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Item No. 9.1.3
Board of Police Commissioners
September 17, 2018

TO: Chair and Members of the Board of Police Commissioners

SUBMITTED BY: *-Original Signed-*

John Traves, Director, Legal, Municipal Clerk and Government Relations

-Original Signed-

Jacques Dubé, Chief Administrative Officer

DATE: September 4, 2018

SUBJECT: Public Participation at Board of Police Meetings

ORIGIN

Motion of the Board of Police Commissioners from their meeting held on October 16, 2017 to prepare a recommendation report regarding public participation at Board meetings.

LEGISLATIVE AUTHORITY

Police Act s. 55(3):

- 55 (3) Without limiting the generality of subsection (1), a board shall
- (c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - (d) ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - (e) act as a conduit between the community and the police service providers;

Section 8(2)(j) of By-law P-100, which provides:

- (j) ensure that community needs and values are reflected in policing goals and *methods*;

RECOMMENDATION

That the Board of Police Commissioners:

1. Continue with the current process of receiving delegations and presentations by request, as its primary form of public consultation at regularly scheduled meetings; and
2. Direct staff to work with HRM Corporate Communication to develop a public awareness campaign for the Halifax Board of Police Commissioners Procedures and Policy Manual, and opportunities for members of the public to engage and participate at Board of Police meetings.

BACKGROUND

The legislative authority for the Board of Police Commissioners (the Board) is contained in the *Police Act*, and By-law P-100 as amended. The Board is tasked with serving as a conduit between police service providers within the Municipality, and the community, to ensure that community values are reflected in policing priorities, goals, programs and strategies. Public consultation is a key component towards meeting these legislative duties.

At their September 18, 2017 meeting, the Board received an information report dated September 7, 2017, titled "Public Participation at Board Meetings." On October 16, 2017, the Board requested a recommendation report outlining options for public participation at Board meetings, including a jurisdictional scan of Police Boards that hold public participation, and if so, information on their policies and processes.

In HRM, "Public Participation" is a term used to refer to an agenda item used at Community Councils and most Standing Committees (not the Appeals Standing Committee). The rules regarding Public Participation (set out in Administrative Order One, Procedures of Council, Schedule 8, Section 8) are as follows:

Public Participation

8. (1) Regular scheduled meetings of the Community Council will include, at the end of its agenda, the opportunity for public participation.

(2) During public participation, all questions are to be directed through the Chair with the speaker providing his or her name and address.

(3) During public participation, each person may speak for a maximum of five (5) minutes.

These rules have been interpreted to afford the public more latitude, and in practice are administered as a public question period allowing members of the public to comment on any matter within the Community Council/Committee's mandate.

On April 16, 2018, during the preparation of this report, the Board of Police Commissioners approved the Board of Police Commissioners Procedures and Policy Manual ("the Manual"). The Manual was developed by a subcommittee of the Board, and serves as a guide for the Board in carrying out its governance role. It also allows the public to gain a greater understanding of how the Board works and how to connect and engage within the prescribed format. In terms of public interaction at regular Board meetings, the Manual only specifically speaks to procedures for members of the public to submit delegations/presentation requests to the Board.

In addition to the Manual, Administrative Order One Respecting the Procedures of Council, also provides direction with regards to requests to present (section 44), and presentations at meetings of committees of Council (section 45). The procedures set out in the Manual are complimentary and in addition to those set out in Administrative Order One.

DISCUSSION

Reviewing the current provisions of the Manual, Administrative Order One Respecting the Procedures of Council, and some best practices from Police Boards from across Canada, will demonstrate that the current process that was recently adopted through the Manual, provides sufficient means for members of the public to engage and make representations to the Board at its regularly scheduled meetings.

The motion passed in October 2017 requested that a benchmarking exercise be conducted examining how other Police Boards engage with their residents. Seven (7) Police Boards from across Canada were selected for the review, and a detailed explanation of the findings has been included as part of this report.

A review of the findings demonstrates that all Police Boards take slightly different approaches to their engagement with the public. However, of the Police Boards examined, five (5) provide opportunities for members of the public to ask questions and/or speak to an item on the agenda at regularly scheduled meetings (a practice hereafter referred to as “Public Input Opportunities/Periods”). The provision of opportunities for members of the public to speak to an item listed on the agenda without having to register prior to the meeting, in addition to providing scheduled opportunities for delegations/presentations on items not listed on the meeting agenda, represents the most notable difference between the current practices of the Halifax Board of Police Commissioners and some of the Police Boards examined.

The Vancouver Police Board currently allows for public interactions at Board meetings through two (2) formats; registering as a delegation/presenting to the Board, and public input opportunities at the end of Board meetings.

With regards to delegations/presentations from members of the public, the Vancouver Police Board has developed a Delegations Policy (Attachment 2), which the recently approved Halifax Board of Police Commissioner’s Delegations/Presentations policy largely mirrors.

The Vancouver Police Board has also developed a policy for public input opportunities, titled “Opportunity for Questions from the Public” (Attachment 2), which was excluded from the Halifax Board of Police Commissioners Policy Manual. Under this policy, public input periods take place at the end of the meeting’s order of business. These segments allow members of the public to speak to an item on the agenda both in person and through the Board’s online webcast without having to registering in advance of the meeting. With regards to participation through the webcast, the Chair provides viewers with the contact information for the Board’s office so members of the public can email their questions. Emails and responses are then circulated to Board members and may be discussed at future meetings.

Both methods of public interaction at Board meetings have been in place for the past twelve (12) years. The review has indicated that this has allowed members of the public to be heard, as well as allowing additional items of public concern to come to the Board’s attention. It was noted, however, that public input periods can at times be difficult to control. The Chair has often had to enforce the five (5) minute limit, and has been required to stop speakers when they begin to go off topic, begin to discuss identifiable individuals, or speak to other matters outside the Board’s mandate.

The Calgary Police Commission also provides two (2) formats for public interaction at meetings; registering as a delegation/presenting to the Commission, and public input opportunities at the end of meetings. Both modes of public interaction are set out in the Calgary Police Commission Procedure and Policy Manual (Attachment 2).

With regards to public input opportunities, members of the public can partake by raising their hand at the beginning of the meeting to indicate their desire to speak. They will then be called upon by the Chair and permitted five (5) minutes to speak to the agenda item at the end of the meeting.

It was noted during the review that a recurring issue with the Calgary Police Commission’s public input periods has been members of the public speaking to complaints regarding individual officer conduct and other matters not on the agenda and outside the mandate of the Commission. As a result, the Commission’s Public Complaint Director now regularly consults with the Chair prior to regular meetings to anticipate potential issues that may arise during public input periods. Attending members of the public are also provided with an information handout on public input periods at Commission meetings (Attachment 2), which state that “personal situations or complaints about a Calgary Police Service member cannot be discussed or resolved during the public meeting.” The handout further directs the public where they can submit such complaints.

The Saskatoon Board of Police Commissioners provides for public interaction at Board meetings through two (2) formats as well; registering as a delegation/presenting to the Board, and public input

opportunities. Both modes of public interaction are set out in the Saskatoon Board of Police Commissioners – Governance Policy (Attachment 2).

With regards to public input opportunities, members of the public wishing to speak must submit a written request to the Clerk's Office by 5:00 p.m. the day prior to the meeting. The request is then subject to the Board's approval. This contrasts with the practices of the Police Boards for Vancouver and Calgary, which do not require members of the public to register/submit a request in advance of the meeting. Requests to speak on an agenda item are placed at the front-end of the order of business, and speakers are given five (5) minutes.

It was noted during the review that a common issue encountered by the Board during their public input periods has been keeping the speakers on topic and within the five (5) minute time limit. It was also noted that providing these opportunities has led to increased Board interactions with the community.

The Ottawa Police Services Board likewise provides two (2) formats for public interaction at regular meetings. Members of the public can request to speak/present on a matter that is not on the agenda, or they can speak to an item on the agenda; the procedures for both are set out in the Ottawa Police Services Board's Procedure By-law (Attachment 2).

Under the By-law, members of the public are permitted to request a delegation/presentation on both items that are not on the agenda, as well as items listed on the meeting agenda. Both require the approval of the Board. However, the approval requirements for items listed on the agenda are less onerous. To make a delegation/presentation on an item listed on the agenda, a written request must be submitted, which may be received up until the start of the meeting. Speakers are limited to five (5) minutes.

In practice, however, the Ottawa Police Services Board has moved toward public input opportunities that use a sign-up sheet for members of the public wishing to speak to an item on the agenda. The sign-up sheet is circulated at the beginning of the meeting, and requires that the individual indicate which item they wish to speak to. When the item comes up on the agenda, members of the public are invited to speak to the item for up to five (5) minutes prior to the Board's discussion of the item. Members of the Board are then permitted to ask questions of clarification only.

The Ottawa Police Services Board's Procedure By-law also outlines a code of conduct for members of the public wishing to speak to the Board:

- (6) No Delegation shall:
 - a. speak disrespectfully of any person;
 - b. use offensive words or un-parliamentary 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.

The Chair is responsible for ensuring compliance with these requirements.

It was noted during the review that the actual number of individuals seeking to speak at meetings and participate in public input periods has not been significant. For those who do speak, however, the main challenge noted has been keeping speakers on topic and within their allotted time limit.

The Toronto Police Services Board also provides members of the public the opportunity to address the Board by either submitting a formal request to present on an item that is not on the agenda, or by speaking to an item listed on the agenda during public input periods. Both modes of interaction are set out in the Procedures By-law for the Toronto Police Services Board (Attachment 2).

To speak to an item listed on the agenda, members of the public must submit a written request to speak no later than 12:00 p.m., one (1) business day prior to the meeting. When the item comes up on the agenda, members of the public are invited to speak to the item for up to five (5) minutes prior to the Board's discussion of the item. Members of the Board may then ask questions of clarification only.

The Procedures By-law for the Toronto Police Services Board also sets out a code of conduct for all speakers, which the Chair is responsible for enforcing:

17.8 A person making a deputation will not:

- I. speak disrespectfully of any person;
- II. use offensive words or language;
- III. speak on any subject other than the subject for which they have received approval to address the Board;
- IV. speak concerning the conduct of a police officer or make a complaint against a police officer or member of the Toronto Police Service, staff and Members of the Board; or
- V. disobey the rules of procedure or a decision of the Chair.

Like many of the other Police Boards examined, it was noted during the review that a major challenge during these public input periods has been keeping speakers on topic. The Toronto Police Services Board has also encountered issues with members of the public seeking to use public input periods to turn Board meetings into a forum for debate. Further, there have been recent instances where members of the public have been found to have violated the code of conduct for speakers. As a result, the Board has been required to enforce the procedures for public speakers outlined in the By-law much more stringently, placing an increased burden on the Chair.

The Saint John Board of Police Commissioners only provides for one (1) format for public interaction at Board meetings, being formal requests to present on items not on the agenda. Written requests must be submitted seven (7) days in advance, along with all presentation materials, which must be approved by the Chair. Although presentations from the public may be placed on the agenda, the Board still requires a two-thirds (2/3rds) vote to allow a member of the public to address the Board. Approved presentations take place at the beginning of the meeting, and presenters are given up to fifteen (15) minutes to present. Additionally, only two (2) presentations are permitted on each agenda.

The Cape Breton Regional Municipality Board of Police Commissioners also only provides for one (1) format for public interaction at Board meetings, being formal requests to present on items not on the agenda. The Board operates under the same rules of order as their Regional Council. The Policy Respecting Delegations Appearing Before Council (Attachment 2) provides for delegations to be made for meetings of the Board. Requesting parties are required to submit a written request ten (10) days prior to the meeting, as well as meet with a representative from the Clerk's Office to go over the proposed delegation. Approved presenters are provided with fifteen (15) minutes to present, in addition to time allotted for questions of clarification.

iv. Public Interaction with The Board

Based on an examination of the current policies and practices of the Halifax Board of Police Commissioners and other HRM Committees, as well as a jurisdictional scan of policies and practices from other jurisdictions, staff's recommendation is that the Board maintain the current procedure of receiving delegations and presentations by request as the primary form of public consultation at regularly scheduled meetings of the Board.

As previously noted, the Board has recently approved a detailed policy for public delegations/presentations, which is reflective of practices seen in other jurisdictions. Current practice allows members of the public to make representation to the Board, but provides parameters that allows for presentation requests to be reviewed before they are approved and presented. The current framework

is broad enough to accommodate requests from members of the public to speak to an item on the agenda, as well as matters that are not on the agenda but are within the Board's mandate.

At present, the Halifax Board of Police Commissioners does not provide for public input opportunities as practiced in jurisdictions such as Vancouver and Calgary, nor does it provide for Public Participation as an agenda item, as practiced by HRM Community Councils and Standing Committees. However, continuing with the current practices will likely help avoid many of the challenges experienced by other jurisdictions that have less formal opportunities for public interaction.

Administrators from other jurisdictions have indicated that a recurring challenge is keeping speakers on topic, as well as ensuring that they only speak to matters within the mandate of the Police Board. Many have reported issues with participants using public input periods to speak to matters relating to police operations, complaints about individual officers, as well as identifiable individuals. Additionally, as has been seen from the reported experiences of the Toronto Police Services Board, even when prior registration and approval is required, such public input opportunities also raise the risk of members of the public seeking to turn Police Board meetings into a forum for debate. The Toronto Police Services Board has also experienced several instances where members of the public have been found to have violated the code of conduct for public speakers. This potentially places an increased burden on the Chair to enforce a code of conduct to minimize interruptions, and to the maintain orderly Board meetings.

Based on these reported experiences, it appears that less formal opportunities for public input, such as Public Participation segments as practiced by HRM Community Councils and Standing Committees, would not be well suited when applied to the Board of Police Commissioners as it carries out its legislated mandate.

FINANCIAL IMPLICATIONS

There are no financial implications for this report. Support to the Board of Police Commissioners is provided in the existing budget.

RISK CONSIDERATION

None.

COMMUNITY ENGAGEMENT

Should the Board approve the recommendation contained in this report, then staff will work with HRM Corporate Communications to develop and implement a public awareness campaign for the Halifax Board of Police Commissioners Procedures and Policy Manual, as well as opportunities for members of the public to engage and participate at Board of Police meetings.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications identified.

ALTERNATIVES

The Board may choose to incorporate Public Participation as an agenda item for regularly scheduled Board meetings in accordance with Administrative Order One, Procedures of Council, Schedule 8, Section 8, and as is currently practiced by HRM Community Councils and Standing Committees.

The inclusion of a Public Participation agenda item would be in addition to the Board's current practices regarding public delegations/presentations. This would permit members of the public to address the Board at regularly scheduled meetings regarding items listed on the agenda, or any matter within the Board's mandate, without having to register prior to the meeting. When the Public Participation item is

reached in the order of business, the Chair would invite members of the public to address the Board, and each speaker would be provided with five (5) minutes.

Should the Board choose to proceed with this option, then it is recommended that it be implemented as a six (6) month pilot, after which staff will return to the Board with a follow-up assessment.

ATTACHMENTS

Attachment 1 – Police Board public participation jurisdictional scan tables

Attachment 2 – Excerpts of public participation policies from Police Boards examined in jurisdictional scan

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

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Police Board Public Participation Jurisdictional Scan - Table 1

Municipality	Contact	Bylaw /Policy	Practice/Criteria	Other Initiatives	Minutes	Notes
Vancouver Police Board	Patti Marfleet, ED Stephanie Johanssen , EA	Yes	<p>Two formats:</p> <p>Register as delegation (group or individual)</p> <p>End of Meeting Chair invite audience speak/ask questions both in person and online – webcast</p> <p>Policy outlines criteria</p> <p>Board not enter into dialogue – presentation only</p>	<p>Police Dept. has Town Halls on specific matters</p> <p>Board meeting in community on annual basis (i.e. Mosque/Immigration)</p> <p>Annual Survey</p> <p>Annual Report combined with Police Services</p>	<p>No detail.</p> <p>Name & Topic only</p>	<p>Recent policy change limit no. of times an individual can speak to reduce opportunities for ‘soap box’ public</p> <p>Sometimes difficult to control. Chair enforces 5 minute time limit and if gets into naming individuals will stop the speaker</p> <p>Success is that has been in place for 12 years. Public feels heard. Brings to the Board legitimate concerns – prostitution, day care, etc.</p> <p>Community Leaders and advocates are well informed and have support in the audience</p> <p>Vancouver has some screening of individuals – request name and birth date. Police Department does preliminary screening</p>
Ottawa Police Services Board	Krista Ferraro, ED 613-580-2424 X21618	Yes	<p>Two formats:</p> <p>Delegation - Requests to speak made by e-mail with subject matter and who. Must meet deadline of one week. A copy</p>	<p>Board Chair communicates by e-mail with residents</p> <p>Joint consultation with Police on Business Plan, Human Rights</p>	<p>Could not find an example.</p> <p>No delegations in 5</p>	<p>Challenge is keeping speakers on topic, Board Chair manages this</p> <p>The Board represents community interests and public participation at meetings is good public engagement.</p>

Municipality	Contact	Bylaw /Policy	Practice/Criteria	Other Initiatives	Minutes	Notes
			<p>of speaking notes requested in advance. Chair reviews all to determine if appropriate/within mandate. If not, requestor is provided rationale for having been declined. 5 minutes. Board may ask questions, no debate.</p> <p>Topic on Agenda - Also can speak to topic on the agenda . Have a sign up sheet. Public speaks before item discussed. 5 minutes. Board may choose to ask questions, but no debate.</p>		meetings I looked at.	Numbers are not great that participate but, the opportunity is there.
Calgary Police Commission	Lori DeLuca, Communications & Policy Director Calgary Police Comm.	Yes See below	<p>Two formats</p> <p>Topic on the agenda - At beginning of meeting raise hand to speak for 5 minutes on agenda matter</p> <p>Add item to agenda. 7 days notice and written material. 2/3 vote for citizen addition to agenda same day</p>	<p>Hosts an Annual Community and Policing Awards Dinner – 375 Diversity and Community Groups</p> <p>Round table facilitated discussion</p> <p>Citizen survey – perceptions of safety/police</p> <p>Other topics have engaged on with citizens – main safety concerns, experience when engage with police, characteristics in new police chief.</p>	#s of public addressing only	<p>Same day addition by citizen in practice does not occur. Do have sense of what may come up at Board as Complaint Director provides heads up. Know about active complaints against officers as well</p> <p>In the last year Police Commission meetings have served as somewhat of a platform for members of public. Allows public to be heard. Chair has key messages on all hot topics. Chief not put on spot.</p>
CBRM Board Police	Deborah	Yes	From Policy:		Unable to	Very little experience and indicated

Municipality	Contact	Bylaw /Policy	Practice/Criteria	Other Initiatives	Minutes	Notes
Commission Comm.	Municipal Clerk	See policy below	Pre meeting with Clerk Request in writing 10 days prior 15 minutes Section 6 directs police matters to the Police Board		find example	did not have anything really to share Board is listed as a Committee of CBRM. Follow Rules of Order for Council
Toronto Police Service Board	Karlene Bennett 416-808-7265	Yes	Two formats: Speak to item on the agenda - Request received noon day before meeting. Listing of items/name of requests made. Chair calls them to speak. 5 minutes. Deputation – Fill out appropriate form on website. Attach written deputation (When not received noon the day of the meeting in Board Office). Chair/ED determine if/when should go on agenda. Would not be placed on the current agenda. 5 minutes. Also triggered by letter.		Name and deputation received	When agenda is posted 5 days before the meeting have a subscription list of 600 members that press release including agenda is sent to. Challenge is to keep speakers to topic. Chair manages this. Success – Board meetings are live streamed, public and media attend. Open and transparent process. Anyone can make a deputation, come and have their say. Recently – written deputations included with minutes.
Saskatoon B of Police Comm.	Dwight Percy, 306-221-1361	Yes	Two formats: Speak to topic on the agenda: Must be received before 5 on Friday prior to the meeting. Dealt with at the front end of	Hold public input session(s) to move forward on creating a culture of safety	Record only name and provided	Conduit to Community is key in Strategic Plan. Challenges: Keeping presenters on topic. Often one of 120 community organizations

Municipality	Contact	Bylaw /Policy	Practice/Criteria	Other Initiatives	Minutes	Notes
			<p>the agenda.</p> <p>Written Delegation – Must be received before 5 on Friday prior to the meeting. Dealt with at the front end of the agenda.</p> <p>In both instances must be in keeping with mandate and is received for information only – not debate</p>			<p>before Board.</p> <p>Success: Board interaction with the Community</p>
Saint John B of Police Comm.	Jennifer Carhart 506-658-5356	Yes – Policy Bylaw	One format: Request to present 7 days in advance. Limit of 2 presentations 15 minutes allowed. Presentations take place at beginning of meeting.	Required to present to Council 3 times per year	Unable to find example in 6-8 minutes I looked at	<p>Success: Opportunity to engage people in the process. For example: School Principal had opportunity to express concern/be engaged with policing in area of school</p> <p>Challenges: Public stay on topic. Chair manages</p> <p>Public has the opportunity to be engaged and communities that would not ordinarily be so. Feeling of having some influence over the situation.</p>

Excerpts from Police Board Public Participation Policies:

VANCOUVER POLICE BOARD POLICY AND PROCEDURE MANUAL

2.9 Delegations

2.9.1 No Delegation shall address the Board more than twice in a calendar year without prior approval of the Board.

2.9.2 Any person or persons (a “delegation”), not being a Member or employee of the Board, wishing to address a regular Meeting of the Board, shall make a request to the Board Office in writing by noon, one week in advance of the Board meeting, and include the topic that the delegation is speaking to. There may be a limit on the number of delegations able to appear at a given Board meeting and all speaking topics must meet the criteria in this policy.

2.9.3 To ensure meaningful and effective use of the Delegation time, the following criteria shall apply to ascertain appropriate speaking topics. The topic should:

- (1) Relate to Vancouver police services or policies;
- (2) Affect a segment of the community, as opposed to a single individual;
- (3) Relate to a strategy of policing, as opposed to a single action by an officer(s);
- (4) Relate to the Board’s oversight mandate, as opposed to day-to-day police operations;
- (5) Not relate to a conduct complaint within the jurisdiction of the Office of the Police Complaint Commissioner;
- (6) Not be a substantial repeat of information presented by the delegate to the Board within the past 6 months.

2.9.4 The Chair shall curtail any delegation which does not adhere to its topic.

2.9.5 Speaking time for a delegation shall be limited to a maximum of five minutes. A time extension may be given by agreement of the Board.

2.9.6 A written submission by the delegation and a list of persons attending, wherever possible, shall be filed with the Board Office for distribution with the meeting agenda.

2.9.7 Members shall not enter into debate with the delegation upon the completion of their presentation. Members should only ask questions for clarification and obtaining additional, relevant information.

2.9.8 No delegation at either a regular Meeting or Special Meeting of the Board shall:

- (1) speak disrespectfully of any person;
- (2) use offensive words or unparliamentary language;
- (3) speak on any subject other than the subject for which they have received approval to address the Board; or
- (4) disobey the rules of procedure or a decision of the Chair.

2.9.9 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.

2.9.10 The Board will not hear any delegation concerning a conduct complaint against officers of the Vancouver Police Department, but will refer the delegation to the appropriate oversight body, which is the Office of the Police Complaint Commissioner.

VANCOUVER POLICE BOARD POLICY AND PROCEDURE MANUAL

2.10 Opportunity for Questions from the Public

2.10.1 At the end of each Board meeting, there shall be an opportunity for members of the public to ask questions or seek clarification related to the business discussed at the meeting. A total maximum of 10 minutes will be allocated to this item; a time extension may be given by agreement of the Board.

2.10.2 Members of the public attending the meeting may seek clarification or ask their questions directly. The Chair will direct the question to an individual Board member or a member of the VPD present, for response or follow-up. Where the question does not relate to business discussed at the meeting, the Chair will direct that staff speak to the questioner outside of the meeting.

2.10.3 The Chair shall give those watching the meeting on-line contact information for the Board office, so that they may email their questions to the Board. Emails and responses will be circulated to Board members and may be discussed at a future Board meeting.

2.10.4 No member of the public shall:

- (1) speak disrespectfully of any person;
- (2) use offensive words or unparliamentary language; or
- (3) disobey the rules of procedure or a decision of the Chair.

2.10.5 The Chair may curtail any questions for disorder or any other breach of this policy and the questioner shall immediately withdraw.

Calgary Police Commission Procedure and Policy Manual (2014 Revision and Consolidation)

5.10 At the beginning of each public Commission meeting, the Chair will advise the members of the audience that they will be given an opportunity to address the Commission. Audience members will be asked to raise their hand, should they wish to speak to an item on the agenda, and then wait to be called upon by the Chair. Unless otherwise stated, a five minute time limit will be placed on all public presentations to the commission.

5.10.1 Members of the public who wish to request that an item be added to the public meeting agenda are expected to notify the Commission office no later than one week (7 days) before the scheduled Commission meeting, and to provide written information, if possible, in support of the matter.

5.10.2 Should a member of the public request, during a public Commission meeting, to have an item added to the agenda, the Commission may, by a two-thirds (2/3) majority vote, agree to add that item to the agenda and hear from that member of the public unless the item is deemed by the Chair to be in the nature of a complaint about officer conduct.



GUIDELINES FOR GUESTS

CALGARY POLICE COMMISSION PUBLIC MEETINGS

When can I speak, and for how long?

- When called upon by the Chair, each speaker will have **three minutes** to provide comments.
- Comments should be **directed to the Chair** and will be received by the Commission for information.
- Comments should be related to agenda items.
- **Personal situations or complaints about a CPS member cannot be discussed** or resolved during the public meeting.
- If you would like a response from the Commission or from CPS, please submit your comments in writing.
- To discuss a complaint, please speak with the Commission's Public Complaint Director (cpcpcd@calgarypolicecommission.ca) or contact the Professional Standards Section of the Calgary Police Service (PSS@calgarypolice.ca).

Who can attend Commission meetings?

- All Calgary residents and media are welcome to attend the public meeting of the Commission.

Who can speak?

- Time is available at each meeting for guests who wish to provide input about matters on the agenda. There is no need to pre-register to address the Commission.

Will media have a chance to ask questions?

- Following the meeting, the Commission Chair and Chief Constable will be available briefly to speak with media outside the meeting room.
- **Public input**
- Members of the public attending the regular meetings have two opportunities to address the Board. Delegations are held as the first agenda item following approval of the agenda and minutes; the rules for delegations are set out in s.2.9 of the Board Manual. Delegations must register with the Board Office in writing one week in advance and are limited to five minutes each. Where there are a number of speakers from one organization speaking on the same topic, the organization will be the delegation and a total of 5 minutes can be allocated for all speakers. (this is a judgment call).
- At the end of the meeting the Chair will ask if there are questions from Board members or anyone in the audience.

Ottawa - Procedure Bylaw – Police Services Board

Hearing of Delegations

31. (1) Delegations wishing to address the Board regarding an item not on the agenda will only be heard at regular meetings, provided that the person(s) requesting a delegation has provided written notice of their request to the Board's Executive Director at least five (5) working days before the date of the Board meeting; the matter is within the jurisdiction of the Board; and the request has been approved by the Board Chair. The request shall include the subject matter and a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented. The Chair will advise all Board members should a request to speak be declined and the rationale for declining the request.
- (2) Upon approval of the request by the Board Chair, the delegation shall be listed on the next appropriate meeting agenda.
- (3) Delegations wishing to address the Board regarding an item listed on the agenda may be heard with permission of the Board. Requests should be made to the Executive Director, preferably in writing, setting out the particulars of the matter on which the person wishes to speak. Such requests may be received up until the start of the meeting.
- (4) Delegations 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 delegation may be extended at the discretion of the Board.
- (5) 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.
- (6) No Delegation shall:
- (a) speak disrespectfully of any person;
 - (b) use offensive words or un-parliamentary 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.

- (7) 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.

Cape Breton Regional Municipality

Policy Respecting Delegations Appearing Before Council

This policy relates to delegations who wish to address the Cape Breton Regional Council or a Standing Committee of Council.

1. All delegations will be required, if requested, to have a pre-appearance meeting with the Clerk or designated Staff member. Presenters are also expected to be present 30 minutes in advance of their presentation, only if requiring audiovisual equipment.
2. Any individual or group wishing to address Council/Committee shall give notice not less than 10 days prior to the meeting at which the delegation wishes to appear and shall submit its presentation (including potential Resolutions for Council consideration/endorsement) in writing to the Municipal Clerk for distribution with the agenda package.
3. Subject to paragraph (a) and (b) below, only one delegation will be heard at any Council meeting.
 - (a) In extra-ordinary or emergency circumstances only, and with the approval of the Chair, will there be more than one delegation at a regular Council meeting.
 - (b) Any approved delegation that fails to submit the required documentation within the specified time limits will be deferred to another date.
 - (c) Delegations with exceptional issue or an issue deemed to be of an emergency nature may be granted a special meeting; this decision at the discretion of the chair.
4. Committees may entertain more than one (1) delegation per meeting. If a group appears before a Committee, they will not be entitled to appear at Council to speak on the same issue.
5. Issues coming before Council must be of a global municipal nature. If the topic is of a localized nature or is service specific, the delegation will be directed and heard at the appropriate Standing Committee of Council. The Clerk, in consultation with the Chair, will decide what constitutes a global issue.
6. Under the Police Act, issues relating to the Policing Service must go to the Police Commission. Only the few items which require Council approval under the Police Act will be referred back to Council. The Commission, by virtue of the Police Act,

has different authority and reporting requirements than the other Committees of Council.

7. A delegation is encouraged to have only one speaker who will be limited to a 15 minute presentation. A delegation may have more than one speaker but collectively speakers are limited to the fifteen minute time period. The Clerk shall make presenter(s) aware of this time limit when arrangements for the presentation are being made.

8. Questions from members of Council/Committee may follow the presentation, however, debate will not be permitted until Council formally deals with any required action coming out of the presentation. Council may deal with the requests for action

- (a) under new business - (time permitting),
- (b) at the next regular Council meeting,
- (c) or by referral.

9. Once a delegation is heard at Council, a Resolution would not be put forth on the issue until the next meeting of Council. If urgency dictates an early decision, there would be a requirement for a two-thirds vote of Council to deal with the issue.

10. The Chair will acknowledge and thank the presenting delegation.

11. This policy is Council's provision for the process of dealing with delegations and supercedes Robert's Rules of Order.

Approved by Council- June 12, 1996

Amended by Council- March 11, 2005

Procedures Bylaw – Toronto Police Services Board

17. HEARING OF PUBLIC DEPUTATIONS AT BOARD MEETINGS

Items on the Agenda

17.1 Persons wishing to make a deputation to the Board regarding an item on the meeting agenda may be heard with the permission of the Chair provided the following requirements are met:

- (a) the request must be received no later than noon on the business day preceding the day of the meeting;
- (b) the request must be made to the Board Administrator in a form prescribed by the Board;
- (c) the request must set out the particulars of the matter and include a copy of any materials that will be presented; and
- (d) the request must indicate the name, telephone number and email address of the person who will speak to the matter.

Items not on an Agenda

17.2 Persons wishing to make a deputation to the Board regarding an item not on a meeting agenda will only be heard at regular meetings, provided the following requirements are met:

- (a) the request must be received no later than five (5) Business Days before the Agenda Deadline for the meeting;
- (b) the request must be made to the Board Administrator in writing or by email;
- (c) the request must set out the particulars of the matter and include a copy of any materials that will be presented;
- (d) the request must indicate the name, telephone number and email address of the person who will speak to the matter; and
- (e) the request must pertain to a matter that falls within the jurisdiction of the Board.

Assessment of Request for items not on an Agenda

17.3 Upon receipt of the notice requesting a deputation and provided the requirements in section 17.2 are met, the Chair in consultation with the Executive Director may decide to:

- (a) list the deputation on the agenda of any future meeting;
- (b) direct the Executive Director to respond in writing and not put the matter which is the subject matter of the deputation before the Board; or
- (c) refuse the request.

General Rules for Deputations

17.4 Unless otherwise directed by the Board, deputations will be restricted to five (5) minutes and will be addressed only to the stated business. The time allotted for any deputation may be extended or reduced as considered necessary at the discretion of the Board.

17.5 A deputation on behalf of any organization or group may be made by more than a single representative but the entire submission on behalf of an organization or group will be limited to five (5) minutes. If a person is speaking both on his or her own behalf and as a representative of an organization or group, the entire submission will be limited to five (5) minutes.

17.6 Upon the completion of a deputation to the Board, any discourse between Members and the persons making the deputation will be limited to Members asking questions for clarification for up to five (5) minutes. Members of the Board will not enter into debate with the person making the deputation.

17.7 Requests to make a deputation will not be considered once the meeting has commenced.

17.8 A person making a deputation will not:

- (i) speak disrespectfully of any person;
- (ii) use offensive words or language;
- (iii) speak on any subject other than the subject for which they have received approval to address the Board;
- (iv) speak concerning the conduct of a police officer or make a complaint against a police officer or member of the Toronto Police Service, staff and Members of the Board; or
- (v) disobey the rules of procedure or a decision of the Chair.

17.9 The Chair may curtail any deputation or debate during a deputation for Improper Conduct or any other breach of this By-law and where, after giving a caution, the Chair

rules that the deputation is concluded, the person or persons appearing will immediately withdraw.

Saskatoon Board of Police Commissioners – Governance Policy

14. DELEGATIONS:

(1) Delegations wishing to speak to the Board, solely 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 before 5:00 p.m. on the day immediately preceding a regularly scheduled Board meeting.

(2) 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.

(3) 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 concisely the subject matter which the delegation wishes to place before the Board before 5:00 p.m. on the Friday before the next regularly scheduled Board meeting at which the delegation wishes to speak.

(4) 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:

(a) the next regularly scheduled Board meeting; or

(b) whenever possible, the regularly scheduled Board meeting at which the delegation requests to speak.

(5) 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.

(6) The Secretary may refuse to place any request to speak on the agenda of the Board if subsections (1) and (3) are not followed.

15. SCANDALOUS, CRIMINAL OR OFFENSIVE COMMUNICATIONS OR DELEGATIONS:

(1) Notwithstanding Sections 13 and 14 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.

16. COMMUNICATION OR DELEGATIONS AS TO POLICE OPERATIONS:

(1) 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.

Saint John – Procedures Bylaw – Board of Police Commissioners

Section 10 DELEGATIONS/PRESENTATIONS - PUBLIC

- 10.1 When a member of the public or a representative of any group of persons seeks to address the Board, he/she shall submit a request in writing to the Chairman prior to 4:00 p.m. on the Thursday preceding the scheduled Board meeting. The Chairman will include the request on the agenda of the next regular meeting.
- 10.2 Upon considering the request to make a presentation or hear a delegation the Board may:
- a) decline to hear the delegation/presentation or,
 - b) set a date, no earlier than the next regular meeting, to hear the delegation/presentation.
- 10.3 When a member of the public or a representative of any group is scheduled to address the Board a copy of their presentation shall be submitted to the Chairman prior to 4:00 p.m. on the Thursday preceding the scheduled Board meeting.
- 10.4 No member of the public or representative of any group of persons will be permitted to address the Board without the prior consent of two thirds of the total membership, other than persons entitled by statute to be heard or persons invited by notice authorized by the Board, who have not been included in the agenda.
- 10.5 Except with consent of the Board, no member of the public shall address the Board for more than fifteen minutes, exclusive of the time required to answer questions put to him/her by the Board, except that a group of persons may have more than one spokesperson provided that the total length of time such spokesperson addresses the Board shall not exceed fifteen minutes, exclusive of the time required to answer questions put to them by the Board.
- 10.6 Each member of the public or spokesperson on behalf of a delegation addressing the Board shall give his/her name and address. All remarks shall be addressed to the Board as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the Presiding Officer. No question shall be asked except through the Presiding Officer.

10.7 Finalization of matters presented by a delegation shall not be dealt with until after all items on the agenda have been dealt with.

CALGARY

1. Policy re. public participation at commission meetings:

“At the beginning of each public Commission meeting, the Chair will advise the members of the audience that they will be given an opportunity to address the Commission. Audience members will be asked to raise their hand, should they wish to speak to an item on the agenda, and then wait to be called upon by the Chair. Unless otherwise stated, a five minute time limit will be placed on all public presentations to the commission.

“Members of the public who wish to request that an item be added to the public meeting agenda are expected to notify the Commission office no later than one week (7 days) before the scheduled Commission meeting, and to provide written information, if possible, in support of the matter.

“Should a member of the public request, during a public Commission meeting, to have an item added to the agenda, the Commission may, by a two-thirds (2/3) majority vote, agree to add that item to the agenda and hear from that member of the public unless the item is deemed by the Chair to be in the nature of a complaint about officer conduct.”

2. The handout available at the public meeting is attached.