

**HANOVER POLICE SERVICES BOARD
BY-LAW NUMBER 2016-01
AS AMENDED BY BY-LAW 2018-01**

A by-law to govern the proceedings of the Hanover Police Services Board, the conduct, duties and responsibilities of its members and the calling of meetings.

WHEREAS it is the responsibility of the Hanover Police Services Board to provide policing services for the maintenance of law and order in the Town of Hanover Shores and make rules for the effective management of the Police Service under Section 10 or Section 31(6) of the Police Services Act, R.S.O. c.P.15 and amendments.

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

AND WHEREAS it is deemed expedient to make and establish rules governing the proceedings of the Hanover Police Services Board, the conduct, duties and responsibilities of its Members and the calling of meetings, pursuant to Section 37 of the Police Services Act, R.S.O. 1990 c.P.15 and amendments.

THEREFORE the Hanover Police Services Board enacts as follows:

1. DEFINITIONS

1.1 In this By-law:

- (A) "Act" means the Police Services Act, R.S.O. 1990 c.P.15, as amended from time to time;
- (B) "Acting Chair" means a member required to act from time to time in the place and stead of the Chair, pursuant to section 6 of this by-law;
- (C) "Board" means the Hanover Police Services Board and shall be composed of such members appointed under Part III of the Act;
- (D) "Chair" means the Chair of the Board;
- (E) "Chief" means the Chief of Police of the Hanover Police Service reporting to the Hanover Police Services Board;
- (F) "Deputy Chief" means the Deputy Chief of Police of the Hanover Police Service reporting to the Hanover Police Services Board;
- (G) "Inspector" means the Inspector of Police of the Hanover Police Service reporting to the Hanover Police Services Board;
- (H) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (I) "Council" means the Council of The Corporation of the Town of Hanover;
- (J) "Days" means calendar days exclusive of Saturday, Sundays and Statutory holidays;
- (K) "Secretary" means the Secretary of the Hanover Police Services Board;
- (L) "Member" means a member of the Hanover Police Services Board and includes the Chair;
- (M) "Municipality" means the Corporation of the Town of Hanover
- (N) "Recorded Vote" means the making of a written record of the name and vote of each Member present who votes on a question and of each member present who does not vote;
- (O) "County" means the County of Grey.
- (P) "Vice Chair" means the Member elected as Vice-Chair of the Board by its Members, pursuant to the Act.

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

2. APPLICATION

- 2.1 The rules or procedures contained in this by-law 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;
- 2.2 Except as provided elsewhere in this by-law, the Board may temporarily suspend one or more of the rules contained in this paragraph by a vote of the majority of the Members present:
- a) Rules with respect to a change in agenda order of proceedings and content;
 - b) Rules respecting notice of delegation status;
 - c) Rules with respect to the increase or decrease of delegation and debate limitations;
- 2.3 All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair.

3. COMPOSITION OF THE BOARD

- 3.1 In accordance with Section 27(6) of the Act, the Board shall consist of five (5) members, composed of:
- (A) the Head of the Council or, another Council member appointed by resolution of the Council;
 - (B) one (1) Council member appointed by resolution of the Council;
 - (C) one (1) person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the municipality; and
 - (D) two (2) persons appointed by the Lieutenant Governor in Council.

4. SELECTION OF CHAIR AND VICE CHAIR

- 4.1 In accordance with Section 28 (1) and (2) of the Act, the members of the Board shall, at the first public meeting of each year, elect from amongst its members, a Chair and Vice Chair for one year. If a Closed Session is held prior to the public meeting, an Acting Chair shall be appointed by the Board for that meeting.
- 4.2 The election of Chair shall be conducted by the Secretary
- 4.3 The election of the Vice Chair shall be conducted by the Secretary.

5. DUTIES AND RESPONSIBILITIES OF THE BOARD

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

6. DUTIES OF THE CHAIR

- 6.1 It shall be the duty of the Chair to:

- (A) report on the activities of the Hanover Police Service and those of its Board, to Hanover Council at its regularly scheduled meetings, and as requested;
- (B) act as the sole spokesperson for the major policy decisions of the Board;
- (C) represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- (D) set the agenda for all meetings with input from the Chief and Secretary;
- (E) open the meeting of the Board by taking the chair and calling the Members to order;
- (F) receive and submit, in the proper manner, all motions presented by the Members;
- (G) put to vote all questions, which are duly moved and to announce the result thereof;
- (H) decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (I) restrain the Members, when engaged in debate, within the rules of procedure;
- (J) enforce on all occasions the observance of order and decorum among the Members;
- (K) call by name, any Member persisting in breach of the rules and procedure and to order him or her to vacate the room in which the meeting is being held;
- (L) inform the Board on any point of order as deemed necessary;
- (M) adjourn the meeting upon motion duly moved when the business is concluded;
- (N) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (O) 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;
- (P) perform any and all other duties when directed to do so by motion of the Board.

7. DUTIES OF THE VICE CHAIR

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

8. DUTIES OF THE SECRETARY

- 8.1 It shall be the duty of the Secretary to:
 - (A) attend all meetings of the Board and to record all resolutions, decisions and other procedures of the Board;
 - (B) notify the members of the Board of each regular and special meeting, prepare agendas in collaboration with the Chair and distribute packages of information for the meetings.
 - (C) keep a written record of all motions and their disposition, signed by the Chair and the Secretary and provide copies of resolutions of the Board relating to the Town of Hanover and other authorities as required.
 - (D) prepare minutes of the Board meetings and include a copy of the said minutes with the agenda package for the next regular meeting of the Board.
 - (E) receive letters, petitions and other communications addressed to the Board and, place them on the Agenda for the new regular meeting of the Board or to refer them to the Chair or to the Chief for necessary action.
 - (F) Conduct the elections of Chair and Vice-Chair
 - (G) Maintain all records of the Board in secure and proper facilities.

- (H) Perform other functions related to the business of the Board as assigned by the Chair or the Board. (I) in the absence of the Secretary the Board can appoint an Acting Secretary for the meeting.

9. COMMITTEES OF THE BOARD

- 9.1 The Board may at any time by motion appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 9.2 The Bargaining Committee will consist of one or more members of the Board and the Board Secretary and the Board's Solicitor as required.
- 9.3 A Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

10. REGULAR MEETINGS OF THE BOARD

- 10.1 The Board shall hold its regular meetings at the hour of 7:00 p.m. on the last Tuesday of each month in the Winkler Room at the Hanover Civic Centre or at such other place or time as may be determined by the Board from time to time.
- 10.2 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair or in the absence of the Vice Chair, the next senior member of the Board shall preside at the meeting in accordance with Section 7 of this by-law.
- 10.3 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.
- 10.4 Members may participate in an Open Meeting of the Board via teleconference or videoconference provided that they shall not be counted in the determination of quorum and will have no voting privileges.

11. SPECIAL MEETINGS OF THE BOARD

- 11.1 The Chair, or in his or her absence the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members of the Board.
- 11.2 The Secretary shall give notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by telephone, or other means deemed appropriate by the Secretary.
- 11.3 No special meeting of the Board may be held with less than 24 hours notice to the Members.
- 11.4 Notification of the public will be deemed complete with notice on the Town's web site in advance of a meeting called under Section 10.1.
- 11.5 Notwithstanding 10.4, a meeting deemed to be In Camera, will not require notification of the public.

- 11.6 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.
- 11.7 Notwithstanding this section, on urgent and extraordinary occasions, an emergency special meeting of the Board may be called by the Chair without notice to consider and deal with such urgent and extraordinary matters.
- 11.8 Members may participate in a Special Meeting of the Board via teleconference or videoconference provided that they shall not be counted in the determination of quorum and will have no voting privileges.

12. CALLING THE MEETINGS TO ORDER

- 12.1 As soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall take the chair and call the meeting to order.
- 12.2 If a quorum for either the regular or special Board meeting is not present within thirty (30) 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.

13. QUORUM

- 13.1 A quorum shall be a majority of the Members according to Section 35(2) of the Police Services Act, or in the case of a Committee, a majority of the Members of the Committee.

14. BOARD AGENDA

- 14.1 The Secretary shall cause an agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:
- (A) Conflict of Interest or Pecuniary Interest Disclosures;
 - (B) Approval of the Agenda;
 - (C) Deviation from the Agenda;
 - (D) Presentations/Delegations;
 - (E) Minutes of the Previous Meeting(s);
 - (F) Business from Minutes;
 - (G) Accounts;
 - (H) Correspondence;
 - (I) New Business;
 - (J) Chief's Report
 - (K) In Camera Session;
 - (L) Reconvene in Open Session; and,
 - (M) Adjournment.
- 14.2 The Secretary shall consult with the Chair prior to the 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.

- 14.3 Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:
- (A) where, in the opinion of the Secretary, the subject matter of any communication is properly within the jurisdiction of the Board, place it upon the Agenda for the new regular meeting of the Board to be dealt with during such meeting;
 - (B) where, in the opinion of the Secretary, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, shall refer it to the Chief for necessary action and a report presented at the next Board meeting if required.
- 14.4 The Secretary shall deliver the agenda for each regular meeting to each Member of the Board not less than seventy two (72) hours prior to the hour appointed for holding of the meeting.

15. CONFLICT OF INTEREST DISCLOSURE

- 15.1 The Chair and Members shall be governed by the Municipal Conflict of Interest Act, R.S.O. 1990, 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.
- 15.2 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:
- (A) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - (B) not take part in the discussion of, or vote on any question in respect of the matter; and
 - (C) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 15.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 15.4 Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.
- 15.5 To fulfill the Board's functions pursuant to PART V – COMPLAINTS AND DISCIPLINARY PROCEEDINGS, of the Act, Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias. Where there is uncertainty as to whether a conflict may exist, the issue should be raised. The decision in regards to the conflict shall be determined by the Member.
- 15.6 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.

16. HEARING OF DELEGATIONS

- 16.1 Delegations 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 five (5) 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. Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any delegation may be extended an addition five (5) minutes at the discretion of the Chair.
- 16.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.
- 16.3 Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.
- 16.4 No delegation shall:
- (A) speak disrespectfully of any person;
 - (B) use offensive words or unparliamentary language;
 - (C) speak on any subject other than the subject for which they have received approval to address the Board; or
 - (D) disobey the rules of procedure or a decision of the Chair.
- 16.5 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this by-law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

17. CONDUCT OF MEMBERS

- 17.1 No member shall:
- (A) use offensive words or unparliamentary language in meetings of the Board or against any Member;
 - (B) speak on any subject other than the subject in debate;
 - (C) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
 - (D) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, gender identity, gender expression, sexual orientation, age, colour, marital status, family status or disability;
 - (E) engage in private conversation while in the Board Meeting, or use electronic devices in a manner which interrupts the proceedings of the Board;
 - (F) disobey the rules as set out in this by-law or a decision of the Chair, on questions of order or procedure as set out in this by-law or resolution of the Board, or upon the interpretation of the rules of the Board.
- 17.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board." If a

Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

18. RULES OF DEBATE

- 18.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.
- 18.2 When a Member wishes to speak to any question, motion or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.
- 18.3 When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in his or her opinion, first indicated their intention to speak, and that Members may speak to the question or motion first.
- 18.4 When a Member is speaking no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.
- 18.5 A Member may require the question or motion under discussion to be read at any time during the debate, but so as not to interrupt a Member who is speaking.
- 18.6 No Member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech which the Member feels may have been misunderstood, but in no instance, shall the Member be permitted to introduce any new matter.
- 18.7 Notwithstanding Section 17.6, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
- 18.8 No Member shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.
- 18.9 After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 18.10 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

19. MOTIONS

- 19.1 All motions, except a motion to adjourn, shall be duly moved and seconded before being discussed or being put to a vote.

19.2 The Secretary shall keep a written record of all motions and their disposition, signed by the Chair and the Secretary.

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

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

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

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

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

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

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

19.7 A motion to amend:

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

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

19.8 A motion to refer the question shall include:

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

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

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

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

Section 19. MOTIONS as amended by By-law 2018-01 by the addition of 19.11.

19.11 Motions can be moved, seconded and voted on by Board members by electronic means if in the opinion of the Chair it is necessary for the Board to consider the motion prior to the next scheduled Board meeting in order for the board to fulfill its responsibility to ensure adequate and effective policing by the Hanover Police Service.

20. VOTING ON MOTIONS

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

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

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

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

20.5 When a recorded vote is permitted and required, except during In Camera session of the meeting, the Secretary shall conduct the vote in a counter-clock wise direction, starting on the Chair's right hand, asking the Members in favour to indicate with "yea", asking the Members opposed to indicate with "nay", and recording each vote as it is cast.

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

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

21. PUBLIC & IN CAMERA MEETINGS

21.1 All meetings of the Board shall be open to the public subject to subsection 20.2 of this section.

21.2 The following subject matters may be discussed in a closed meeting of the Board, unless prohibited by law:

- (A) intimate financial and personnel 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 concurs;
- (B) labour relations or employee negotiations matters arising out of the administration of collective agreements;

- (C) a proposed or pending acquisition or sale of land for Board purposes;
- (D) 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;
- (E) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (F) consideration of promotions;
- (G) matters that are specifically restricted by legislation regarding the protection of privacy;
- (H) matters relating to the consideration of a request under the Freedom of Information and Protection of Privacy Act;
- (I) matters involving public security, the revelation of which would endanger the security of the Board property, or the operations of the policing services.

21.3 No person other than the Board Members, Secretary, Chief, Deputy Chief, 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.

22. AVAILABILITY OF INFORMATION

- 22.1 Information relating to matters described in Section 20.2 of this by-law, shall be marked "Confidential".
- 22.2 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 does not relate to matters described in subsection 20.2 herein.

23. BY-LAWS

- 23.1 Every by-law shall be introduced upon a motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.
- 23.2 Every by-law when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the by-law.
- 23.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in the police building, in secure and proper facilities provided by the Town of Hanover.
- 23.4 The Board Secretary shall provide the Municipal Clerk for the Town of Hanover with duplicate copies of all by-laws duly passed under Section 22 and all Board Minutes, once approved and adopted by the Board.

24. GENERAL

24.1 The procedures for the investigation of complaints against the Hanover Police Service shall be in accordance with By-law and the Police Services Act.

24.2 The Board shall enter into and adhere to a reporting protocol with the Council of the Town of Hanover, as required by Section 32. of O. Reg. 3/99, and such protocol shall be attached to, and form part of, this by-law as Appendix B.

25. ADMINISTRATION

25.1 This by-law shall come into force upon the day it is passed and all previous by-laws governing the proceedings of the Hanover Police Services Board are hereby repealed.

26. EFFECTIVE DATE

This by-law is hereby enacted by the Hanover Police Services Board on this _____ day of _____, 201__ and shall take effect on this date.

Chair

Secretary

Appendix “A”
MEMBERS OF POLICE SERVICES BOARDS - CODE OF CONDUCT
O. Reg. 421/97

1. Board members shall attend and actively participate in all board meetings.
2. Board members shall not interfere with the police force’s operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
3. Board members shall undergo any training that may be provided or required for them by the Solicitor General.
4. Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
6. A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
7. Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
8. Board members shall uphold the letter and spirit of the Code of Conduct as set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
9. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Human Rights Code* and the *Charter of Rights and Freedoms* (Canada).
10. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
11. (1) Board members shall not use their office to obtain employment with the board or the police force for themselves or their family members.
(2) For the purpose of subsection (1), “family member” means the parent, spouse or child of the person, as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*.
12. A board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board.
13. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.

14. (1) A board member whose conduct or performance is being investigated or inquired into by the Commission under s. 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry.
- (2) If the application of subsection (1) results in a board not having enough members able to exercise their duties in order to constitute a quorum during an investigation, inquiry or hearing under section 25 of the Act, the chair of the Commission may appoint that number of persons necessary to constitute a quorum, who shall act in the place of the members who are unable to exercise their duties.
- (3) The chair of the Commission,
- (a) shall specify in an appointment made under subsection (2) that the appointee may only exercise such duties as are necessary for the effective operation of the board during the investigation, inquiry or hearing and, for such purpose, may specify the duties the appointee may or may not exercise; and
- (b) shall cancel an appointment made under subsection (2) as soon as a member of the board who declined to exercise his or her duties under subsection (1) resumes exercising his or her duties or is replaced under subsection 25 (8) of the Act.
15. If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
- (a) require the member to appear before the board and be reprimanded;
- (b) request that the Ministry of the Solicitor General conduct an investigation into the member's conduct; or,
- (c) request that the Commission conduct an investigation into the member's conduct under Section 25 of the Act.

Appendix “B”
POLICE SERVICES BOARD - REPORTING PROTOCOL
Reference O. Reg. 3/99

1. The Hanover Police Services Board shall report to Hanover Council at each regularly scheduled meeting of Council, and provide such information not protected by the terms of the Police Services Act, sections 35 (4)(a)(b), and the Municipal Freedom of Information and Protection of Privacy Act, as requested by Council and deemed appropriate by the Board.
2. The Business Plan of the Hanover Police Services Board will be provided to the Council of the Town of Hanover and will renew said plan every three years thereafter, and submit to the Council’s Clerk by November 1st in each year of renewal.
3. The Annual Report of the Hanover Police Services will be provided to the Council of the Town of Hanover by February 1st of the year following the year of activity.
4. Any Business Plan produced in accordance with article 2, will be made available for inspection by the public in the Municipal Clerk’s Office in Hanover, and other locations as the Board may direct from time to time, from the time it is approved by the Hanover Police Services Board until it is replaced, no later than three years after its approval by the Board.
5. The current Annual Report of the Police Services Board will be made available for inspection by the public in the Municipal Clerk’s Office in Hanover, and other locations as may be determined by the Board from time to time.
6. During the development of any Business Plan produced in accordance with article 2, the Board will consult with Hanover Council, the Bluewater School Board, the Bruce Grey Catholic District School Board, community organizations and groups, businesses and members of the general public through direct consultation in the case of the Council and school boards, and through open house sessions or electronic means in the case of community organizations and groups, businesses and members of the general public. The Board shall determine the location, timing and format of all consultations.