

# Report to Peterborough OPP Detachment Board

**To:** Chair & Members  
**From:** Bianca Dragicevic, Interim Board Administrator  
**Date:** October 21, 2024  
**Re:** Draft Rules of Procedure By-law

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## Recommendation:

**That** the Board receive the report from the Interim Board Administrator regarding the Draft Rules Procedure By-law; and further

**That** the Board support the Rules of Procedure By-law.

## Financial Implications:

There are no financial implications as a result of this report.

## Background:

With the formation of the OPP Detachment Boards under the *Community Safety and Policing Act, 2019* (CSPA), section 46(1) of the CSPA states that a police service board shall establish its own rules and procedures in performing its duties under the Act. A procedure by-law was developed to govern the proceedings of the Board Meetings as well as any Committee meetings, if established by the Board.

Below is a summary of notable provisions that the Board may wish to amend prior to the passage of the by-law or at a future meeting:

- **Notice of Meetings:** Any instances of notice of meetings have been generally stated to be posted on the internet. This is in compliance with the Act, however, the Board may wish to amend the by-law to be more specific once a Board Administrator is appointed or if a website is developed for the PODB.
- **Location of Meetings:** As Peterborough County has offered to allow the Board to utilize the Committee Room as the meeting location, this has been indicated throughout the By-law.
- **Recording of Meetings:** The Procedure By-law does not allow the recording of proceedings by the public. However, it does allow the video and audio recording by the Board Administrator to be made available wherever possible.

- **Meeting Date and Time:** The Procedure By-law outlines that meetings will be generally held on the fourth Monday of the month at 1:00 p.m. With the appointment of the community and provincial representatives, the Board may wish to change the meeting date and time to accommodate more individuals.
- **Meeting Length:** The Procedure By-law allows a maximum of three (3) hours for regular and special Board Meetings. The By-law allows a maximum of two (2) hours for Committee Meetings.
- **Electronic Meeting Conduct:** The Procedure By-law does not prohibit Members from attending meetings electronically. The Board may wish to limit electronic participation or limit the number of meetings annually that members are able to participate electronically.
- **Electronic Meeting Conduct:** The Procedure By-law states that to Chair the meeting, the Member shall be in person. The Board may wish to permit the Chairing of a meeting even when participating electronically.

The Procedure By-law reflects general rules of procedure found in most Municipal Council meetings and has been modified to fit the legislated requirements of the CSPA. It is recommended that the Board support the Procedure By-law as presented, to be passed formally later in the agenda.

**Consultations:**

None.

**Appendices:**

By-law B2024-001 - Rules of Procedure By-law has been included as item 8.1 on the agenda.

Submitted by:

*Bianca Dragicevic*

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Bianca Dragicevic, Interim Board Administrator