



# The Regional Municipality of York Police Service Board

Public Board Meeting  
October 23, 2024  
For Decision

Report of the Executive Director

## 2025 Schedule for Regular Meetings of the Board

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### 1. Recommendation

That the Board approve the proposed 2025 schedule for regular meetings of the York Regional Police Service Board and Board training and education sessions attached as Appendix A.

### 2. Purpose

The purpose of this report is to seek the Board's approval for the schedule of regular meetings of the Board. There are nine set regular meetings through the year and two Board training and education sessions.

### 3. Background

Section 43 (1) of the *Community Safety and Policing Act* and Section 4.1 of the Board's [Procedural Bylaw No.07-17](#) ("Procedure Bylaws") requires the Board to hold at least four regular meetings each year and will annually adopt a schedule of meetings and establish the place and time of such meetings.

The Board has been hosting its regular meetings in a "blended" format of electronic and in-person attendance, which has been beneficial for increasing participation and engagement by the Board, staff and the public. The implementation of hybrid meetings is currently out of compliance with the Board's existing Procedure Bylaw. As the Board has elected to keep its meetings as a blended hybrid format, the Board's Procedural Bylaw will be updated to reflect this change. Other pertinent changes to the Procedural Bylaw will be included and submitted for approval in the first quarter of 2025.

### 4. Analysis

#### REGULAR MEETINGS OF THE BOARD

**In accordance with the Procedure Bylaw, regular meetings of the Board are hosted at the York Region Administrative Centre based on a time and schedule annually adopted by the Board.**

Regular meetings of the Board are typically scheduled on the fourth Wednesday of the month, with consideration given to factors such as Regional and municipal council and committee meetings, annual CAPG and OAPSB conferences and, seminars and other conferences attended by board members and the Chief of Police.

Although the Board attempts to follow its schedule of regular meetings, once it has been established, there may be circumstances which result in changes on short notice during the year.

Public meetings begin at 9:30 a.m. in person in Committee Room “A” in the York Region Administrative Centre in Newmarket, Ontario and concurrently online via Zoom. Notice of all Board meetings are posted on the Board website three weeks before the meeting date, and the meeting agenda is posted on the Board website the Wednesday before the meeting. The public session is followed by a private in-camera session.

## **BOARD TRAINING AND EDUCATION SESSIONS**

The Board typically holds a minimum of two board strategic planning, training and education sessions in a calendar year. In 2025, the proposal is to hold a session on April 7th and September 15th, 2024. Board Committees and other meetings, which do not require a full day, are included in this schedule and will proceed following the adjournment of a regular Board meeting.

## **5. Financial Considerations**

Costs associated with Board meetings and training sessions are included in the annual operating budget of the Police Service Board. Costs associated with equipping the Committee rooms with appropriate technology and hardware are borne by the Region.

## **6. Local Impact**

There are no local impact implications associated with this report.

## **7. Conclusion**

The proposed 2025 schedule seeks to align the Board’s regular meetings and where possible committee meetings in an attempt to reduce the frequency of meetings being called and provide predictability in the Board calendar for Members.

The electronic hybrid meeting format continues to be a successful tool in supporting the Board’s participation and governance activities on many levels, the approval of this report will allow the

Board to continue with this hybrid model while the Procedure Bylaw is under review and necessary amendments are made to ensure the Board's compliance with statute.

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For more information on this report, please contact [psb@yrc.ca](mailto:psb@yrc.ca). Alternative formats or communication supports are available upon request.

Approved for Submission:      Anitra Basant Sisavang  
Executive Director

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**REGULAR MEETING DATES**

<p><b>Wednesday, January 22, 2025</b> <i>Start Time: 9:30 am</i></p>
<p><b>Wednesday, February 26, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, March 26, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, April 23, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, May 21, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, June 25, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, September 24, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, October 22, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Wednesday, November 26, 2025</b> <i>Start Time: 9:30 a.m.</i></p>

\* A Board Committee meeting will be scheduled following each regular meeting of the Board.

**BOARD TRAINING AND EDUCATION WORKSHOPS**

<p><b>Monday, April 7, 2025</b> <i>Start Time: 9:30 a.m.</i></p>
<p><b>Monday, September 15, 2025</b> <i>Start Time: 9:30 a.m.</i></p>