



# **GOVERNANCE POLICY**

POLICY AND PROCEDURES OF THE  
SASKATOON BOARD OF POLICE COMMISSIONERS

Effective January 25, 2024

## TABLE OF CONTENTS

Section 1	Mission
Section 2	General Board Matters
Section 3	The Chief
Section 4	Financial
Section 5	Standards of Performance
Section 6	Board Structure:
	6.1 Membership
	6.2 The Chair
	6.3 The Vice-Chair
	6.4 The Secretary
Section 7	Committees
Section 8	Performance Assessment
	8.1 The Board
	8.2 The Chief
Section 9	Strategic Planning
	9.1 The Board's Strategic Plan
	9.2 The Service's Strategic Plan
Section 10	Calendar of Reports
Section 11	Information Requests
Section 12	Board Meetings:
	12.1 Organization
	12.2 Control and Conduct at Meetings
	12.3 Regular and Special Meetings
	12.4 Public and In Camera Meetings
	12.5 Agendas, Minutes, and Order of Business
	12.6 Persons Allowed at Board Table
	12.7 Communications to the Board
	12.8 Meeting Procedures
	12.9 Voting of Board
	12.10 Speaking
	12.11 Leaving the Meeting
Section 13	Board Communications
Section 14	Orientation and Education
Section 15	Risk Assessment and Management
	15.1 Saskatoon Board of Police Commissioners Risk Assessment
	15.2 Saskatoon Police Service Risk Assessment
Section 16	Succession Planning
	16.1 Saskatoon Board of Police Commissioners Succession Planning
	16.2 Saskatoon Police Service Succession Planning

**MISSION**

1. The mission of the Saskatoon Board of Police Commissioners (the “Board”) is to strengthen the culture of community safety in Saskatoon.
2. The Board endorses a community-based approach to policing and adopts the following definition:  
  
“community-based policing” is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that exist in that community that threaten community safety.
3. In fulfilling its mission, the Board has the following goals:
  - (a) To provide objective oversight of the Saskatoon Police Service;
  - (b) To be a conduit between the public and the Saskatoon Police Service;
  - (c) To operate effectively and efficiently.
4. The Board supports collaborative partnerships between the Saskatoon Police Service and individuals and organizations to develop a culture of community safety.
5. The Board must be and be seen to be:
  - (a) independent of Police Service administration and management;
  - (b) independent of City Council;
  - (c) independent of political affiliation and interest groups;
  - (d) accessible to both the public and the Police Service;
  - (e) publicly accountable for the governance of the Police Service;
  - (f) responsive to the community; and
  - (g) fiscally responsible.

**GENERAL BOARD MATTERS**

1. Under *The Police Act, 1990* (“the Act”) the Board is responsible:
  - (a) for the delivery of policing services within the municipality of Saskatoon; and
  - (b) for:
    - (i) providing general direction, policy and priorities;
    - (ii) developing long terms plans for the Police Service and monitoring the implementation of (i) and (ii).
2. The Board may make directives that are not inconsistent with the Act or the Act’s regulations setting general policies for the governing and administration of the Police Service.
3. General policies of the Board of a continuing or ongoing nature may, where practicable, be published as policy statements of the Board.
4. The Board will elect a Chair and one or more Vice Chairs, each year, as soon as is practicable following appointments to the Board.

**APPOINTMENT OF THE CHIEF**

1. The Board has responsibility to appoint a Chief of Police.
2. The Board may enter into a contract of employment with the Chief on such terms as the Board may determine.

**RESPONSIBILITIES OF THE CHIEF**

3. The Chief is responsible for:
  - (a) the management, administration and operation of the Police Service;
  - (b) the maintenance of law and order in the municipality; and
  - (c) the maintenance of discipline within the Police Service.

**RELATIONSHIP BETWEEN THE BOARD AND THE CHIEF**

4. Because the Act entrusts operational decisions to the Chief, the Board must not participate in the day-to-day management of the Police Service or in the delivery of policing services.
5. Although the Act entrusts operations to the Chief, the Board does not react passively to the Chief's proposals, but questions and examines their appropriateness to the overall interests of the Police Service and the community.
6. The Chief takes direction from the Board as a whole, and not from any individual Board member.

**GENERAL DIRECTION RE: PERSONNEL**

7. The Chief shall ensure that within the Police Service:
  - (a) Policies are in place to address workplace discrimination and harassment;
  - (b) Active steps are taken to support a positive work environment;
  - (c) There is fair and equitable treatment in recruiting, hiring, training, evaluation, assignment of work, transfers and promotions;
  - (d) There is equal opportunity for employment;
  - (e) Guidelines are in place and training is given on:
    - (i) The core values of the Service;
    - (ii) Respect for the rights of others guaranteed under the law;
    - (iii) Confidentiality of information;
    - (iv) Conflicts of interest;
    - (v) Cultural training;
    - (vi) Commitment to deliver policing free of bias, racism, discrimination and harassment.

**FINANCIAL**

1. The Board shall submit to Saskatoon City Council (“Council”) for consideration and approval the Board’s estimates of all money required for the next year for the Board and the Saskatoon Police Service.
2. The Capital Budget and the Operating Budget must each be approved by the Board so that they may be submitted to the City’s Chief Financial Officer by a date, as coordinated by Financial Services.
3. When Council has approved the estimates or determines the gross amount of the estimates, the Board shall then submit a copy of the estimates to the Saskatchewan Police Commission.
4. The Board cannot, without the prior approval of Council, authorize the expenditure of any monies in excess of the estimates approved by Council, or authorize any expenditure of monies for any matter or purpose not included in the estimates.

### **STANDARDS OF PERFORMANCE**

1. Board members shall comply in all respects with the Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees, contained in City Policy C01-003, as amended from time to time.
2. Members will be required to sign an acknowledgment that the Code of Conduct has been received and the member agrees to comply.
3. The Code of Conduct is not intended to be exhaustive. If issues arise outside of the specific provisions of the Code, they should be addressed in accordance with the general principles and spirit of the Code, or through the exercise of sound ethical judgment.
4. Board members shall act honestly and in good faith in exercising the duties of their office to the best of their abilities.

### **CORPORATE OPPORTUNITIES**

5. Members must not take personal advantage of, or divert to their own benefit, commercial opportunities they learn about in the course of carrying out their duties as a member.
6. A member must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon the member's position or authority, or upon confidential or non-public information the member gains by reason of their position or authority.

### **CONFIDENTIALITY**

7. Board members may receive confidential information in the course of their duties. Members will respect the confidentiality of such information.

### **CONFLICT OF INTEREST**

8. A member is required to declare a conflict of interest whenever the Board is discussing a matter that has financial implications for the member, or where the member knows or ought reasonably to know that in the making of the decision there is an opportunity to further the member's own private interests or the private interests of a closely connected person.
9. If a member declares a conflict of interest, or if it is determined by the remaining members of the Board that the member has a conflict of interest, the member shall not participate in a debate or vote on the matter, but shall leave the meeting during discussion of the matter, and the Secretary will so indicate in the minutes. The member shall not attempt in any way before, during or after the meeting, to influence the voting on the matter.

## **WORKING ENVIRONMENT:**

10. Members will ensure a respectful working environment free of harassment, including sexual, sexual orientation, racial, religious, verbal or physical harassment.
11. The Board and members shall comply with the City of Saskatoon Anti-Harassment Policy for Civic Boards, Commissions, Authorities and Committees, appended to City Policy C01-003, as amended from time to time.

## **PREFERENTIAL TREATMENT**

12. Members must not act in their official role to assist organizations or persons in their dealings with the Board or the Service if this may result in preferential treatment to that organization or person.

## **RESOURCES OR CITY OF SASKATOON PROPERTY**

13. Members must not use Board resources or services or City of Saskatoon property to pursue their private interests or the interests of a closely connected person.

## **GIFTS, BENEFITS AND ENTERTAINMENT**

14. Members must not solicit or accept benefits, entertainment or gifts in exchange for, or as a condition of the exercise of their duties or an inducement for performing an act associated with the member's duties or responsibilities for the Board.

## **REMUNERATION**

15. There is no remuneration paid to a member and a member shall not accept remuneration from any source for services rendered to the Board.



**POLICY NO. 6.1 - MEMBERSHIP**

1. All members of the Board are responsible for the effective governance of the Police Service and ensuring that the Police Service has the resources to carry out its objectives.

Main Responsibilities:

- attend meetings as regularly scheduled and as deemed necessary by the Board;
- maintain confidentiality of 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;
- participate in establishing overall long-term and short-term goals, objectives and priorities in fulfilling the mandate of the Board;
- recommend policies and programs to the Board including strategic planning, risk assessment/management and communications strategies;
- participate in monitoring and evaluating the performance of the Chief through annual review;
- participate in monitoring and evaluating the effectiveness of the Police Service through regular review of programs and activities;
- prepare for and participate in the discussions and the deliberations of the Board;
- foster a positive working relationship with other Board members and the Chief; and
- ensure that the Board complies with its statutory obligations.

Core attributes, competencies and experience:

- understanding of the distinction between the strategic and policy setting role of the Board and the operational responsibilities of the Chief;
  - capability to give leadership to the development of the Board and the Police Service;
  - commitment to the vision, mission, values and strategic goals of the Board;
  - ability to work as a member of a team;
  - respect for and tolerance of the views of others;
  - recognition of the time commitment and the willingness to devote the time and energy necessary to perform the role of a board member;
  - enthusiasm and capacity for resolving challenging issues;
  - knowledge and appreciation for family systems and community dynamics in Indigenous and diversified communities.
2. The Board will strive to have at least one Indigenous representative at all times, with Indigenous representatives meeting the definition contained within section 35 of the Canadian Constitution.

**POLICY NO. 6.2 - THE CHAIR**

1. The Chair of the Board, in addition to fulfilling all of the responsibilities of a Board member, provides leadership to and presides over the activities of the Board, particularly concerning the Board's:
  - review and approval of the Strategic Plan;
  - monitoring use of the Service's financial resources;
  - monitoring the Service's performance; and

- relationship with the Chief, the Service, the Saskatchewan Police Commission, the Minister of Justice, and the public.

Main responsibilities:

- ensure proceedings of Board meetings are followed;
- be a member ex-officio of all committees and attend committee meetings as appropriate;
- develop and maintain an effective Board structure;
- foster a positive working relationship with other Board members and the Chief;
- ensure that the policies essential for achieving the mandate of the Board are developed and applied;
- provide guidance and leadership to the Chief on key issues, as mandated by the Board;
- represent the Board to the public and to other stakeholders;
- develop relationships and represent the Board as required; and
- be a signing authority on behalf of the Board.

### **POLICY NO. 6.3 - THE VICE-CHAIR**

1. The Vice-Chair performs all the functions of the Chair, in the absence or unavailability of the Chair.

### **POLICY NO. 6.4 - THE SECRETARY TO THE BOARD**

Main responsibilities:

- sign, along with the Chair, all contracts and agreements entered into by the Board;
- signing authority for Board-approved expenditures;
- have custody of, and keep up-to-date Bylaw No. 1913, *The Retirement Plan for Employees of The Saskatoon Board of Police Commissioners Bylaw, 2003*;
- take charge of and safely keep all documents and records of the Board;
- report and be accountable to the Board;
- receive all correspondence addressed to the Board and ensure that it is placed on the Board's next agenda when appropriate;
- prepare and distribute agendas of Board meetings, both regular and special, communicate the resolutions and instructions of the Board to the appropriate parties, and conduct the official correspondence of the Board;
- attend all meetings of the Board, both regular and special, and truly record in the minutes all resolutions and proceedings of the Board;
- have custody of the seal of the Board;
- arrange for payment of invoices from the Board's solicitor and provide quarterly reports to the Board regarding the status of expenditures;
- coordinate and provide general communication of activities of any external resources contracted by the Board, and arrange for payment of invoices;
- appoint an Acting Secretary in absence of the Secretary;
- provide advice to the Board on procedural matters; and
- ensure that the Board conducts its business in accordance with its legislative responsibilities pursuant to *The Police Act, 1990*.

**COMMITTEES**

1. The Board may establish standing or ad hoc committees as required. The Board shall establish terms of reference for all of its committees and regularly review such terms of reference.
2. The Board may appoint any or all of its members to any standing or ad hoc committee.
3. All committees shall report out to the Board as a whole as soon as practicable.

**POLICY NO. 8.1 - THE BOARD**

1. The Board will establish a mechanism for assessing its capacity and evaluating its performance.
2. The Board will conduct a formal Board evaluation at least once every two (2) years and an informal/short-form review annually as part of its strategic planning process.
3. The Board will report the results of the performance evaluation in a Board Activity Report in its public agenda.
4. The Board evaluation will allow the Board to determine:
  - (a) whether key responsibilities in the Board policy manual are being fulfilled;
  - (b) the adequacy and timeliness of information being received;
  - (c) the appropriateness of meeting agendas and meeting time allotted;
  - (d) how well Board members are working together, appropriateness of communication and discussion, degree of consensus achieved on key issues, etc.; and
  - (e) the overall level of the Board's effectiveness.

**POLICY NO. 8.2 - THE CHIEF**

1. The Board will conduct a review of the performance of the Chief at least once each year.
2. The review will consist of both a written evaluation as well as an in camera session between the Chief and the Board.
3. The purpose of the annual performance review will be to assess the Chief's performance against goals and objectives, as well as to set goals and objectives for the upcoming 12 month period and beyond.

**POLICY NO. 9.1 - THE BOARD'S STRATEGIC PLAN**

1. The Board has responsibility for developing, monitoring and amending its own Strategic Plan. The document, and the associated process, is intended to enunciate and communicate key priorities that will ensure the ongoing effectiveness of the Board in its roles as a conduit between the community and the Police Service, as well as in its role in providing oversight to the Saskatoon Police Service.
2. The Strategic Plan developed by the Board should contain several overriding goals, and within those goals, a number of specific strategies and associated actions.
3. In order to achieve the intended results envisaged under the Board's Strategic Plan, the Board should regularly review it so as to ensure its timely and successful execution.
4. The Board should review the Strategic Plan on an annual basis, updating and amending it as required. Such reviews should identify successful points of execution as well as areas in which results achieved were not as envisaged. This review process will enhance the usefulness of the Strategic Plan and assist the Board to achieve its mission and mandate.
5. The Board will, to the degree possible, communicate the elements of its Strategic Plan, along with its execution, publicly.

**POLICY NO. 9.2 - THE SERVICE'S STRATEGIC PLAN**

1. The primary responsibility of the Saskatoon Board of Police Commissioners relative to the Strategic Plan developed by the Saskatoon Police Service is to exercise the Board's oversight role by approving the broad principles of the Plan, ensuring that those principles are consistent with the expectation that the Service will provide an adequate level of protection to the community.
2. A secondary responsibility of the Board is to review reports on the monitoring of the Plan, as prepared by the Police Service, in a manner that enables the Board to assess the progress being achieved by the Service in the Plan's execution. It is expected that the Police Service will provide an annual status report on its Strategic Plan execution to the Board.

**CALENDAR OF REPORTS**

1. The Chief, in consultation with the Secretary and the Chair, shall prepare an annual calendar of regular reports to the Board.
2. The Chief will present other reports to the Board as requested or directed by the Board.

**INFORMATION REQUESTS**

1. The Board supports the principle of reasonable public access to records in its custody or control that facilitates public participation in the development and maintenance of a safe city.
2. The Chair is the “head” of the Board for the purposes of *The Local Authority Freedom of Information and Protection of Privacy Act (“LAFOIP”)*.
3. The Secretary, or other person designated by the Board, shall coordinate the receipt and response to information requests.
4. Every reasonable effort will be made to assist applicants and to respond to each applicant openly, accurately and completely, subject to the provisions of *LAFOIP*.
5. Requests for disclosure of reports made by the Police Service to the Board will be transferred to the Police Service for processing pursuant to Section 11 of *LAFOIP*.

**POLICY NO. 12.1 - ORGANIZATION**

1. An organizational meeting shall be held each year and shall be part of the Regular Business Meeting in January.
2. At the organizational meeting, the Board shall establish:
  - (a) The positions of Chair, Vice-Chair, and Acting Chair;
  - (b) Dates, times, and places for regularly scheduled meetings of the Board and Board Committees; and
  - (c) Any Board Committee appointments for the following year.
    - i. Notwithstanding the above, committees may be created at any time by resolution of the Board, with membership to be determined at that time
  - (d) Confirmation of all external appointments, including but not limited to pension boards.

**POLICY NO. 12.2 - CONTROL AND CONDUCT AT MEETINGS**

Chair

1. The Chair shall:
  - (a) preside at all Board meetings;
  - (b) preserve order at Board meetings;
  - (c) enforce the rules of the Board;
  - (d) decide points of order and advise on procedure;
  - (e) have the same rights and be subject to the same restrictions, when participating in debate, as all other Board members.
2. When wishing to make a motion, the Chair shall:
  - (a) vacate the chair, and request that the Vice Chair take the chair;
  - (b) if the Vice Chair is absent, the Acting Chair shall take the chair; and
  - (c) the Chair shall remain out of the chair until the motion has been dealt with.

Vice Chair

1. The Board shall appoint a Vice Chair.
2. The Vice Chair is to act as the Chair if:
  - (a) the Chair is unable to perform the duties of Chair; or
  - (b) the Chair position is vacant.

Acting Chair

1. The Board shall appoint an Acting Chair if:



- (a) both the Chair and the Vice Chair are unable to perform the duties of Chair; or
- (b) both the position of Chair and Vice Chair are vacant.

### Conduct in Public Gallery

1. All persons in the public gallery at a Board meeting shall:
  - (a) refrain from addressing the Board or a Board member unless permitted to do so;
  - (b) maintain quiet and order;
  - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
  - (d) refrain from talking on cellular telephones; and
  - (e) ensure that all recording, audio visual and photographic equipment is silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

### Conduct of Members

1. A Board member wishing to speak at a meeting shall obtain the approval of the Chair before speaking.
2. When addressing a Board meeting, a Board member shall refrain from:
  - (a) speaking disrespectfully of the federal government, the provincial government or a municipal council, or any official representing them;
  - (b) using offensive words in referring to a Board member, an employee of the City or a member of the public;
  - (c) reflecting on a past vote of the Board except when moving to rescind or reconsider it, and reflecting on the motives of the Board members who voted on the motion or the mover of the motion; or
  - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
3. When a Board member is addressing the Chair, all other members shall:
  - (a) remain quiet and seated;
  - (b) refrain from interrupting the speaker, except on a point of order; and
  - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
4. Board members shall remain seated and be silent once a question is put to vote and until the vote is declared.
5. Board members shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the meeting.

### Improper Conduct

1. The Chair may request that any person in the public gallery who disturbs the proceedings or acts improperly at a meeting leave or be expelled from the meeting.

2. No person in the public gallery shall refuse to leave a Board meeting when requested to do so by the Chair.
3. Any person who refuses to leave when requested to do so may be removed.
4. If a person disturbs the proceedings or refuses to leave when requested to do so, the Chair may recess the meeting until the person leaves or adjourn the meeting to another day.

### **POLICY NO. 12.3 - REGULAR AND SPECIAL MEETINGS**

1. The Board may dispense with the holding of a regularly scheduled meeting of the Board or change the date, time, or place of a regularly scheduled meeting by providing at least 24 hours' notice of the cancellation to all members and the public.
2. The Board may hold special meetings as required, at the call of the Chair, or a majority of the Commission. All requests for special meetings shall be in writing.
  - (a) The Secretary shall give notice of a special meeting to each Board member and the public at least 24 hours in advance of the meeting, noting the purpose of the meeting and the date, time, and location of the meeting.
  - (b) A special meeting may be held with less than 24 hours' notice and without notice to the public if all Board members agree to do so, in writing, prior to the beginning of the special meeting.
3. Notice of a regularly scheduled Board meeting shall not be required. Notwithstanding, the Board's Secretary may advertise the date, time, and place of a regularly scheduled meeting of the Board by:
  - (a) Placing an advertisement in a newspaper circulating in Saskatoon on the weekend preceding the date of the meeting; and/or
  - (b) Posting a notice on the bulletin board in the lobby of City Hall no later than the Friday preceding the date of the meeting; and/or
  - (c) Posting a notice of the City's webpage no later than the Friday preceding the date of the meeting.
4. A meeting may be conducted electronically if:
  - (a) Notice of the meeting is given to the public including the way in which the meeting is to be conducted;
  - (b) The public is able to at least listen to the meeting in a manner specified in the notice;
  - (c) All participants are able to communicate adequately with each other during the meeting.
5. Individual members of the Board may attend a meeting electronically at the discretion of the Board provided that they are able to communicate adequately with all attendees and the public is able to hear the participants.
  - (a) Advance notice of intent to attend electronically of at least 24 hours should be provided prior to the meeting.

## **POLICY NO. 12.4 - PUBLIC AND IN CAMERA MEETINGS**

1. All meetings of the Board shall be open to the public except when the Board, at its discretion, may meet in-camera to consider any of the following matters:
  - (a) contract negotiations;
  - (b) personnel matters;
  - (c) reports and opinions from a solicitor for the Board;
  - (d) long-range or strategic planning;
  - (e) reports from the Public Complaints Commission; or
  - (f) reports relating to security and to specific police operations which the Board decides should be considered in private.
2. If a Board member does not support a particular item being considered in camera, the Board, during the public portion of the meeting, shall remove the item and consider the reasons for including the item in camera.
3. If the Board, after consideration, has determined that an in-camera item should not be considered in camera, the item shall be removed from the in camera items and be addressed immediately following approval of the remaining in camera items.
4. Following consideration of all in camera items, the Board shall reconvene publicly and formally report via resolution on all items considered within the in camera session, with due consideration to requirements for items to remain confidential where appropriate.

## **POLICY NO. 12.5 - AGENDAS, MINUTES, AND ORDER OF BUSINESS**

1. The Secretary, in consultation with the Chair and the Executive Director shall prepare the agenda for Board meetings and distribute copies of the agenda along with all reports or communications to be dealt with at the meeting.
2. Distribution of materials to each member of the Board and the public shall occur at least 48 hours before the Board meeting.
  - (a) Where circumstances do not allow for distribution 48 hours before the meeting, the Secretary shall distribute as soon as possible.
3. The Secretary or designate shall post the agenda for the public portion of the agenda on the City and Board's website.
4. The order of business of every regularly scheduled Board meeting shall include:
  - (a) Public Meeting:
    - i. Declaration of conflict of interest
    - ii. Minutes/delegations/presentations;
    - iii. Correspondence/City Council referrals;
    - iv. Routine/statistical reports;
    - v. Responses to Board referrals;
    - vi. Other
    - vii. Board Inquiries/Notice of Motions
    - viii. Urgent Business
    - ix. Confirmation of in-camera items
    - x. Rise and Report

(b) In Camera Meeting:

- i. Declaration of conflict of interest
  - ii. Minutes/delegations;
  - iii. Correspondence/complaints;
  - iv. Information items;
  - v. Personnel matters;
  - vi. Legal matters;
  - vii. General matters;
  - viii. Board issues.
  - ix. Urgent Business
5. The business shall, in all cases, be taken up in the order in which it stands on the agenda unless otherwise determined upon motion passed by a vote of a majority of the members present.
  6. Where a majority of the members present at a Board meeting wish to hold a part of the meeting in private to receive legal advice, the Board may adjourn for a period of time sufficient to receive legal advice.
  7. Any matters of business which remain on the agenda at the time the Board concludes its meeting shall be put on the agenda of the next regularly scheduled Board meeting.
  8. Only those persons who had requested to speak to the Board at the original Board meeting shall have the right to be heard at the later Board meeting during unfinished business.
  9. The Secretary shall record the minutes of each Board meeting and shall distribute copies of the minutes of the last Board meeting to each Board member of the Board at least 48 hours before the next Board meeting.
    - (a) Any member of the Board may request that a portion of the minutes be read aloud.
    - (b) Any member of the Board may make a motion amending the minutes to correct any mistakes.
  10. A quorum of the Board is three (3) members of the Board, one of which must be the Mayor or a member of City Council and one of which must be a member-at-large.
  11. The Chair will commence the meeting at the time specified for the meeting and as soon as quorum is present.
    - (a) If neither the Chair nor Vice-Chair is present within 5 minutes of the time specified for the meeting and a quorum is present, the Acting Chair shall take the Chair and commence the meeting until the arrival of the Chair or Vice-Chair.
    - (b) If a quorum is not present within 15 minutes of the time specified for the meeting, the Board meeting shall be adjourned until the next regularly scheduled Board meeting.

## **POLICY NO. 12.6 - PERSONS ALLOWED AT BOARD TABLE**

1. In addition to members of the Board, the following persons shall be allowed to sit at the Board table during Board meetings:
  - the Secretary and Board Staff;
  - the Board's legal counsel;
  - the Chief of Police;
  - the Deputy Chiefs of Police;
  - such other members of the police administration as authorized by the Chair; and
  - such persons as are permitted by the Chair.

Unless authorized by the Chair, no person shall be permitted at the Board table.

## **POLICY NO. 12.7 - COMMUNICATIONS TO THE BOARD**

1. The Board shall not consider a communication if the matter has previously been communicated to the Board and dealt with via resolution or bylaw within the previous 12 months.
  - (a) Communications not placed on a Board agenda due to this clause shall be shared via email to all members for information.
2. Communications which are written to the Board, but which do not request an opportunity to speak to the Board, shall be dealt with by the Secretary in the following manner:
  - (a) All communications which relate specifically to a matter already on the agenda of a Board meeting shall be referred by the Secretary, whenever possible, to the Board meeting dealing with that matter;
    - (i) Communications related to matters already on the agenda must be received prior to 5:00 p.m. on the Monday the week of the meeting date to be considered by the Board.
  - (b) All other communications shall be referred by the Secretary, in consultation with the Chair, to:
    - (i) a regularly scheduled Board meeting along with a recommendation as to the appropriate action to be taken with respect to the correspondence;
    - (ii) a Board committee; or
    - (iii) the police administration.
  - (c) Where a communication has been referred directly to a Board committee or to the police administration, the Secretary shall report this action to the Board.
3. The Board may change or cancel the referral of any communication to a Board committee or the police administration.
4. For communications not relating to a matter already scheduled to be on an agenda to be referred to the next regularly scheduled Board meeting a communication must be received by the Secretary on or before 12:00 p.m. (noon) on the Tuesday of the week preceding the regularly scheduled Board meeting.

5. Notwithstanding any section of this bylaw the Board may consider any communication by majority vote of members present at the meeting.
6. Communications requesting an opportunity for a delegation to speak to the Board shall be dealt with in the following manner:
  - (a) Delegations wishing to speak to the Board on a matter which is already on the agenda of a Board meeting, shall submit a written application to the Secretary outlining the item on the agenda to which they wish to speak and must be received prior to 5:00 p.m. on the Monday the week of the meeting date to be considered by the Board.
  - (b) The Secretary shall refer any application to speak to the Board, solely on a matter which is already on the agenda of a Board meeting, to the Board meeting dealing with that matter, whenever possible.
  - (c) Delegations wishing to speak to the Board, on a matter which is not on the agenda of a Board meeting shall submit a written application to the Secretary outlining the subject matter which the delegation wishes to place before the Board by noon on the Tuesday of the week preceding the next regularly scheduled Board meeting at which the delegation wishes to speak.
  - (d) The Secretary shall refer any application to speak to the Board, on a matter which is not already on the agenda of a Board meeting, to:
    - (i) the next regularly scheduled Board meeting; or
    - (ii) whenever possible, the regularly scheduled Board meeting at which the delegation requests to speak.
  - (e) Each delegation shall be limited to one speaker, except where the Board permits otherwise, and the total time allowed for any one delegation to make its presentation shall be 5 minutes, excluding any time spent addressing any questions posed by the Board.
  - (f) A delegation may not return to speak to the Board on the same matter for a period of 12 months without Board approval.
  - (g) The Secretary shall refuse to place any request to speak on the agenda of the Board not meeting the requirements of this bylaw.
  - (h) Notwithstanding any sections herein, if, in the opinion of the Secretary, a communication or an application to speak to the Board, is scandalous, criminal, or offensive to the accepted rules of addresses to a public body, or contains inappropriate personal information, the Secretary shall refer the matter to a meeting of the Board in camera for direction as to its disposition.
  - (i) If, in the opinion of the Secretary, a communication or an application to speak to the Board is primarily in relation to police operations, the Secretary shall, in consultation with the Chair, refer the communication or application to police administration. Such referral shall be reported to the Board. The Board may change or cancel the referral to police administration.

## **POLICY NO. 12.8 - MEETING PROCEDURES**

1. An agenda item will ordinarily be discussed as follows:
  - (a) the agenda item is introduced;
  - (b) the administration and members of the public present, as applicable;
  - (c) Council members may ask clarification questions of the administration and members of the public;

- (d) a motion is made;
- (e) the motion is debated;
- (f) the motion is put to a vote.

## **MOTIONS**

2. A motion is properly before the Board once it has been moved by a member and has been accepted by the Chair.
3. When a motion is under debate no other motions may be made, except:
  - (a) to refer the motion to a Board committee or the police administration;
  - (b) to amend the motion;
  - (c) to defer the motion to a fixed date;
  - (d) to request that the motion be put to a vote; or
  - (e) to adjourn the meeting.
4. Any motions allowed under subsection (2) shall be considered in the order in which they were moved.

## **MOTION TO AMEND**

5. A motion may be amended to:
  - (a) add words within the motion;
  - (b) delete words within the motion; or
  - (c) change a word or words within the motion.
6. The amending motion must be:
  - (a) relevant to the main motion;
  - (b) made while the main motion is under consideration; and
  - (c) consistent with the principle embodied in the main motion.
7. An amending motion may be amended.
8. A sub-amendment must be:
  - (a) relevant to the original amendment;
  - (b) made while the original amendment is under consideration; and
  - (c) consistent with the intent of either the original amendment or the main motion.
9. Only two amendments to a motion, an amendment and a subamendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendment may be entertained.
10. There is no limit to the number of amendments or subamendments that may be proposed.
11. An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendment before the meeting at one time.

12. Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
13. The main motion shall not be debated until all amendments to it have been put to a vote.
14. Amendments shall be put in the reverse order to the order in which they were moved.
15. When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
16. No amendments shall be made to the following motions:
  - (a) a motion to adjourn;
  - (b) a motion to defer to a fixed date, except as to the date; and
  - (c) a motion requesting that a motion be put to a vote.

#### **MOTION TO DEFER TO A FIXED DATE**

17. If a majority of the Board decides to defer a motion to a fixed date, the motion cannot be considered by the Board until the fixed date.
18. Notwithstanding subsection 17, the Board may consider a deferred motion before the fixed date if all members of the Board agree that the motion may be considered before that date.
19. The only amendment allowed to a motion to defer to a fixed date is to change the date.

#### **REQUEST THAT MOTION BE PUT TO VOTE**

20. A motion requesting that a motion be put to a vote cannot be amended or debated.
21. If a motion requesting that a motion be put to a vote is passed by the Board, the original motion shall immediately be put to a vote of the Board without any amendment or debate.
22. If a motion requesting that a motion be put to a vote is not passed by the Board, the original question may be amended or debated.

#### **MOTION TO ADJOURN**

23. A motion to adjourn is allowed at any time during a Board meeting, except:
  - (a) when a member of the board is speaking;
  - (b) when the members of the Board are voting on a motion;
  - (c) when it has been requested that a motion be put to a vote;
  - (d) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
  - (e) A motion to adjourn shall be decided without debate.



## **MOTIONS CONTRARY TO RULES**

24. The Chair may refuse to put to the Board a motion which is, in the opinion of the Chair, contrary to the rules of the Board.

## **MOTION TO RESCIND**

25. A motion to rescind shall apply to resolutions and shall not apply to bylaws passed by the Board.

26. A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.

27. A motion to rescind may be made at any time following the Board meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.

28. A motion to rescind may be moved by any Board member regardless of how they voted on the original motion.

29. A motion to rescind is debatable.

30. A motion to rescind may be amended.

31. A motion to rescind shall only be made by a notice of motion duly made pursuant to subsection 60.

32. The Board may, by unanimous consent of the members present, waive the requirement for notice.

33. A motion cannot be rescinded:

- (a) when the making or calling up of a motion to reconsider is in order;
- (b) when action on the motion has been carried out in a way that cannot be undone;
- (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have taken place.

## **MOTION TO RECONSIDER**

34. A motion to reconsider shall apply to a resolution and shall not apply to bylaws passed by the Board.

35. A motion to reconsider is in order whether the original motion passed or failed.

36. A motion to reconsider may only be made the same Board meeting as the original motion was voted on.

37. A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tie vote, the prevailing side is those who voted against the motion.
38. A motion to reconsider is debatable, only if the motion being reconsidered is debatable.
39. A motion to reconsider cannot be amended.
40. A motion to reconsider shall require a majority vote of the members present at the meeting.
41. If the motion to reconsider is adopted, the original motion is immediately placed before the Board to be reconsidered.
42. Once a vote to a motion to reconsider has taken place, there shall be no further motion to reconsider this resolution.

### **WITHDRAWAL OF MOTIONS**

43. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

### **DISTINCT PROPOSITIONS**

44. When a motion under consideration contains distinct propositions, the vote upon each proposition may be taken separately, if requested by a member of the Board.

### **REINTRODUCTION OF MATTERS PREVIOUSLY CONSIDERED**

45. Unless agreed to by notice of motion the Board shall not consider a matter if, within the 12 months immediately preceding reintroduction of the matter, the Board has dealt with the same matter by resolution.

### **MOTIONS ARISING FROM COMMUNICATIONS**

46. For the purposes of this section, "new communication" shall refer to a communication regarding a matter not already on the Board agenda.
47. Except as provided in subsection 60, no motion arising from a new communication to the Board shall be considered by the Board until the next regular meeting of the Board except if:
  - (a) it is a motion to accept the information as received; or
  - (b) it is a motion to refer the matter to a Board committee or the police administration.
48. The Board may, by unanimous consent of the members present, agree to consider any motion at a current regular meeting of the Board.

## **POINT OF ORDER**

49. When any member of the Board believes that another member of the Board has not followed the rules of procedure of the Board, they may ask that the Chair rule on a point of order.
50. When a point of order is raised, the member of the Board speaking shall immediately wait until the Chair decides the point of order raised.
51. A point of order must be raised immediately at the time the rules of procedure of the Board are breached. The member of the Board against whom a point of order is raised may be granted permission by the Chair to explain.
52. A point of order is not subject to amendment or debate.
53. Any member of the Board may appeal any ruling of the Chair to the whole of the Board.
54. A ruling of the Chair must be appealed immediately after the ruling is made or the ruling will be final.

## **INQUIRY OR NOTICE OF MOTION**

55. An "inquiry" is a request by a member of the Board for a report providing information typically related to an operational matter or a matter of particular interest.
56. A member of the Board may make an inquiry at any meeting of the Board regarding any matter to:
  - (a) any committee of the Board;
  - (b) the police administration.
57. Inquiries shall be voted on by the Board prior to being undertaken by the police administration.
58. Any member of the Board may request further information if they feel the reply to an inquiry is insufficient, but this request must be approved by the Board.
59. A notice of motion means a notice provided by a member that a formal proposal will be placed before a meeting for debate and d
60. A notice of motion shall not be considered by the Board unless notice of the motion has been submitted at a previous regular meeting of the Board, or a notice of motion has been provided to the Secretary of the Board no later than 12:00 p.m. on the Tuesday of the week immediately preceding the Board meeting.
61. A notice of motion shall include a copy of the actual motion to be placed before the Board.

62. The Board may, by unanimous consent of the members present, waive the requirement for notice.
63. All notices of motion received by the Secretary pursuant to this policy shall be considered at the next regular Board meeting.

#### **POLICY NO. 12.9 - VOTING OF BOARD**

1. A member of the Board attending a Board meeting shall vote at the meeting on a matter before the Board and no abstentions shall be permitted.
2. If there is an equal number of votes for and against a motion, the motion is defeated.
3. The Chair shall vote on all questions.
4. All votes of the Board shall be recorded and the minutes shall show the names of those present and whether each member voted for or against the proposal.

#### **POLICY NO. 12.10 - SPEAKING**

1. No member of the Board shall:
  - (a) speak more than once to the same motion, except to explain a material portion of his or her speech which may have been misquoted or misunderstood; or
  - (b) speak for longer than 5 minutes on the same motion.
2. Notwithstanding subsection 1, a majority of the members of the Board present may give any member of the Board leave to speak to the same motion more than once or for longer than 5 minutes.
3. The member of the Board who has moved the motion under debate may reply once to the comments by the other members of the Board regarding the motion prior to voting on the motion.

#### **POLICY NO. 12.11 - LEAVING THE MEETING**

1. Every member of the Board who leaves a Board meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Chair and the Secretary in order to track in the meeting minutes.

#### **POLICY NO. 12.12 - SUSPENSION OF RULES**

1. Any or all of the meeting rules contained in this policy may be suspended for any one meeting by a unanimous vote of all the members of the Board present.

### **BOARD COMMUNICATIONS**

1. The Board should ensure that it communicates effectively, with the Chief, Council, and the public. These communications should focus both on plans and on progress in fulfilling them. Communications should also encompass the tasks and challenges facing the Board and the Service in fulfilling its mandate.
2. The Chair of the Board, or designate, is the spokesperson for the Board. Formal external communication of Board activities and Board messages is the responsibility of the Chair or designate, with the assistance of the Secretary, through various channels such as speeches, press releases and briefings.
3. As a principle, outside of the meetings of the Board of Police Commissioners, the Board makes its public comments as a group, rather than individually, and does so through the Chair or designate.
4. New Board members may conduct general interviews with the media regarding their appointment only, in the month in which the new member has been appointed to the Board.

**ORIENTATION AND EDUCATION**

1. On-going training and professional development on matters of governance will be available should the Board's self-assessment determine its desirability.
2. The Secretary to the Board will provide new Board members with an orientation package on the Board and their roles and responsibilities as Board members. As needed, the Secretary and Board Staff will also provide an orientation session and education program in governance for new Board members.

**POLICY NO. 15.1 - SASKATOON BOARD OF POLICE COMMISSIONERS RISK ASSESSMENT**

1. The Board of Police Commissioners has responsibility to undertake an annual assessment of the primary risks that could cause it not to achieve its strategic goals. These typically include both internal and external factors that may impede the successful execution of the Board's goals and objectives as contained in its Strategic Plan.
2. The risk assessment is to be reviewed annually, updated as required, and then to have applicable elements of the updated assessment integrated with its own the Strategic Plan.

**POLICY NO. 15.2 - SASKATOON POLICE SERVICE RISK ASSESSMENT:**

1. The primary responsibility of the Saskatoon Board of Police Commissioners relative to the Risk Assessment developed by the Saskatoon Police Service, as it exercises the Board's oversight role, is to review the Police Service's Risk Assessment. The purpose of this review is to identify areas in which the Police Service has, in the opinion of the Board, overstated, understated or missed any relevant risks. In the event of any such issues, the Board will present these to the Police Service, through the Police Chief, for the Service's consideration.

**SASKATOON BOARD OF POLICE COMMISSIONERS SUCCESSION PLANNING:**

1. Members of the Board, aside from the Mayor, cannot serve more than six years on the Board. Therefore, it is important that the Board be cognizant of processes that lead to ongoing and smooth transitions of members entering and exiting from Board membership.
2. The process of acquisition of Board candidates is the responsibility of the Board itself, with the assistance of the City of Saskatoon and its board membership candidacy process. From the list of candidates putting their names forward for consideration for board positions, undertaken through the City of Saskatoon intake process, the Saskatoon Board of Police Commissioners is responsible for reviewing the applications received for any vacant positions on the Board, and putting its recommendations forward to Saskatoon City Council.
3. All positions on the Board, outside of that of the Mayor, are for a two-year term. Saskatoon City Council has the final determination on Board appointments for the upcoming year.
4. At the last meeting of any given year, the Board shall appoint the Mayor as Acting Board Chair who will serve in the position of Board Chair until such time as the new Board Chair is formally appointed, typically in January of each year.

**SASKATOON POLICE SERVICE SUCCESSION PLANNING**

1. The Saskatoon Board of Police Commissioners is responsible for ensuring that the Police Chief has a succession plan in place which can be used in the event of either planned or sudden departure from the Police Chief position.