



P.O. Box 1749  
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**Item No. 7.1**  
**Board of Police Commissioners**  
**March 21, 2022**

**TO:** Chair and Members of the Board of Police Commissioners

**SUBMITTED BY:** - Original Signed -

Iain MacLean, Municipal Clerk

**DATE:** February 7, 2022

**SUBJECT:** **Proposed 2022 Board of Police Commissioners Meeting Schedule**

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**ORIGIN**

December 13, 2021 Board of Police Commissioners motion (Item 10.1.3):

MOVED by Commissioner Critchley, seconded by Commissioner Kent

THAT the Board of Police Commissioners approve the first three dates in the proposed Board of Police Commissioners 2022 meeting schedule as outlined in the staff memorandum and request a staff report to provide further information relating to timing and financial implications of changing the meeting schedule.

MOTION PUT AND PASSED.

**LEGISLATIVE AUTHORITY**

The *Police Act*, 2004, S.N.S. 2004, c. 31, section 49, states:

49 The board must hold a board meeting at least every three months.

**RECOMMENDATION**

It is recommended that the Board of Police Commissioners approve the proposed 2022 meeting schedule until June 2022 as outlined in Attachment 1 of this report.

## **BACKGROUND**

In accordance with Section 49 of the *Police Act*, the Board of Police Commissioners (the Board) shall *meet no less than once every three (3) months, preferable monthly, or as determined by the Commission.*

At the BOPC's December 13, 2021 meeting the Commission approved a meeting schedule for the months of January, February and March 2022. At the Board's December 13, 2021 meeting it was noted that the Commission may wish to change its current meeting time to accommodate the schedules of volunteer Commissioners and improve public engagement. The Board requested a recommendation report outlining the options for the BOPC to schedule the Board's regular monthly meetings outside of normal working hours including a jurisdictional scan of Police Boards' meeting schedules and the financial implications associated with evening meetings.

## **DISCUSSION**

The *Police Act*, in sections 44(4) & 57(4) requires that the Board consist of seven members: three members of council appointed by resolution of the council; three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and one member appointed by the Provincial Minister of Justice.

The Board has historically met the third Monday of each month from 12:30 p.m. to 3:30 p.m. in Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax. In response to the pandemic nearly all meetings have been held virtually since March of 2020. It has been the practice for the Board to adopt a meeting schedule for the upcoming year at their December meeting.

When evaluating the availability of the parties attending BOPC meetings, the scheduling demands of several different groups need to be considered including commissioners, the public, representatives of Halifax Regional Police, Halifax District Royal Canadian Mounted Police, and HRM staff.

The motion passed on December 13, 2021 requested that a benchmarking exercise be conducted examining the meeting schedules of Police Boards. Thirteen (13) Police Boards from across Canada were selected for the review. A review of the findings demonstrates that ten (10) of the Police Boards meet during the morning or early afternoon (pre 3:00 p.m.). Three (3) of the Police Boards meet during the mid to late afternoon (post 3:00 p.m.) with meeting start times of 3:00 p.m. or 4:00 p.m. None of the Police Boards schedule evening meetings. The results of this review are listed in Attachment 2.

All Commissions surveyed held meetings at consistent days and times where possible. While additional or special meetings may be required from time to time meetings are typically held on a consistent date with consistent time. This helps for meeting scheduling as well as for members of the public and the media to plan on a consistent time for meetings.

It is recommended that the meeting schedule until June be approved by the Board. During this time the Office of the Municipal Clerk will poll individual members for the preferred date and time for Board meetings. A follow up report will be provided in May, with an attached meeting schedule for the remainder of the year based on this feedback.

## **FINANCIAL IMPLICATIONS**

When scheduling meetings, staff availability must be considered. Meetings require staff support as well as participation in order to occur. Staffing models will need to be developed if an alternative meeting schedule, additional meetings or meetings outside of standard meetings hours are going to be consistently held.

**RISK CONSIDERATION**

No risk considerations were identified

**COMMUNITY ENGAGEMENT**

No community engagement was required.

**ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified

**ALTERNATIVES**

The Board may propose an alternative meeting schedule for approval. This is not recommended as no alternative meeting time and schedule has been developed with the Board at this time.

**ATTACHMENTS**

**Attachment 1** – Proposed 2022 Board of Police Commissioners Meeting Schedule

**Attachment 2** – Police Board Meeting Schedule Jurisdictional Scan

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by:      Iain MacLean, Municipal Clerk, 902.490.6456  
                                     Andrea Lovasi-Wood, Legislative Assistant, 902.490.5934

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## Attachment 1

### Halifax Board of Police Commissioners Proposed 2022 Meeting Schedule

<b>Date</b>	<b>Time</b>	<b>Location</b>
January 17, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
February 28, 2022 <i>*a week later due to Heritage Day</i>	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
March 21, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
April 25, 2022 <i>*a week later due to Easter</i>	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
May 16, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
June 20, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax

**Please be advised that meeting times and locations are subject to change**

<b>Other Dates:</b> <ul style="list-style-type: none"><li>• January 3 – New Years Day</li><li>• February 21 – Heritage Day</li><li>• March 14-18 – March Break</li><li>• April 15 – Good Friday</li><li>• April 18 – Easter Monday</li><li>• May 23 – Victoria Day</li><li>• July 1 – Canada Day</li></ul>	<ul style="list-style-type: none"><li>• August 1 – Natal Day</li><li>• September 5 – Labour Day</li><li>• September 30 – National Day for Truth and Reconciliation</li><li>• October 10 – Thanksgiving</li><li>• November 11 – Remembrance Day</li><li>• December 25 – Christmas</li><li>• December 26 – Boxing Day</li></ul>
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## Attachment 2

### Police Board Meeting Schedule Jurisdictional Scan

Police Board	Meeting Day	Meeting Start Time
Toronto Police Services Board	Primarily Monday *	9:00 a.m.
Calgary Police Commission	Wednesday	3:00 p.m.
Ottawa Police Services Board	Monday	4:00 p.m.
Edmonton Police Commission	Thursday	12:00 p.m.
Winnipeg Police Board	Friday	9:30 a.m.
Peel Region (includes Mississauga and Brampton, ON) Police Services Board	Friday	10:00 a.m.
Vancouver Police Board	Thursday	1:00 p.m.
Hamilton Police Services Board	Thursday	1:00 p.m.
Surrey Police Board	Wednesday	4:00 p.m.
<b>Halifax</b> <b>Board of Police Commissioners</b>	<b>Monday</b>	<b>12:30 p.m.</b>
London Police Services Board	Thursday	Governance Committee at 10:00 a.m.; Police Service Board at 2:00 p.m.
York Region (includes Markham and Vaughan, ON) Police Services Board	Wednesday	9:15 a.m.
Saskatoon Board of Police Commissioners	Thursday	1:00 p.m.
Waterloo Region (includes Kitchener) Police Services Board	Wednesday	10:30 a.m.

\* The Toronto Police Services Board meeting schedule does not specify a regular meeting day of the week. The 2022 meeting schedule includes monthly meetings at regular four week intervals. The meeting days include Mondays (three times over the course of 2022), Tuesdays (twice over the course of 2022), Wednesdays (twice), Thursdays (twice) and Friday (once).