
 - iii. One member appointed by the minister.
 - b. In accordance with *Section 35 (1) of The Act*, Members of the Norfolk County O.P.P. Detachment Board shall, at the time of their appointment as a Member of the Board, take an oath or affirmation of office in the form prescribed by the Minister; and
 - c. In accordance with *Section 35 (2) of The Act*, members of the Norfolk County O.P.P. Detachment Board shall successfully complete all training approved by the Minister with the timeline prescribed by the Minister under *section 44 of Ontario Regulations 87/24*;
4. That in respect to the selection of a Chair and Vice-Chair:

- a. In accordance with *Section 36 (1) of The Act*, the members of an O.P.P. Detachment Board shall elect a chair at the Board's first meeting in each year;
 - b. In accordance with *Section 36 (2) of The Act*, the members of an O.P.P. Detachment Board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant;
 - c. The election of the Chair and Vice-Chair shall be conducted by the secretary; and
 - d. Any votes required under this section of the By-law shall be taken by each member present indicating their vote openly and that no vote shall be taken by ballot or any other method of secret voting.
5. That in respect to the appointment and designation of an Acting Chair:
- a. In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Members shall call to order and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice-Chair;
 - b. The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason; and
 - c. The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this By-law.
6. That in respect to the duties and responsibilities of the Board:
- a. The Board shall be responsible for those duties as set out in *Section 37 (1) and 68 (1) of The Act* including any other responsibilities that may be assigned under the provisions of *The Act* including its regulations thereto, as may be applicable, and the Board shall at all times discharge those duties in accordance with the Boards Code of Conduct under the provisions of the *Ontario Regulation 409/23*, as amended shall prevail.
7. That the duties of the Chair are as follows:

- a. Receive and submit, in the proper manner, all motions presented by the members;
 - b. Put to a vote all questions, which are duly moved and seconded and to announce the result thereof;
 - c. Decline to put to a vote, motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the board;
 - d. Enforce on all occasions the observance of order and decorum among members;
 - e. Call by name, any member persisting in the breach of the rules and procedures and order them to vacate the room in which the meeting is being held;
 - f. Inform the board on any point of order as deemed necessary;
 - g. Adjourn the meeting upon a motion duly moved when business is concluded;
 - h. 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; and
 - i. Perform any and all other duties when directed to do so by motion of the Board.
8. That the duties of the Vice-Chair are as follows:
- a. When the Chair is absent or refuses to act, the Vice-Chair shall act in their place and stead and while acting, shall have the same authority, rights and powers of the Chair.
9. That in respect to Committees of the Board:
- a. The Board may, at any time, appoint by motion one or more members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board; and
 - b. The Committee shall report its work to the Board at the meeting of the Board next following the date of the Committee meeting.
10. That in respect to regular meetings of the Board:
- a. The Board shall hold at least four (4) meetings each year in accordance with *Section 43 (1) of The Act*. The meeting location is

to be at 50 Colborne street, Simcoe, Ontario. Meetings shall commence at 9:30am unless otherwise determined by the Chair;

- b. The Chair shall preside over all meetings. In the absence of the Chair, the Vice-Chair shall preside;
- c. 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;
- d. 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;
- e. Electronic participation through audio or video conferencing is permitted for regular Board meetings, committee meetings and any special or emergency meetings. The Board members who are participating electronically are deemed present for the purposes of quorum when participating in meetings and are permitted to vote accordingly;
- f. 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 sent by electronic invitation or any other means deemed appropriate by the Secretary;
- g. No special meeting of the Board may be held with less than twenty-four (24) hours advance notice to the members;
- h. In accordance with *Section 43 (6) of The Act*, public notification will be deemed complete when posted on the website of the Board seven (7) days in advance of a meeting called by the Board, except in extraordinary circumstances;
- i. Every person attending the Board meeting, except for Board Members and Board staff, authorized police staff and others authorized by the Chair or the Board, shall remain in the audience portion of the boardroom before, during and after any meeting;
- j. The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a meeting of the Board;
- k. Notwithstanding Section 9 (e) of this by-law, a meeting deemed to be in "Closed Session" will not require notification of the public; and

- I. No business may be transacted at a special meeting of the Board other than that specified in the notice or agenda

11. That in respect to special meetings of the Board:

- a. The Chair may at any time, summon a special meeting;
- b. Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than twenty-four (24) hours prior to the meeting in accordance with Section 10 of this By-law. Notice of all special public meetings shall be provided in accordance with Section 10 of this By-law;
- c. A special meeting may be summoned by verbal notice provided that at least a majority (1/2) of the Members of the Board consent to the time, the place, the manner, and the matter to be considered and that the decision to summon the meeting is later ratified by the Board;
- d. At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a two-thirds majority vote; and
- e. The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.

12. That in respect to live-streaming and video recording meetings

- a. All meetings shall be live-streamed, and a video recording of the meeting shall be posted as soon as practicable following the meeting; and
- b. A recorded video of a Board and/or Committee meeting is not an official record of that meeting. The official record of the Board and/or Committee meeting shall consist solely of the Minutes approved by the Board. The video is available for details and content.

13. That in respect to quorum:

- a. A quorum shall be a majority of them members according to *Section 43 (2) of The Act*;

- b. If a quorum is lost during a meeting of the Board then the Chair shall, upon determining that a quorum is not present, request the Secretary to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner; and
- c. If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned, and the Secretary shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.

14. That in respect to the calling of the meeting to order:

- a. As soon as possible after the hour of the meeting, and where quorum is present, the Chair shall take the chair and call the meeting to order; and
- b. If a quorum for either the regular or special Board meeting is not present within twenty (20) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

15. That in respect to the Board agenda:

- a. The Secretary shall cause an agenda to be prepared with the following headings, for the use of Members at the regular meetings of the Board;
 - 1. Call to order
 - 2. Approval of agenda
 - 3. Declaration of conflict of interest
 - 4. Previous minutes
 - 5. Public meetings/Deputations/Presentations
 - 6. Staff reports
 - 7. Correspondences
 - 8. Other Business

9. Closed session

10. By-laws

11. Adjournment

- b. The Secretary shall receive all reports and supporting materials for the agenda Ten (10) days prior to the date for the Board meeting. 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;
- c. Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:
 - i. 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;
 - ii. 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 Services, it shall be referred to the Inspector for necessary action and a report presented at the next Board meeting, if required.
- d. The Secretary shall electronically send the agenda and all other supporting material for each regular meeting to each Member of the Board not less than seven (7) days prior to the hour appointed for the holding of the meeting.

16. That in respect to Board minutes

- a. The Secretary shall cause minutes to be taken of each meeting of the Board, which shall include:
 - i. The place, date and time of the meeting;
 - ii. The name of the Chair and the attendance of the Members, the Secretary, senior staff of the Norfolk County O.P.P. Detachment, names of presenters and external deputations;
 - iii. The confirmation and correction of the minutes of the previous meeting;

- iv. Declarations of conflict of interest or pecuniary interest;
 - v. All other proceedings of the Board without note or comment.
 - b. The Minutes of each Board Meeting shall be presented to the Board for approval at the next regular Meeting; and
 - c. After the Board Minutes have been approved by the Board, they shall be signed by the Chair and the Secretary, and sealed.
- 17. That in respect to the disclosure of conflicts of interest:
 - a. The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter;
 - b. Where a member, either on their 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:
 - i. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. Not take part in the discussion of, or vote on any question in respect of the matter; and
 - iii. Not attempt in any way either before, during or after the meeting to influence the voting on any such question.
 - c. 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;
 - d. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member shall disclose their interest and otherwise comply at the first meeting of the Board attended by them after the particular meeting; and
 - e. 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.
- 18. That in respect to the hearing of deputations:

- a. Deputations will only be heard at regular meetings and provided that the person(s) requesting a delegation has provided written notice of their request at least seven (7) days before the date of the Board meeting. The request shall also include a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented. Deputations shall be restricted to presentations of five (5) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any deputation may be extended an additional five (5) minutes at the discretion of the Chair;
- b. Upon receipt of the written notice requesting a deputation, the Secretary shall list the deputation on the next appropriate meeting agenda;
- c. Upon the completion of a presentation to the Board by a deputation, any discourse between Members of the Board and the deputation 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 deputation respecting the presentation;
- d. Opinions of deputations are their own and the Board is not responsible for comments or any materials deputations choose to provide.
- e. No deputation shall:
 - i. Speak disrespectfully of any person(s);
 - ii. Use offensive words or unparliamentary language;
 - iii. Speak on any subject other than the subject for which they have received approval to address the Board; or
 - iv. Disobey the rules of procedure or a decision of the Chair.
- f. The Chair may curtail any deputation, any questions of a deputation or debate during a deputation for disorder or any other breach of this By-Law and, where the Chair rules that the deputation is concluded, the person(s) appearing shall immediately withdraw.

19. That in respect to the conduct of members:

- a. The members of the Board are subject to the Code of Conduct for O.P.P. Detachment Board Members set out in Ontario Regulations

409/23, as amended, and by-law 2025-02OPP – Code of Conduct for O.P.P. Detachment Board Members.

20. That in respect to the rules of debate:

- a. Every member, before speaking to a question or motion, shall first receive recognition from the Chair and then the member shall address the Chair;
- b. 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 and appear on the list;
- c. When two (2) or more Members indicate their intention to speak, the Chair shall recognize the member who, in their opinion, first indicated their intention to speak and that Member may speak to the question or motion first;
- d. 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;
- e. No member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of their speech, which the member feels may have been misunderstood but in no instance shall the member be permitted to introduce any new matter;
- f. Notwithstanding Subsection 20 (e), 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;
- g. 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; and
- h. 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.

21. That in respect to motions:

- a. All motions, except a motion to adjourn, shall be duly moved and seconded before being discussed or being put to a vote;
- b. The Board Chair shall repeat a motion before a vote is taken if required to do so by a member;
- c. After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken;
- d. A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:
 - i. To adjourn;
 - ii. To amend;
 - iii. To refer;
 - iv. To suspend the rules of procedure;
 - v. To table the question;
 - vi. To vote on the question.
- e. A motion to adjourn the meeting may be made at any time except:
 - i. When a Member is speaking or during the taking of a vote;
 - ii. When the question has been called;
 - iii. When a Member has already indicated to the Chair that they desire to speak on the question; and
 - iv. When resolved in the negative, cannot be made again until the Board has concluded the item currently under discussion.
- f. A motion to amend:
 - i. Shall be relevant to the question to be decided;
 - ii. Shall not be received if, in essence, it constitutes a rejection of the main question; and,
 - iii. Only one motion to amend such amendment shall be permitted.

- g. A motion to refer the question shall include:
 - i. The name of the Committee or other body or official to whom the question is to be referred;
 - ii. The terms upon which the question is to be referred; and
 - iii. 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 any amendment thereto, shall be allowed until after its disposition.
- h. After any question put or voted upon, any member who was present and who voted with 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.

22. That in respect to voting on motions:

- a. A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question(s);
- b. When the Chair is satisfied that a question contains distinct proposals, they 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;
- c. 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 they are prohibited from voting;
- d. If a member present does not vote when a question is put, they shall be deemed to have voted in the negative, except where the member is prohibited from voting by statute;
- e. When a recorded vote is permitted and required, except during the "In-Closed" Session portion of the meeting, the Secretary shall conduct the vote;
- f. The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results. The vote of each member shall be recorded in the minutes of the Board; and

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

23. That in respect to public and closed meetings:

- a. Subject to Subsection 19 (b) of this By-Law, all meetings of the Board shall be open to the public;
- b. The following subject matters may be discussed in a closed meeting of the Board, unless prohibited by law including:
 - i. Intimate financial and personal matters, where a named or identifiable employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board Members concurs;
 - ii. Labour relations or employee negotiations matters arising out of the administration of collective agreements;
 - iii. A proposed or pending acquisition of land for Board purposes;
 - iv. Litigation or potential litigation or matters in which public discussion could prejudice the Board's legal position or be detrimental to the Board in proceedings before any Court or Administrative Tribunals;
 - v. Consideration of promotions;
 - vi. Matters that are specifically restricted by legislation regarding the protection of privacy;
 - vii. Matters relating to the consideration of a request under *the Freedom of Information and Protection of Privacy Act* and *the Municipal Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information and Protection of Privacy Act*; and
 - viii. Matters involving public security, the revelation of which would endanger the security of the Board's property, or the operations of the policing services.
- c. No person other than Board Members, Secretary, Inspector, and other persons invited by the Chair, shall attend closed meetings of

the Board, and persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.

24. That in respect to the availability of information:

- a. Information relating to matters described in Subsection 23 (b) of this By-Law, shall be marked “Confidential”; and
- b. Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials may be made available to the media and to any other member of the public requesting such information, provided the disclosure of such information do not relate to matters described in Section 23 (b) of this By-Law.

25. That in respect to by-laws:

- a. Every by-law shall be introduced upon a motion by a member, and any number of bylaws may be introduced together in one motion, but the Chair may, at the request of a member, deal separately with any by-laws;
- b. 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; and
- c. 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.

26. That in respect to the investigation of complaints against the Board:

- a. The procedures for the investigation of complaints against the Norfolk County O.P.P. Detachment Board shall be in accordance with the *Community Safety and Policing Act* and its regulations thereto, as amended.

27. That the effective date of this by-law shall be the date of passage thereof.

Enacted and passed this ____ day of _____, 2025.

Board Chair

Board Secretary