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Item No. 10.1.1
Board of Police Commissioners
June 20, 2022

TO: Chair and Members of the Board of Police Commissioners

SUBMITTED BY: - Original Signed -

Jacques Dubé, Chief Administrative Officer

DATE: May 3, 2022

SUBJECT: Board of Police Commissioners July to December 2022 Meeting Schedule

SUPPLEMENTARY REPORT

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.

March 21, 2022 Board of Police Commissioners motion (Item 7.1):

MOVED by Commissioner Blackburn, seconded by Commissioner McDougall

THAT the Board of Police Commissioners approve the proposed 2022 meeting schedule until June 2022 as outlined in Attachment 1 of the February 7, 2022 staff report.

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 ON PAGE 2

RECOMMENDATION

It is recommended that the Board of Police Commissioners approve the proposed meeting schedule for July to December 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 Commission) shall:

“meet no less than once every three (3) months, preferable monthly, or as determined by the Commission. “

At the Board’s December 13, 2021 meeting it was noted that the Commission may wish to change its current meeting day and time, the third Monday of the month from 12:30 p.m. to 3:30 p.m., to accommodate the schedules of volunteer Commissioners and improve public engagement. The Board requested a recommendation report outlining the options for the Commission to schedule its 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.

Staff submitted a report to the Commission’s March 21, 2022¹ meeting that included the requested jurisdictional scan and recommended that the Commission approve a meeting schedule until June 2022 which maintained the status quo meeting day and time. During this time the Office of the Municipal Clerk would poll individual members for their preferred meeting date and time. A follow up report would be provided in May, with an attached meeting schedule for the remainder of the year based on this feedback. At the Board’s March 21, 2022 meeting the Commission noted the follow up report would benefit from a survey of the community regarding day and time of in-person meetings, hybrid meeting options, a survey of other jurisdictions regarding the livestreaming of in-person meetings and information regarding the use of Council Chambers to allow for the livestreaming of in-person meetings. This report provides the results of a jurisdictional scan of Police Boards and polling of Halifax Board of Police Commissioners. A community survey may be included in additional reviews but could not be completed with the timing available for this report.

DISCUSSION

The *Police Act*, in sections 44(4) & 57(4) requires that the Commission 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.

Further to the Commission’s direction, an email poll was conducted to determine each commissioner’s ranking of the four following choices for a preferred meeting day and time:

- Option #1 – First Wednesday of the month, 12:30-3:30 p.m.
- Option #2 – First Wednesday of the month, 4:30-7:30 p.m.
- Option #3 – Third Wednesday of the month, 12:30-3:30 p.m. (Current meeting day and time)
- Option #4 – Fourth Thursday of the month, 4:30-7:30 p.m.

The email poll also allowed commissioners to indicate if any option posed a scheduling conflict. Responses were received from six of the Commission’s seven commissioners (Attachment 2). Of the responders, one Commissioner indicated they are available for all meeting options. Accordingly, this Commissioner was not

¹ See [March 21, 2022 Board of Police Commissioners – Item 7.1.](#)

included in the ranking. A second Commissioner indicated that their first and second preference was for Option #4 (fourth Thursday at 4:30 p.m.). Option #4 was counted as this Commissioner's first choice only. This Commissioner also indicated that their third and fourth preferences was for Option #2 (first Wednesday of the month at 4:30 p.m.), thus Option #2 was counted as their third choice only. Accordingly, no vote for the meeting options #1 or 2 were logged for this Commissioner.

The results of the meeting day and time poll indicate that the first Wednesday of the month starting at 12:30 p.m. (Option #1) was the first preference of two commissioners, the second preference of one commissioner and the third preference of one commissioner. Option #1 has the additional benefit of not being indicated as a scheduling conflict for commissioners.

The fourth Thursday of the month starting at 4:30 p.m. (Option #4) was also the first preference for two commissioners. However, this option was specified to be a scheduling conflict by two commissioners and cannot be considered a viable option due to the importance of maintaining quorum. A quorum of members is essential to hold a procedurally valid meeting that can approve a meeting agenda and vote on motions. Section 50 of the *Police Act* indicates that a majority of police commission members constitutes quorum. The Commission's quorum is five. Thus, a meeting day and time that is indicated to be a scheduling conflict for two of the seven commissioners is a substantial risk to maintaining quorum for the Commission's monthly meetings.

The Commission's current meeting day, the third Monday of the month beginning at 12:30 p.m. (Option #3) was the first preference of one commissioner, the second preference of two commissioners and the fourth preference of one commissioner. The Commission's current meeting day also has the additional benefit of not being indicated as a scheduling conflict for commissioners. The first Wednesday of the month starting at 4:30 p.m. (Option #2) was not a first preference for any commissioner, the second preference for one commissioner, the third preference for two commissioners and the fourth preference for one commissioner. Option #2 was also expressed to be a scheduling conflict for one commissioner.

Staff recommends that the Commission select the first Wednesday of the month from 12:30-3:30 p.m. as the Commission's meeting day and time for the remainder of 2022 beginning with its' July meeting. This meeting option was preferred by most commissioners and was not expressed to be a scheduling conflict.

A community survey to determine preferences regarding the timing of in-person Commission meetings was not possible during the two-month period allowed for this report's preparation. A survey can be completed prior to the preparation of the 2023 Board of Police Commissioners meeting schedule.

The Office of the Municipal Clerk also conducted a survey of Police Boards to determine their use of virtual meetings and livestreaming. This survey also included questions relating to public engagement as the Commission identified the improvement of public engagement in their original request for a staff report into the Commission's meeting schedule. Six Police Boards responded to this survey (Attachment 3). The Halifax Board of Police Commissioners is included in this summary of survey results to allow for comparison.

Survey results indicate that two Police Boards are still holding virtual meetings exclusively. The York Region Police Services Board may consider a hybrid model for future meetings, but they have not determined the format of a possible hybrid meeting option. Two Police Boards continue to meet virtually and have begun or will begin using a mix of in-person or virtual meetings. Three Police Boards have resumed in-person meetings. The Ottawa Police Services Board's in-person meetings do not allow for virtual participation. Any public presenters who cannot appear in-person can make written submissions to the Board. The Winnipeg Police Board may meet virtually if required due to time constraints or a high community incidence of COVID 19.

Five Police Boards livestream their meetings. The three Police Boards that have resumed in-person meetings are able to livestream these in-person meetings.

With respect to public engagement, all six Police Boards allow for members of the public to make a delegation or presentation on general matters within the Board's jurisdiction at their monthly meetings. All six Police Boards require that written requests to present be submitted prior to the meeting. Presentation speaking time limits range from four minutes, five minutes and ten minutes with five minutes used by three of the six Boards surveyed. See Attachment 3 for more details regarding registration requirements and speaking time limits.

The Winnipeg Police Board also allows for the public to register to speak regarding a specific agenda item. Requests to speak must be submitted in writing and be received by 1 pm the business day before the meeting. Members of the public who attempt to register to speak after the deadline can make a written submission or submit a request to present at the next regular meeting. The Winnipeg Police Board limits the number of delegates that can speak in support or in opposition to an agenda item to a maximum of two per position.

The Calgary Police Board allows for two forms of public participation at the meetings. The request to participate must relate to a matter of police governance and oversight. Members of the public can request to make a verbal presentation and speak for up to four minutes followed by time allowed for clarification questions. Members of the public can also request to ask a verbal question. People are encouraged to submit their questions in advance of the meeting. During the meeting a person is allowed up to two minutes to ask a question, with two minutes provided for the Chair or a designate to answer. This public participation is limited to a maximum of five speakers per meeting.

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.

ALTERNATIVES

The Commission could choose Option #3 – Third Wednesday of the month, 12:30-3:30 p.m. (which is the Commission's current meeting day and time) because this was the second preferred option, which did not also pose a scheduling conflict for commissioners.

ATTACHMENTS

Attachment 1 – Proposed 2022 Board of Police Commissioners Meeting Schedule

Attachment 2 – Board of Police Commissioner Meeting Day and Time – Commissioner Preferences

Attachment 3 – Police Board Public Engagement and Virtual Meeting 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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 Andrea Lovasi-Wood, Legislative Assistant, 902.240.7164

Attachment 1

Halifax Board of Police Commissioners Proposed July – December 2022 Meeting Schedule

Date: First Wednesday of the month

Time: 12:30 a.m. - 3:30 p.m.

Location: Meetings may be held virtually or in-person (Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax) depending upon Commission needs and public health directives. Meeting locations will be posted on each meeting's agenda which can be found at

<https://www.halifax.ca/city-hall/agendas-meetings-reports>.

Date	Time	Location
July 6, 2022 – if required	12:30 – 3:30 p.m.	Virtual
August 3, 2022 – if required	12:30 – 3:30 p.m.	Virtual
September 7, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
October 5, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
November 2, 2022	12:30 – 3:30 p.m.	Halifax Hall – 2nd Floor City Hall, 1841 Argyle Street, Halifax
December 7, 2022 <i>*a week early due to Christmas</i>	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

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

Board of Police Commissioner Meeting Day and Time – Commissioner Preferences*, **

Options	Meeting Day and Time	#1 Preference	#2 Preference	#3 Preference	#4 Preference	Scheduling Conflict
#1	First Wednesday of Month 12:30 – 3:30 pm	2 Commissioners	1 Commissioner	1 Commissioner		
#2	First Wednesday of Month 4:30 – 7:30 pm		1 Commissioner	2 Commissioners	1 Commissioner	1 Commissioner
#3	Third Monday of Month 12:30 – 3:30 pm (Current Meeting Time)	1 Commissioner	2 Commissioners		1 Commissioner	
#4	Fourth Thursday of Month 4:30 – 7:30 pm	2 Commissioners		1 Commissioner		2 Commissioners

* One Commissioner is available for all meeting options and was not included in the ranking.

** One Commissioner indicated their first and second preferences for Option #4 – this was counted as their first choice only. This Commissioner also indicated their third and fourth preferences for Option #2 – this was counted as their third choice only. No vote for meeting options #1 or #2 were logged for this Commissioner.

Police Board Public Engagement and Virtual Meeting Jurisdictional Scan

Police Board	Type of Public Engagement	Regular Agenda Item	Requirements	Speaking Time Limits	Meet Virtually / In-Person	Livestreaming of Meetings	Meeting Location
Calgary Police Commission	Public participation ¹ related to police governance and oversight: <ul style="list-style-type: none"> • Make a verbal presentation, or • Ask a verbal questions (Public asking questions are encouraged to submit question in advance)	Yes	<ul style="list-style-type: none"> • Required to register in advance of meeting via email or phone. • Registration deadline is noon, day of meeting. • Need to identify topic when register. • Any written submissions are to be submitted at least one week prior to meeting. • Maximum of five speakers per meeting. • If more than five speakers, priority given to those speaking on an agenda item, then by order of registration. • Those not able to speak can speak at future meeting or make a written submission. 	Verbal Presentation: <ul style="list-style-type: none"> • Four minutes • Commissioners can ask clarifying questions Verbal Question: <ul style="list-style-type: none"> • Two minutes • Two minutes for Chair or designate to answer 	Currently meeting virtually. Will be transitioning to mix of both in-person and virtual.	No Meetings are recorded and posted to website by the morning after meeting.	Dedicated Calgary Police Commission board room. No meetings held outside in the community.
Ottawa Police Services Board	Public delegations on general matters within the Board's jurisdiction. Public delegations on specific agenda items	Yes	<ul style="list-style-type: none"> • Required to register in advance • Registration deadlines: <ul style="list-style-type: none"> ○ Non-agenda item – register 5 business days before meeting ○ Agenda item – can register up until start of meeting. • Must identify topic when register. • The Chair reviews/approves all requests. 	Five minutes.	In-person meetings resumed in March. No option for virtual participation. Public delegations can choose to appear in-person or submit their comments in writing.	Yes	Currently regular monthly meetings are held in Council Chambers to enable livestream of meeting. Pre-COVID 19, Ottawa Police Services Board had a dedicated meeting space at City Hall for all regular meetings.

¹ Calgary Police Commission website: <https://www.calgarypolicecommission.ca/public-participation-in-meetings/>

Police Board	Type of Public Engagement	Regular Agenda Item	Requirements	Speaking Time Limits	Meet Virtually / In-Person	Livestreaming of Meetings	Meeting Location
Winnipeg Police Board	<p>Public request to speak on a matter of concern.</p> <p>Public can submit notice to speak to specific agenda item.</p> <p>Hold a minimum of two public consultation meetings per year to solicit community input on public safety issues and priorities, as required by municipal by-law.</p>	No	<p>Winnipeg Police Board Rules of Procedure²:</p> <p>Section 12 - Public requests to speak on matter of concern:</p> <ul style="list-style-type: none"> • Written request including reasons for speaking must be submitted 14 days prior to meeting. • The matter of concern must be within Board jurisdiction and the citizen has exhausted all other resolutions processes or the processes are inadequate. • Requests are reviewed by the Board's secretary who makes recommendation to Chair whether the item be included on agenda. • Chair reviews/approve recommendation. <p>Section 13 - Public speaking about agenda item:</p> <ul style="list-style-type: none"> • Register in writing by 1pm, business day before meeting. • Written submissions accepted if request to speak received after registration deadline. • If item not on agenda submit request item added to future agenda using s.12 process. • Submissions are received for information only. • Maximum of two delegates can speak in support or opposition to an agenda item. • If more than two people register to speak to a position, they are asked to agree to two delegates. If no agreement the Chair selects. • Chair can limit total speaking time to what is considered reasonable. 	<p>Public speaking to an agenda item:</p> <ul style="list-style-type: none"> • Ten minutes • Five minutes for questions 	<p>In-person</p> <p>Virtual meetings are held due to a time constraints or if there is a high community incidence of COVID 19.</p>	Yes	<p>Public Winnipeg Police Board meetings are held in the City of Winnipeg Council Chambers or the Committee Rooms in City Hall.</p> <p>Winnipeg Police Board committee meetings (Budget and Risk Management, Strategic Planning and Governance) are held at the Board Office.</p> <p>Public consultation meetings are held in the community at various locations.</p>

² Winnipeg Police Board Rules of Procedure: <https://www.winnipeg.ca/clerks/boards/WpgPoliceBoard/pdfs/boardpublications/2018RulesOfPracticeAndProcedureParts1to13.pdf>

Police Board	Type of Public Engagement	Regular Agenda Item	Requirements	Speaking Time Limits	Meet Virtually / In-Person	Livestreaming of Meetings	Meeting Location
Vancouver Police Board	Public delegations ³ on general matters within the Board's mandate.	Yes	<ul style="list-style-type: none"> • Required to submit written request by noon, day before the meeting. • Request must indicate topic. • Presentation topics must relate to the police service or policies, affect the community and relate to the Board's oversight mandate. • Presentation topics should not relate to a single individual, a police officer action, police day-to-day operations or to a conduct complaint. • Limits may be placed on the number of delegations able to appear at meeting. 	<p>Five minutes.</p> <p>Board members can ask clarifying questions.</p>	Beginning to resume in-person meetings.	<p>Yes</p> <p>Livestream virtual and in-person meetings</p>	<p>In-person meetings held in dedicated Vancouver Police Board boardroom.</p> <p>Pre-COVID 19 the Vancouver Police Board held one to two meetings in the community each year.</p>
Surrey Police Board	<p>Surrey is transitioning police force from RCMP to Surrey Police Service.</p> <p>The Surrey Police Board is holding meetings does not have jurisdiction until the transition to the Surrey Police Service is finished.</p> <p>Board will allow public delegations on general matters within the Board's jurisdiction.⁴</p>	Yes	<ul style="list-style-type: none"> • Required to submit written request (fillable form provided on Board website) • Request must include: <ul style="list-style-type: none"> ○ Title of presentation ○ Topic • Presentation topics must relate to the police service or policies, affect the community and relate to the Board's oversight mandate. • Presentation topics should not relate to a single individual, a police officer action, police day-to-day operations or to a conduct complaint. 	Ten minutes.	Virtual	Yes	The Surrey Police Board does not currently hold meetings in the community but will do so in the future.

³ Vancouver Police Board Governance Manual; Chapter 2 Part B Board Meetings and Procedural Rules, section 2.9 "Delegations": <https://vancouverpoliceboard.ca/police/policeboard/PolicyProcedures/09-Chapter-2-Meetings-and-Procedural-Rules.pdf>

⁴ Surrey Police Board; Delegation to Surrey Police Board Request web form: <https://www.surreypoliceboard.ca/board-meetings/delegate-policy-application/delegation-surrey-police-board-request>

Police Board	Type of Public Engagement	Regular Agenda Item	Requirements	Time Limits	Meet Virtually / In-Person	Livestreaming of Meetings	Meeting Location
York Region Police Services Board	Deputations ⁵ (oral submissions) by member of public or an organization related to feedback or concerns related to police services.	Yes	<ul style="list-style-type: none"> Required to submit written request at least 5 days before meeting Requests must include: <ul style="list-style-type: none"> outline of deputation list of presenters copy of presentation materials Requests will be placed on next agenda if Chair determines Board has jurisdiction over subject matter. If there are more than one person wishing to address the same position on a topic, the Chair can select one person to represent the group or to limit speaking times. 	<p>Five minutes.</p> <p>Chair can approve a time extension if requested prior to meeting.</p>	<p>Exclusively virtually.</p> <p>Will consider a hybrid model for future meetings. Still deciding what form a hybrid meeting will take.</p>	<p>Yes</p> <p>Livestreaming of meetings will continue with the resumption in-person meetings.</p>	<p>Pre-COVID-19 the York Region Police Services Board meetings held in a dedicated meeting location.</p> <p>Pre-COVID 19 York Region Police Services held workshops in the community, independent of monthly Board meetings. Scheduled from 9am-4pm, based upon Board member availability.</p> <p>A minimum of two community workshops held per year.</p>
Halifax Board of Police Commissioners	Public delegations ⁶ on general matters within the Board's mandate.	Yes	<ul style="list-style-type: none"> Required to submit written request by noon, one week before the meeting. Request must indicate topic. Presentation topics must relate to the police service or policies, affect the community and relate to the Board's oversight mandate. Presentation topics should not relate to a single individual, a police officer action, police day-to-day operations or to a conduct complaint. 	<p>Five minutes.</p> <p>Board members can ask clarifying questions.</p>	<p>Virtually or in-person.</p>	<p>Virtual meetings livestreamed.</p>	<p>In-person meetings held in board and committee meeting room in City Hall.</p>

⁵ York Region Police Services Board; Deputations to the Police Services Board: <https://www.yrpsb.ca/meetings>

⁶ Halifax Board of Police; Public Engagement: <https://www.halifax.ca/city-hall/boards-committees-commissions/a-c/board-police-commissioners/engagement-bopc> click on "Presentations"