

TEMAGAMI POLICE SERVICES BOARD  
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## TEMAGAMI POLICE SERVICES

### BOARD BY-LAW NUMBER 2003-554

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

WHEREAS a Police Services Board may by By-law make rules for the effective management of the police service under Section 10 or Section 31(6) of the Police Services Act, R.S.O. 1990 c.P.15 and amendments;

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

THEREFORE the Temagami Police Services Board enacts as follows:

#### I. DEFINITIONS

1.1 In this By-law:

- (A) "Act" means the Police Services Act, R.S.O. 1990 c.P.15, as amended from time to time;
- (B) "Acting Chair" means a member required to act from time to time in the place and stead of the Chair, pursuant to section 6 of this by-law;
- (C) "Board" means the Temagami Police Services Board and shall be composed of such members appointed under Part III of the Act;
- (D) "Chair" means the Chair of the Board;
- (E) "Staff Sergeant" means an Ontario Provincial Police Staff Sergeant reporting to the Temagami Police Services Board;
- (F) "Detachment Commander" means an Ontario Provincial Police Detachment Commander reporting to the Temagami Police Services Board;
- (G) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (H) "Council" means the Council of The Corporation of the Municipality of Temagami;
- (I) "Days" means calendar days exclusive of Saturday, Sundays and statutory holidays;

- (J) "Secretary" means the Secretary of the Temagami Police Services Board;
- (K.) "Member" means a member of the Temagami Police Services Board;
- (L) "Recorded Vote" means the making of a written record of the name and vote of each Member present who votes on a question and of each Member present who does not vote;
- (M) "Municipality" means the Municipality of Temagami.
- 1.2 In this by-law, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender.

## 2. APPLICATION

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

## 3. COMPOSITION OF THE BOARD

- 3.1 In accordance with Section 27(5) of the Act, the Board shall consist of three (3) members, composed of
- (A) one (1) Council member appointed by resolution of the Council;
- (B) one (1) person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the municipality; and
- (C) one (1) person appointed by the Lieutenant Governor in Council.

## 4. SELECTION OF CHAIR AND VICE CHAIR

- 4.1 In accordance with Section 28 (1) and (2) of the Act, the members of the Board shall, at the first meeting of each operating year, select from amongst its Members a Chair and Vice Chair for one year.

- 4.2 The election of the Chair shall be conducted by the Secretary.
- 4.3 The election of the Vice Chair shall be conducted by the Chair.
- 4.4 Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the Municipal Act, R.S.O. 1990, as amended, which requires that each member present indicate his/her vote openly and that no vote be taken by ballot or any other method of secret voting.

5. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 5.1 The Board shall be responsible for those duties as set out in Section 10 and Section 31(1) of the Act as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct (attached as Appendix A)

6. DUTIES OF THE CHAIR

- 6.1 It shall be the duty of the Chair to:
- (A) act as the sole spokesperson for the major policy decisions of the Board;
  - (B) represent and support the Board, declaring its will and implicitly obeying its decision in all things;
  - (C) set the draft agenda for all meetings;
  - (D) open the meeting of the Board by taking the chair and calling the Members to order;
  - (E) receive and submit, in the proper manner, all motions presented by the Members;
  - (F) put to vote all questions, which are duly moved and to announce the result thereof;
  - (G) decline to put to a vote motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
  - (H) act as a member of the Board by voting on all motions duly made by the Members;
  - (I) ensure a quorum in the absence of one Member of the Board, or in the case of a conflict of interest on the part of one Member of the Board, by making or seconding motions as necessary for the conduct of the Board's business;
  - (J) ensure that each member has the opportunity to express his opinions fully on any issue before the meeting without unduly prolonging debate;
  - (K) enforce on all occasions the observance of order and decorum among the Members;
  - (L) inform the Board on any point of order as deemed necessary;

- (M) adjourn the meeting upon motion duly moved when the business is concluded;
- (N) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (O) sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board; perform any and all other duties when directed to do so by motion of the Board.

#### 7. DUTIES OF THE VICE CHAIR

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

#### 8. COMMITTEES OF THE BOARD

- 8.1 The Board may at any time by motion appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 8.2 The Committee shall report upon its work to the Board at the first meeting of the Board following the date of the Committee meeting.

#### 9. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board shall hold its regular meetings at a time and place set at the previous meeting, or at such other place or time as may be determined by the Board from time to time.
- 9.2 The O.P.P., in the person of the Staff Sergeant or his delegate(s), shall be present at all regular meetings of the Board.
- 9.3 A meeting at which one Member can attend only by conference call shall be deemed to be duly constituted.
- 9.4 The Chair shall preside at all meetings. In the absence of the Chair, or if the Chair is able to attend only by conference call, the Vice Chair shall preside at the meeting in accordance with Section 7 of this by-law.
- 9.5 The Chair or in the absence of the Chair, the Vice Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice Chair deems such meeting is not warranted.
- 9.6 Public notice of regular meetings shall be given by printed posters and posting on the Board's web site at least seven (7) days in advance of the date of the meeting.

## 10. SPECIAL MEETINGS OF THE BOARD

- 10.1 The Chair, or in his absence the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members of the Board.
- 10.2 The Secretary shall give notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by telephone, or other means deemed appropriate by the Secretary.
- 10.3 No special meeting of the Board may be held with less than 24 hours notice to the Members.
- 10.4 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.
- 10.5 Notification of the public will be deemed complete with posting on the Board's web site and on the door of the Municipal Office 24 hours in advance of a meeting called under Section 10.1.
- 10.6 Notwithstanding 10.5, a meeting deemed to be In Camera will not require notification of the public.

## 11. THE CALLING OF THE MEETINGS TO ORDER

- 11.1 As soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall take the chair and call the meeting to order.
- 11.2 If a quorum for either the regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

## 12. QUORUM

- 12.1 A quorum shall be a majority of the Members, including the Chair.
- 12.2 One member may attend by conference call at any one meeting and be deemed to be present.
- 12.3 In Camera meetings of the Board may be conducted entirely by conference call, in which case 12.1 applies.

## 13. BOARD AGENDA

- 13.1 The Secretary shall cause a draft agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:

- (A) Call to order;
- (B) Adoption of agenda;
- (C) Conflict of Interest/Pecuniary Interest Disclosure;
- (D) Presentations/Delegations;
- (E) Acceptance of minutes of the previous meeting(s);
- (F) Business arising from the minutes;
- (G) Ratification/consent items;
- (H) Items for discussion;
- (I) Other business/new business;
- (J) Detachment Commander's Report;
- (K) Next meeting;
- (L) In Camera Agenda;
- (M) Adjournment

13.2 The Secretary shall consult with the Staff Sergeant and with the Chair on the preparation of the draft agenda no less than eight (8) days prior to the date for the Board Meeting.

13.3 Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:

- (A) where, in the opinion of the Secretary, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Board, ensure that it is placed upon the Agenda for the new regular meeting of the Board to be dealt with during such meeting;
- (B) where, in the opinion of the Secretary, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, shall refer it to the Staff Sergeant for necessary action and a report presented at the next Board meeting if required.

13.4 The Secretary shall deliver the agenda for each regular meeting to each Member of the Board and the Detachment Commander not less than seven (7) days prior to the day appointed for holding of the meeting.

#### 14. CONFLICT OF INTEREST DISCLOSURE

14.1 The Chair and Members shall be governed by the Municipal Conflict of Interest Act, 1983, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter

14.2 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and as present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:

- (A) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (B) not take part in the discussion of, or vote on any question in respect of the matter; and
- (C) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

14.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

14.4 Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

14.5 To fulfill the Board's functions pursuant to PART V - COMPLAINTS, of the Act, Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias. Where there is uncertainty as to whether a conflict may exist, the issue should be raised. The decision in regards to the conflict shall be determined by the Member.

14.6 The Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

## 15. HEARING OF DELEGATIONS

15.1 Delegations will only be heard at regular meetings and provided that the person(s) requesting a delegation has provided written notice of their request at least three (3) days before the date of the Board meeting. The request shall include an outline of the matter to be presented to the Board, the name(s) of person(s) who will be appearing before the Board and a copy of any materials that will be presented. Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any delegation may be extended at the discretion of the Chair.

15.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.

15.3 Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation, but may ask if there are further questions or if the delegation is satisfied with the response



it has received.

15.4 No delegation shall:

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

15.5 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this by-law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

## 16. CONDUCT OF MEMBERS

16.1 No member shall:

- (A) use offensive words or unparliamentary language in meetings of the Board or against any Member;
- (B) speak on any subject other than the subject in debate;
- (C) criticise any decision of the Board except for the purpose of moving that the question be reconsidered;
- (D) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- (E) disobey the rules as set out in this by-law or a decision of the Chair, on questions of order or procedure as set out in this by-law or resolution of the Board, or upon the interpretation of the rules of the Board.

16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board." If a Member who has been ordered to leave his or her seat apologises to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

16.3 If any Member of the Board misses three (3) consecutive regularly scheduled meetings, or has an attendance record of less than sixty (60%) percent on an annual basis, the Chair must report such attendance failure immediately to the appointing body. After consideration of the relevant facts a replacement may be made if required.

## 17. RULES OF DEBATE

17.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.

17.2 After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

17.3 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

## 18. MOTIONS

18.1 All motions may be made verbally or in writing. The Chair will ask that motions be duly moved and seconded, and recorded by the secretary, before being discussed or being put to a vote.

18.2 The secretary shall read a motion before a vote is taken if required to do so by a Member.

1.8. 3 After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.

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

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

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

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

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

18.6 A motion to amend:

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

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

18.7 A motion to refer the question shall include:

- (A) the name of the Committee, or other body or official to whom the question is to be referred; and
  - (B) the terms upon which the question is to be referred;
- And any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

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

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

#### 19. VOTING ON MOTIONS

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

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

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

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

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

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

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

## 20. PUBLIC & IN CAMERA. MEETINGS

- 20.1 All meetings of the Board shall be open to the public subject to subsection (20.2) of this section.
- 20.2 The following subject matters may be discussed in a closed meeting of the Board, unless prohibited by law:
- (A) intimate financial and personnel matters, where a named or identifiable employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board concurs;
  - (B) labour relations or employee negotiations matters arising out of the administration of collective agreements;
  - (C) a proposed or pending acquisition of land for Board purposes;
  - (D) litigation or potential litigation or matters in which public discussion could prejudice the Board's legal position or be detrimental to the Board in proceedings before any Court or Administrative Tribunals;
  - (E) consideration of promotions;
  - (A) matters that are specifically restricted by legislation regarding the protection of privacy;
  - (G) matters relating to the consideration of a request under the Freedom of Information and Protection of Privacy Act;
  - (H) matters involving public security, the revelation of which would endanger the security of the Board property, or the operations of the policing services.
- 20.3 No person other than Board Members, Secretary, Staff Sergeant, and other persons invited by the Chair, shall attend closed meetings of the Board, and persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.

## 21. AVAILABILITY OF INFORMATION

- 21.1 The Board shall report to Council and the public following every regular meeting, in keeping with the Reporting Protocol (Appendix 'B').
- 21.2 Information relating to matters described in Section 20.2 of this by-law shall be marked "Confidential".
- 21.3 Immediately following the distribution of the draft agenda to all Members of the Board, the draft agenda shall be posted on the Board's web site.
- 21.4 Approved minutes of regular and special meetings of the Board may be made available to members of the public on request.
- 21.5 On all other matters of information, the Media Policy (Appendix 'C') shall apply.

22. BY-LAWS

- 22.1 . Every by-law shall be introduced upon written motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.
- 22.2 Every by-law when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the by-law.
- 22.3 Every by-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in the Municipality Administration Building, in secure and proper facilities provided by the Municipality Clerk.
- 2.4 The Board Secretary shall provide the Municipality Clerk with duplicate copies of all by-laws duly passed under Section 22.

23. GENERAL

- 23.1 The procedures for the investigation of complaints concerning the policies of the Temagami Police Services Board shall be in accordance with section 62 of the Police Services Act.
- 23.2 The procedures for the investigation of complaints against members of the Temiskaming Detachment of the Ontario Provincial Police shall be in accordance with the provisions of Part V of the Police Services Act.
- 23.3 The Board shall enter into and adhere to a reporting protocol with the Council of the Municipality of Temagami, as required by Section 32. of 0.12eg: 3/99, and such protocol shall be attached to, and form part of, this by-law as Appendix B.

24. EFFECTIVE DATE

This by-law is hereby enacted by the Temagami Police Services Board on this 11<sup>th</sup> day of June, 2003, and shall come into force on the 12<sup>th</sup> day of June, 2003.

CHAIR  \_\_\_\_\_

SECRETARY  \_\_\_\_\_

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

1. Board members shall attend and actively participate in all board meetings.
2. Board members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
3. Board members shall undergo any training that may be provided or required for them by the Solicitor General.
4. Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
6. A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
7. Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
8. Board members shall uphold the letter and spirit of the Code of Conduct as set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
9. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
10. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
11. (1) Board members shall not use their office to obtain employment with the board or the police force for themselves or their family members.  
(2) For the purpose of subsection (1), "family member" means the parent, spouse or child of the person, as those terms are defined in section 1 of the Municipal Conflict of Interest Act.
12. A board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board.
13. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.
14. A board member whose conduct or performance is being investigated or inquired into by the Commission under s. 25 of the Act shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry.
15. If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
  - (a) require the member to appear before the board and be reprimanded;
  - (b) request that the Ministry of the Solicitor General conduct an investigation into the member's conduct; or,
  - (c) request that the Commission conduct an investigation into the member's conduct under Section 25 of the Act.

Appendix 'B'  
POLICE SERVICES BOARD - REPORTING PROTOCOL

Following all regular and special meetings of the Board, the secretary shall prepare a written summary (Report to Council/Press Release) of the meeting for the information of Municipal Council and the public. This summary shall have the approval of the Staff Sergeant and the Chair before being released. After being presented to Council, the summary will be made available to the public through the local newspapers and posted on the Board's web site.

As approved by minuted motion, June 12, '01:

Communications initiative: Don said that the Board should be ensuring that accurate information on its work is available to the local public. He suggested that it would be wise to issue a press release after each meeting, which would summarize what took place. It should be fairly short and concise, but sufficiently detailed that it could be used for Joan's report to Council.

**Moved:** Don Johnson **Seconded:** Garry Reynolds

That after each official meeting of the Board, Judy should prepare a press release.

**Carried.**

And on June 12, '02:

**Moved:** Don Johnson, **Seconded:** Garry Reynolds:

In the interests of accuracy and sound public relations, that all public notices generated by the Board should be sent to the Temiskaming O.P.P. for review before being released.

**Carried.**

Appendix C<sup>5</sup>

## Temagami Police Services Board Media Policy

### Policy Statement

- 1) The Board will, as needed, appoint a spokesperson to deal with the media regarding Temagami Police Services Board issues.
- 2) This spokesperson, once appointed, will be the only person to speak to the media on behalf of the Temagami Police Services Board.
- 3) This spokesperson may ask the Board to appoint a temporary spokesperson to deal with a specific topic (e.g. a lawyer, in the case of a legal issue).
- 4) At any time, the Board may revoke its previous appointment and appoint a new spokesperson.

### Media communication guidelines for spokesperson.

- 1) The spokesperson will only speak to the media with respect to local policing policy.
- 2) Comments on the "day to day" operation of the police force, and policing outside of Temagami, will be directed to the Detachment Commander.
- 3) If the spokesperson does not know the position of the Board on a media question, s/he will not answer the question until a position has been determined.
- 4) The spokesperson will try to be as forthright as possible with the media without breaking confidentiality. (If we do not give the media the information, than they will get it elsewhere and they could get it wrong.)

### Media communication guidelines for Board members

- 1) At no time will any member of Board give his/her personal opinion on police issues to the media, even if s/he states that it is a personal opinion. (Such a statement may be edited by the media and it may appear that it is Board policy.)
- 2) A Board member, when asked a question by the media, will direct the media person to the Board's spokesperson.

Approved by minuted motion on February 7, 2001



Board Chair's signature