



GREY BRUCE OPP DETACHMENT BOARD

Grey Bruce OPP Detachment Board Agenda

March 25, 2025

10:00 am

Grey Roots Museum (Delton Becker Room)
102599 Grey Road 18, Owen Sound, ON N4K 5N6

Pages

1. **Call to Order**

2. **Territorial Acknowledgement**

In the spirit of reconciliation, we acknowledge with respect, the history and living culture of the Anishinaabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. We recognize that these lands are the territories of the Chippewas of Saugeen and the Chippewas of Nawash, collectively known as the Saugeen Ojibway Nation, the keepers of this land.

Georgian Bluffs is located on lands encompassed by Treaties 45 ½ , 67, 72, 82 and 93. We reflect on our role as Treaty People and, the need to live in respect and peace and show respect to the first peoples who inhabit these lands and waters.

3. **Adoption of Agenda**

Recommendation:

That the inaugural meeting agenda be approved as presented.

4. **Declaration of Pecuniary Interest**

5. **Board Orientation**

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6. **Administration of Member Oaths of Office**

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7. **Election of Chair and Vice Chair**

Recommendation:

That following election by the Board, the following members be appointed to the positions of Board Chair and Vice-Chair:

1. That _____ be appointed Chair; and
2. That _____ be appointed Vice-Chair; and

That these appointments shall take immediate effect and expire at the end of the 2022-2026 Municipal Council Term; and

That on expiry, new chairs shall be appointed at the first meeting of the Board following the 2026 Municipal Election.

8. Adoption of Procedure By-Law

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Being a By-law to establish the rules governing the calling, place, and proceedings of the board and any committees established by the board.

Recommendation:

That Grey Bruce OPP Board By-law 2025-01, being a By-law to establish the rules governing the calling, place, and proceedings of the board and any committees established by the board, be read a first, second and third time, and finally passed, signed by the Chair and Board Secretary, sealed, and engrossed in the By-law Book.

9. Adjournment

Pending approval of the meeting schedule, the next regular meeting of the Board will be held on Tuesday, April 22, 2025, @ 10:00 a.m.

Recommendation:

That the meeting be adjourned at __:__ a.m./p.m.

Grey Bruce OPP Detachment Board



**GREY BRUCE OPP
DETACHMENT BOARD**

Board Orientation

March 25, 2025

Meet the Team

- Georgian Bluffs
 - Brittany Drury, Deputy CAO / Director of Corporate Services
 - Carly Craig, Manager of Legislative Services / Clerk
 - Jodi Ward, Council and Committee Coordinator
- Ontario Provincial Police (OPP)
 - Marla Barfoot, Interim Detachment Commander



**GREY BRUCE OPP
DETACHMENT BOARD**

Welcome and Opening Remarks

Mayor Sue Carleton

Township of Georgian Bluffs, Mayor

Niall Loblely

Township of Georgian Bluffs, CAO



**GREY BRUCE OPP
DETACHMENT BOARD**



Agenda

Legislative Foundations

Role of the OPP

Procedures

Code of Conduct

Board Policy Work

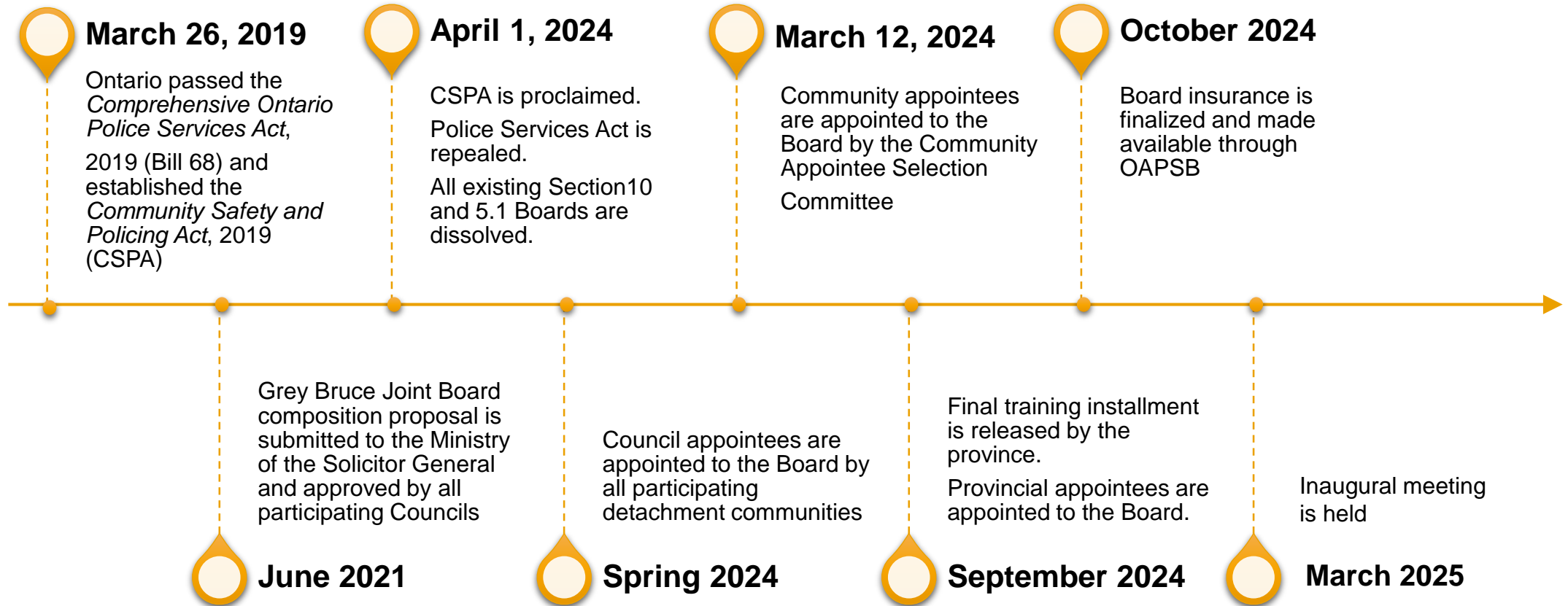
Oath Administration

Election of Chair and Vice Chair

2025 Board Meeting Calendar

Networking and Lunch

Recap



Legislative Foundations

- Community Safety and Policing Act, 2019
 - Proclaimed in April 2024
 - Repealed the former Police Services Act
- Police Services Boards are responsible to ensure the provision of adequate and effective policing
 - Definition and exclusions from adequate and effective policing
 - Role of the Board
- OPP Boards are governed by Sections 67-71 of the Act



**GREY BRUCE OPP
DETACHMENT BOARD**

Legislative Foundations

- Board Composition
 - 1 Elected Official from all participating detachment municipalities and First Nation communities (9 members - Appointments Effective Remainder of 2022-2026 Council Term)
 - Councillor Cathy Moore Coburn, Township of Georgian Bluffs
 - Councillor Robert Uhrig, Municipality of Meaford
 - Councillor Anthony Chegahno, Chippewas of Nawash
 - Councillor Audra Root, Saugeen Ojibway Nation
 - Mayor Jay Kirkland, Town of South Bruce Peninsula
 - Mayor Paul McQueen, Municipality of Grey Highlands
 - Councillor Monica Singh Soares, Township of Southgate
 - Mayor Scott Mackey, Township of Chatsworth
 - Councillor Todd Dowd, Municipality of Northern Bruce Peninsula



**GREY BRUCE OPP
DETACHMENT BOARD**

Legislative Foundations

- 4 Community Appointees (Appointments Effective Remainder of 2022-2026 Council Term)
 - Michele Reynolds, Township of Georgian Bluffs
 - Nicole Martin, Municipality of Grey Highlands
 - Karl Ellis, Township of Southgate
 - Gerry Solursh, Municipality of Northern Bruce Peninsula
- 3 Provincial Appointees
 - Carol Reaney (Two-year appointment - June 6, 2026)
 - Bob Nicol (One-year appointment - November 22, 2025)
 - Gary Wood (Two-year appointment - September 25, 2026)



**GREY BRUCE OPP
DETACHMENT BOARD**

Legislative Foundations

- Composition was approved by the Ministry of the Solicitor General in 2023, via formal proposal drafted by the Township of Georgian Bluffs staff team and approved by all participating Councils
- To be eligible to hold appointment to the Board, all members must complete required training, as prescribed by the Act
- All appointments to the Board are in effect for the corresponding term of Council
 - All appointments remain valid through to November 2026
- Community appointees are appointed on a rotational basis, prioritizing communities that did not have community representation in the prior term



**GREY BRUCE OPP
DETACHMENT BOARD**

Role of the OPP

Introducing, Interim Detachment Commander, Marla Barfoot

- Reporting to the Board
- Local Action Plan
- Assist the Board with policy work
- Provision of policing services, under the purview of the Board



**GREY BRUCE OPP
DETACHMENT BOARD**

Procedures

- The Board must meet at least 4 times a year (Section 43)
 - The Joint Board is proposed to meet monthly in it's first year, with an opportunity to review meeting cadence in 2026
- Quorum – a majority of members (Section 43)
 - For the Joint Board, quorum is 9 (half plus one)
- All meetings must be open to the public, subject to defined closed meeting exemptions (Section 44)
- Duty of confidentiality (Section 44)



**GREY BRUCE OPP
DETACHMENT BOARD**

Procedure By-law 2025-01

- Includes all procedural detail as described in the Act
- Established to govern and administer meetings of the Grey Bruce OPP Detachment Board
- Outlines responsibility of the Chair and Members
 - Chair: Proceeds over meetings, ensures all members have the opportunity to speak, calls each motion to a vote
 - Members: attend schedule meetings, carefully consider information to inform the decision-making process.
- All members are equal in a vote
- All members shall adhere to the Procedure By-law, use parliamentary language, and be respectful of their peers



**GREY BRUCE OPP
DETACHMENT BOARD**

Procedure By-law 2025-01

Motions

- All decisions of the Board shall be made by motion
- Every motion shall be moved, seconded and placed on the floor for discussion. The Chair will read the motion aloud, ask for a mover and seconder, and open discussion
- Motions require majority support of the Board to carry (9 of 16). Motions that do not carry are lost
- Any motion may be amended
- Any member may request a recorded vote on any motion
- Votes are taken by show of hands: ‘those for, those against’
- Notice of Motion: may be provided by any member, in consultation with the Board Secretary, to bring a motion forward at a future Board meeting



**GREY BRUCE OPP
DETACHMENT BOARD**

Procedure By-law 2025-01

Electronic Participation

- Members of the Board are able to attend all meetings remotely, via Microsoft Teams.
- Members participating electronically count towards quorum
- Permitted in closed session discussions
- Meeting procedures will be defined in a future Board policy
- Notify the Board Administrator should you wish to participate electronically



**GREY BRUCE OPP
DETACHMENT BOARD**

Code of Conduct

[O.Reg 409/23](#)

- Governs conduct of members appointed to OPP Police Services Boards, including:
 - Conduct becoming of a Board Member:
 - A member of an O.P.P. detachment board shall comply with any rules, procedures and by-laws of the O.P.P. detachment board
 - Statements and Attendance
 - A member of an O.P.P. detachment board shall attend all O.P.P. detachment board meetings unless able to provide a reasonable explanation for the absence
 - Misconduct and Conflicts of Interest
 - A member of an O.P.P. detachment board shall not participate in discussion of or voting with respect to matters at O.P.P. detachment board meetings if the member has a conflict of interest in the matter



**GREY BRUCE OPP
DETACHMENT BOARD**

Policy Work

- Local Policy Requirements – Section 69
- For the April Board meeting, staff have prepared the following:
 - Board Remuneration Policy
 - Abuse, Discrimination, Harassment and Violence Policy
 - Code of Conduct Complaints Procedure
 - Board Budget Policy and Procedure
 - Community Safety and Well Being Plans
 - Electronic Participation Policy

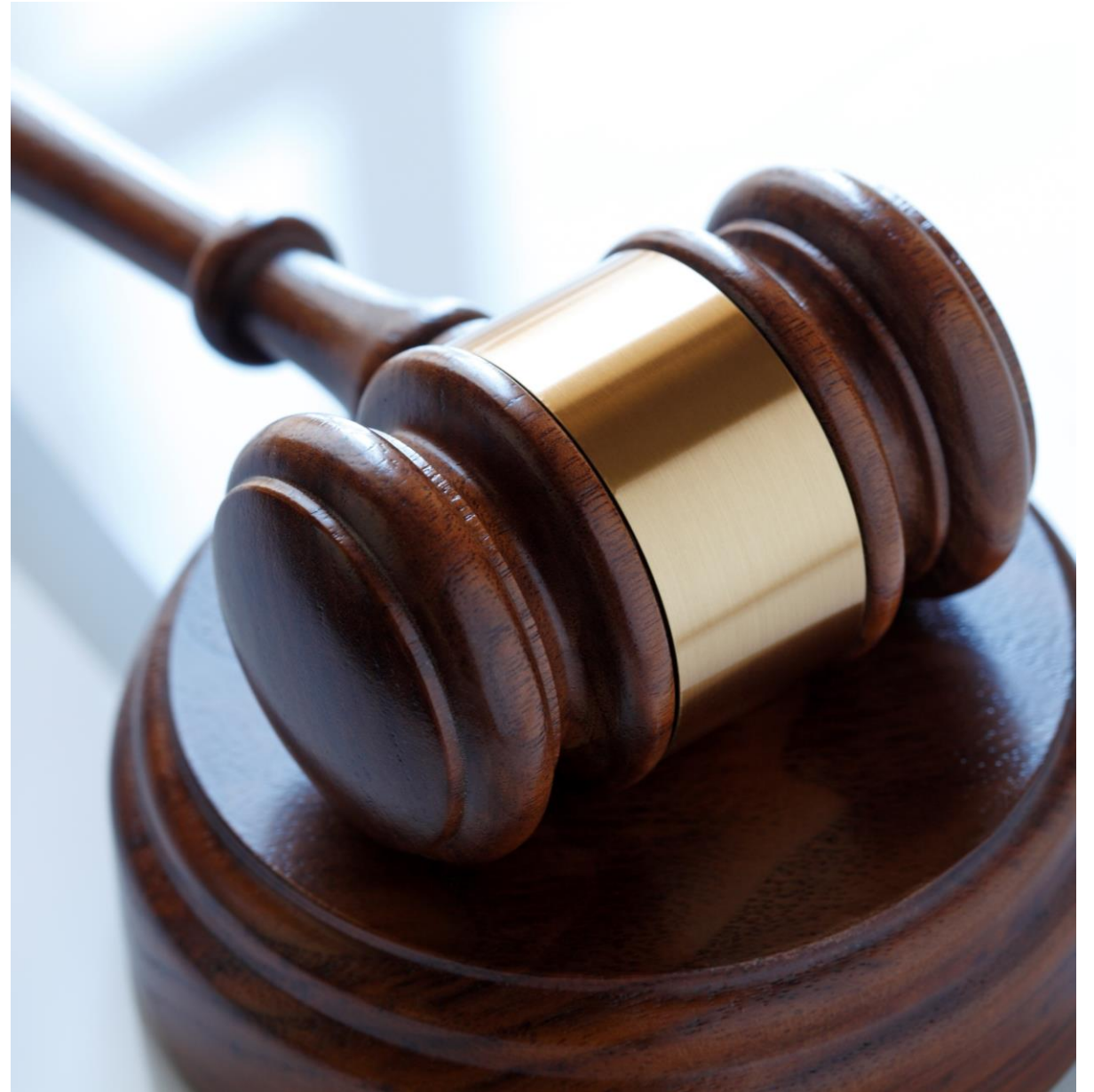


**GREY BRUCE OPP
DETACHMENT BOARD**

Oaths of Office

The Clerk will call each member to the podium and administer their Oath.

The Oath is prescribed by [O.Reg 416/23](#)



Election of Chair and Vice Chair

The Clerk will open the floor for nominations of Chair and Vice Chair.

Once moved and seconded, nominations will be voted on by the Board.

The Chair will then assume control of the meeting.



**GREY BRUCE OPP
DETACHMENT BOARD**

2025 Board Meeting Calendar



Questions?

Contact Information

Jodi Ward, Board Administrator

jward@georgianbluffs.ca

Carly Craig, Manager of Legislative
Services / Clerk

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Brittany Drury, Deputy CAO / Director of
Corporate Services

bdrury@georgianbluffs.ca



**GREY BRUCE OPP
DETACHMENT BOARD**



Oath of Office

(Section 35(1) of the *Community Safety and Policing Act, 2019*)

I (Full Legal Name) residing in the municipality of (Name of Municipality) in the County of Grey having been appointed to Grey Bruce OPP Detachment Board, solemnly swear (affirm) that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the Grey Bruce Detachment Joint Board faithfully, impartially and according to the *Community Safety and Policing Act, 2019*, any other Act, and any regulation, rule or bylaw.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the Township of _____)

Georgian Bluffs in the County of Grey)

this 25th day of March, 2025.)

Signature of declarant

)

_____))

Commissioner for taking Affidavits

Date: Tuesday, March 25, 2025

Meeting Type: Grey Bruce Detachment Board

From: Brittany Drury, Deputy CAO / Director of Corporate Services
Carly Craig, Manager of Legislative Services / Clerk

Subject: Board Procedure By-law

Report#: OPP2025-01

This document and its attachments are public and available in an accessible format upon request.

Memo Report

Recommendation

N/A covering report included for information only.

Background

On March 26, 2019, Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA, 2019), which upon proclamation, repealed the former Police Services Act, 1990.

Following extensive feedback sessions and variously structured roundtable sessions, the Ministry of the Solicitor General forwarded correspondence to all impacted municipalities, including those of Grey Bruce, outlining amendments to existing Section 10 and 5.1 Board structures as a result of the CSPA. Specifically, the CSPA dissolved all existing Section 10 and 5.1 Boards, to create one joint Board per detachment.

Also included in said correspondence was a request that Grey Bruce detachment municipalities and First Nations work collaboratively to create one joint Board to replace single municipal and First Nations Boards. The Township of Georgian Bluffs lead the Joint Board initiative, bringing all detachment communities together to create and submit a joint proposal to the Ministry of the Solicitor General, outlining the structure and composition of the Grey Bruce Detachment Joint Board. The proposal was submitted on June 7, 2021 and later approved by the Ministry, with inclusion of

Neyaashiinigmiing First Nation (Chippewas of Nawash Unceded First Nation).

All participating detachment Councils considered staff reports outlining the composition of the Grey Bruce Detachment Joint Board and unanimously supported creation of a collaborative Joint Board. Since that time, staff have been working to establish the Board, draft policies and lead the detachment through the governance transition.

Analysis

Through establishment of the Board, the Act requires that the Board adopt procedures to govern meetings and consideration of business actions contained therein:

46 (1) Subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under this Act and the regulations.

Staff have drafted a Procedure By-law to govern and administer Board meetings, as prescribed by the Act. The proposed by-law is attached to this report as Appendix A.

The proposed by-law includes all procedures prescribed within the Act, including notice provisions, open and closed meeting requirements, scope of quorum and duty of confidentiality.

The proposed by-law considers best meeting practices as defined within the *Municipal Act, 2001*, Roberts Rules of Order and parliamentary procedure. Similar to many procedure by-laws, the proposed Board Procedure By-law includes:

- Agenda structure and order of business,
- The role of the Chair, Vice Chair and Members,
- Procedures regarding motions, including: amendments, secondary motions, moving matters for consideration of the Board and procedures for reconsideration of Board matters,
- Notice procedures, including time and cadence of Board meetings,
- Electronic participation,
- Proper voting procedures and equal opportunity for all members to speak on any given matter, etc.

The proposed by-law also provides opportunity for electronic participation in all Board meetings. Members participating electronically are eligible to do so while in closed session and are counted towards establishing quorum. Procedures to facilitate

electronic participation will be captured in a Board Electronic Participation Policy and Closed Session Policy, for presentation at the next regularly scheduled Board meeting.

The Board is welcome to provide any feedback and suggested amendments to the proposed by-law through consideration of this report and recommendations contained herein.

Financial Impact

N/A

Strategic Lenses

Diversity, Equity, Inclusion, and Belonging

No positive impact.

Truth and Reconciliation

No positive impact.

Climate Change

No positive impact.

Conclusion

The Board is required by the *Community Safety and Policing Act, 2019* (the Act), to adopt procedures to govern Board meetings and business. The proposed procedure by-law has been drafted in accordance with industry meeting best practices, Roberts Rules of Order, parliamentary procedure and the requirements of the Act. It is recommended that the Joint Board adopt and endorse Procedure By-law 2025-001, as attached hereto.

Respectfully Submitted: Brittany Drury, Deputy CAO/Director of Corporate Services;

and Carly Craig, Manager of Legislative Services / Clerk



Grey Bruce OPP Detachment Board

By-law Number 2025-01

This document is public and available in an accessible format upon request.

Being a By-law to establish the rules governing the calling, place, and proceedings of the board and any committees established by the board.

Whereas, Whereas, Section 46 (1) of the *Community Safety and Policing Act, 2019* provides that subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under this Act and the regulations; and

Whereas, Whereas, Section 67 (6) of the *Community Safety and Policing Act, 2019* states that the following provision apply to OPP detachment boards, with necessary modifications, as if they were police service boards and include 8. Section 46 (Rules and procedures); and

Whereas, the Grey Bruce OPP Detachment Board deems it necessary to enact a by-law to govern the proceedings of the Board and the calling of Meetings and to provide for procedures and statutory requirements in accordance with the Act;

Therefore, the Grey Bruce OPP Detachment Board enacts the following:

1. Definitions

"Act" means the Community Safety and Policing Act, 2019, S.O. 1990, C. 1, Sched. 1, as may be amended from time to time.

"Board" means the Grey Bruce OPP Detachment Board.

"Board Administrator" means a member Township of Georgian Bluffs staff appointed to the Board.

"By-law" shall mean a local law that has been enacted by the Board in order to exercise a power provided by legislation.

"Chair" means the member who presides at the Board meeting.

"Closed Meeting" means any meeting, or part of a meeting of the Board which is closed to the public and held in accordance with Section 44 of the Act.

"Committee" means any special purpose advisory or ad hoc committee created by the Board with approved Terms of Reference to provide recommendations or achieve a specific task.

"Confirmatory By-law" means a by-law passed at the conclusion of Board Meetings, confirming the actions of the Board taken at that meeting and any previous Meetings which did not have a confirmatory by-law, in respect of each Motion and other actions taken, so that every decision of the Board at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

"Conflict of Interest" means a pecuniary interest as defined in Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.

“Defer” shall mean to delay the consideration of a matter, generally until a specific time or event.

“Delegate” means any person, group, firm, or organization who is neither a Member of the Board, a Committee, or an appointed official of the Board who is addressing a specific matter upon request to the Board Administrator.

“Electronic Participation” means a Member of the Board who participates remotely in any open or closed Board meeting or Committee meeting via electronic means (Microsoft Teams or teleconference) whereby the Member is able to fully participate in the meeting despite not being physically present. The Member(s) participating electronically shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall be included as being present in determining quorum.

“Emergency Meeting” shall mean a meeting of the Board called without notice to address the circumstances of an Emergency.

“Majority” means more than half of members.

“Meeting” shall mean any regular, Special, or Emergency Meetings of the Board or a Committee, where Quorum is present in person and/or virtually and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision making.

“Meeting Recess” shall mean the period of time each year when no Board or other Meetings are scheduled. A Meeting recess shall normally occur during the months of August and December. This does not prevent the calling of a Special or Emergency meeting.

“Member” shall mean, according to the circumstances, a Member of the Board, including a Member of a Committee, including the Chair.

“Motion” shall mean a verbal recommendation moved by a Member during a meeting, and seconded by another Member, that resolves and effects a decision.

“Notice of Motion” shall mean written notice from a Member provided in advance of a meeting to the Recording Secretary, advising the Board that the Motion described therein shall be brought forward to the next Board meeting unless otherwise specified.

“Point of Order” shall mean a Motion introduced by a Member with the view to calling attention to any departure from this by-law or in the practiced conduct during a meeting.

“Point of Privilege” shall mean a Motion introduced by a Member who is concerned that a matter affects the credibility, reputation, integrity, or dignity of a Member individually or as a group of Members.

“Presentation” shall mean the occurrence when staff, an individual or group have been invited to present information to the Board or a Committee. This shall include ceremonial presentations to or from the Board, or presentations made by staff and/or by consultants retained by the Board or by another level of government.

“Quorum” shall mean a majority (more than half) of the whole number of Members of the Board or a Committee except where a Member has or Members have declared a pecuniary interest pursuant to Ontario Regulation 409/23, the Quorum may be less than half plus one of the whole number of

Members but shall not be less than two. Members attending virtually shall count towards Quorum.

“Recorded Vote” shall mean documenting in the minutes of a Board meeting the name of each Member and the Members’ vote on a matter or question.

“Registered Delegate” shall mean an individual who has submitted a request for delegation to the Recording Secretary within the prescribed timelines to address the Board in relation to a matter appearing on a specific Agenda. Delegates may participate in person or remotely but shall participate in real time and pre-recorded submissions shall not be accepted. Delegates are not registered until the Recording Secretary has confirmed their registration.

“Refer” shall mean to send a matter currently under consideration by the Board or Committee to an individual, department, an advisory Committee, or Council for further consideration and/or action.

“Special Meeting” shall mean a meeting of the Board that is in addition to what has been published on the annual meeting schedule. Special Meetings shall be focused on one or more particular and specific items or subjects.

“Two-thirds Vote” shall mean a vote where at least two-thirds of the Members present and eligible to vote, vote in the same manner.

2. Principles and Rules

a. General Principles

i. Each Member has the right to:

1. One vote per motion, subject to the declaration of pecuniary interest.
2. Information to help make informed decisions, unless access is otherwise restricted under law.
3. Efficient meetings.
4. To be treated with respect and courtesy.

b. General Rules

- i. The Board and its Committees created by the Board shall observe the rules of procedure contained in this By-law in all Meetings.
- ii. All Meetings shall be open to the public.
- iii. Notwithstanding the above, a meeting or part of a meeting may be closed to the public in accordance with Section 44 of the *Community Safety and Policing Act, 2019*.
- iv. No item shall be placed on an Agenda with respect to a matter which is not within the jurisdiction of the Board or Committee. The Chair, in consultation with the Board Administrator shall determine if a matter is within the jurisdiction of the Board or Committee.
- v. In the event of conflict between the provisions of this by-law and the Act, or any other legislation, the provisions of the legislation shall prevail.

- vi. Subject to the right of appeal by a Member, the Chair shall be responsible to interpret the rules of procedure established by this by-law with the assistance and advice of the Board Administrator.
- vii. The Board Administrator or designate shall be the secretary of Board or Committee Meetings and shall be in attendance at all Meetings either in person or virtually.
- viii. Where procedural matters of the Board or Committee are not provided for in this by-law, and are not governed by the Act, or any other legislation, Robert's Rules of Order shall apply.
- ix. Information which is to be distributed shall be supplied to the Board Administrator for examination and potential distribution.

c. Suspension of Rules

- i. No provision of this by-law shall be suspended except by a two-thirds vote in the affirmative.
- ii. A suspension of the rules shall only apply to the specific procedure(s) or rule(s) which are stated within the Motion to suspend and only during the meeting in which such Motion was introduced.
- iii. No other business shall take place during a Special Meeting other than what is identified on the published Agenda.
- iv. Quorum requirements shall not be suspended.

d. Public Notice

- i. Public notice shall include the following information regarding each meeting:
 - 1. Date
 - 2. Time
 - 3. Location
 - 4. Methods of participation
- ii. The Board Administrator shall give public notice of all regular open and closed Board or Committee Meetings by posting the Agendas on the Grey Bruce OPP Detachment Board website (Township of Georgian Bluffs domain) seven (7) days prior to the meeting.
- iii. The Board Administrator shall give public notice of Special Meetings of the Board or Committee by posting the Agenda(s) on the designated website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting.
- iv. The Board Administrator shall give public notice for Emergency Meetings of the Board or Committee by posting the Agenda on the designated website as soon as possible after the meeting is called, or prior to the meeting if possible.
- v. Board and Committee Meetings may be cancelled in consultation with the Chair and Board Administrator if insufficient business shall be before the Board or Committee. Notice of cancellation should be posted as soon as possible on the designated Municipal website.

- vi. Board or Committee Meetings may be cancelled or postponed due to inclement weather, other similar occurrences, or Emergency situations.
- e. Meeting Schedule/Location
- i. Regular Board Meetings shall take place once a month on the fourth Tuesday of the month at 10:00 a.m., apart from the months of August and December when the Board observes a meeting recess.
 - ii. Meetings shall take place in a hybrid format in the Township of Georgian Bluffs Council Chambers and Microsoft Teams.
 - iii. Special and Emergency Meetings may be called at any time by the Chair, by the Board Administrator once Motion to do so has been adopted by the majority of Members at the meeting, or upon receiving a petition from a majority of Members of the Board or Committee.
 - iv. A Motion or petition to hold a Special Meeting shall clearly state the purpose, date, and time of the Special Meeting. The petition shall be delivered to the Board Administrator.
 - v. The only business to be dealt with at a Special Meeting shall be that which is stated on the Agenda of the meeting.
 - vi. Any Board or Committee meeting that takes place outside of the annual meeting schedule shall be deemed to be a Special or Emergency Meeting.
 - vii. Rescheduled Meetings shall not be considered Special Meetings.
 - viii. The Board Administrator shall prepare an annual meeting schedule that shall outline the dates of regular Board meetings as well as applicable conferences for presentation to the Board.
3. The Inaugural meeting of the Board shall be conducted in accordance with the Act and shall include the Declaration of Office/Oath of all members of the Board, and the appointment of Chair and Vice Chair. Virtual participation shall not be permitted at Inaugural meetings.
4. Roles and Responsibilities
- a. Assignment of Chair Roles
- i. The Chair shall preside at Board Meetings unless by reason of absence, refusal, or is otherwise unable to do so.
 - ii. In the absence of the Chair, the Vice-Chair shall be called upon to Chair the meeting.
 - iii. In the absence of the Chair and Vice-Chair, the Board shall elect an Acting Chair from Members present who are able to participate.
 - iv. Board Chairs and Vice-Chairs shall be appointed for a two-year period.
 - v. The determination of the first Chair and Vice-Chair shall be determined at the Inaugural Board meeting and elections for new chairs shall take place every two years (mid-term) each term thereafter.

b. Responsibilities of the Chair

- i. Review and understand the agenda in consultation with the Board Administrator.
- ii. Provide direction when required regarding meeting conduct and procedures with assistance from the Board Administrator.
- iii. Represent Board initiatives and decisions to the public, where appropriate.
- iv. Open the meeting by calling the meeting to order at the appointed time.
- v. Ensure that Quorum is established and maintained throughout the meeting.
- vi. Announce the business in the order in which it is to be considered.
- vii. Manage the discussions in such a manner that all questions and comments are directed through the Chair.
- viii. Receive and submit, in the proper manner, all Motions which are to be read aloud.
- ix. Put to a vote all Motions which are moved and seconded when necessary and to announce the result of each vote.
- x. Decline to put to a vote any Motion which infringes upon the rules of this by-law or the Act.
- xi. Ensure order and decorum.
- xii. Vote on all Motions.
- xiii. Ensure that Members and attendees adhere to the rules of this By-Law.
- xiv. Authenticate By-laws and minutes by signature when required.
- xv. Adjourn the meeting when business is concluded or at the designated time.
- xvi. Be a political liaison with other Board and Committee Members.
- xvii. Be the spokesperson on behalf of the Board.
- xviii. Maintain an appearance of impartiality on all matters. The Chair may answer questions or comment in a general way.
- xix. If the Chair wishes to participate in debate, make a Motion, speak to a Motion under consideration, or leave the Chair for any other reason, the Chair shall first delegate their duties to the Vice-Chair if present, or an Acting Chair selected in accordance with the provisions of this By-law.
- xx. The Chair shall not resume the position of Chair until they are finished debating the matter. Only then shall the Chair resume the position of Chair from the Vice or Acting Chair.

5. Rules of Conduct for Members, Staff, and Attendees at Meetings

a. Rules Specific to Members

- i. Members shall give notice to the Board Administrator and the Chair at least 24 hours in advance of the meeting if they plan to attend the meeting virtually. Meeting attendance shall generally be in person unless due to extenuating circumstances, the members are unable to attend in person.
- ii. When two or more Members wish to speak, the Chair shall name the Member who is to speak first.
- iii. When a Member is recognized by the Chair, the Member shall confine their remarks to the Motion under consideration.
- iv. When a Motion is under debate, a Member may ask a question through the Chair of another Member, staff or OPP member, or delegate.
- v. Members shall not interrupt another Member who is speaking, except to raise a Point of Order or Point of Privilege.
- vi. Any Member may require the Motion under debate to be read at any time during the debate, but in doing so, shall not interrupt a Member who is speaking.
- vii. All Members, Board Administrator, and delegations shall address their questions and comments through the Chair.
- viii. Members shall not rise from their seats or make any noise or disturbance while a vote is being taken.
- ix. No Member shall permanently leave the meeting without first advising the Chair or the Board Administrator.
- x. Members shall not make detrimental comments, or speak ill, or malign the integrity of the staff or OPP members, the public, Chair, or other Members of the Board or its Committees.
- xi. Members shall not enter debate or discussion with delegates.

b. Breach of Conduct

- i. In the event that a Member or attendee persists in a breach of this By-law, after having been called to order by the Chair, the Chair shall without debate call the question to remove them from the meeting.
- ii. If the majority of Members present vote in the affirmative, the Chair shall order the Member or attendee to leave the room, or have the person removed from the virtual meeting, for the duration of the meeting.
- iii. If the person refuses to leave, the Chair shall direct the Board Administrator to seek appropriate assistance from the OPP to have the person removed and the Board or Committee shall leave the meeting room until the OPP arrives.

c. Rules Specific to Presenters, Delegates and Attendees

- i. An attendee shall not participate in a meeting unless they have received confirmation from the Board Administrator that they have been registered as a delegate or presenter.

- ii. Attendees seeking to be a delegate who have not received confirmation from the Board Administrator are subject to consideration of the Board or Committee. The attendee shall only be permitted to speak if their request is supported by a majority vote in the affirmative.
- iii. No person, except for Members of the Board and the Board Administrator shall be permitted to come within or behind the Board Members' seating during a meeting without the permission of the Board.
- iv. No person shall display signs or distribute information. All materials must be directed through the Board Administrator.

d. General Attendance Rules

i. No person shall:

- 1. Engage in any activity, conduct or behaviour or make any audible noise that could disturb deliberations.
- 2. Use profane or offensive words or insulting expressions.
- 3. Members are to mute devices for the duration of all Meetings, except when called upon to speak.

6. Advisory Committees

7. The Board shall determine if it requires Committees in order to conduct its business. If Committee(s) are established, the Committee shall adhere and follow to the provisions of this by-law and have Terms of Reference approved by the Board.

8. All decisions and proceedings of Committees shall be ratified by the Board at the next regularly scheduled Board meeting for consideration or as otherwise determined by the Board.

9. Order of Business and General Rules

a. Format of Agendas

i. If an item on a regular Board or Committee Agenda does not have any associated content, that item heading may be omitted from the Agenda for that meeting. The numbering of items shall be adjusted as needed in this circumstance.

ii. Board Agendas shall generally be prepared as follows:

- 1. Call to Order
- 2. Territorial Acknowledgement
- 3. Declaration of Pecuniary Interest
- 4. Approval of Minutes
- 5. Delegations/Presentations
- 6. Reports
- 7. New Business
- 8. Unfinished Business

9. Consideration of Motions Where Notice Was Previously Given

10. Notice of Motion

11. By-Laws

12. Closed Session

13. Adjournment

iii. Agenda Items

1. The Board Administrator shall determine the appropriate meeting at which items of business shall be considered in accordance with this By-law.

2. No item shall be placed on an Agenda with respect to a matter which is not within the jurisdiction of the Board or Committee.

3. The Board Administrator or their designate shall attend Board and Committee Meetings (both open and Closed Session) unless otherwise excluded.

iv. After the Agenda has been published, substantive amendments (additions or deletions) shall require a vote of at least two-thirds in the affirmative of the amending Motion. Clerical changes may be made at the discretion of the Board Administrator.

v. Additions shall only be made to an Agenda if the matter is of a timely nature and must be made by Motion. Additions to the agenda shall be provided under Notice of Motion/Notice of Discussion and the item will be added to the next meeting agenda.

vi. The order in which business on the Agenda is dealt with may be amended through a vote of two-thirds.

vii. A Territorial Acknowledgement shall be read by the Chair at the start of all Board Meetings.

10. Declaration of Pecuniary Interest and General Nature Thereof

a. Where a Member has any interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall, in accordance with Regulation 409/23, disclose the Member's interest and the general nature thereof, prior to any consideration of the matter at the meeting.

b. Where a Member has declared an interest, the Member shall not take part in the discussion of or vote on any question in respect of the matter; and not attempt in any way before, during or after the meeting to influence the voting on the matter.

c. Where a meeting is not open to the public, in addition to complying with the requirements of Regulation 409/23, the Member shall leave the meeting (physically or virtually) or the part of the meeting during which the matter is under consideration.

d. Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the

Board or Committee (as the case may be), attended by the Member after the particular meeting.

- e. The Board Administrator shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that meeting.

11. Public Participation

a. General Provisions

- i. Requests to be a delegate shall be made by submitting a written (email or hardcopy) to the Board Administrator and shall identify which item on the Agenda is being addressed.
- ii. Requests to be a delegate for any individual or any individual(s) representing a group shall be limited to one (1) Agenda item at a meeting.
- iii. Delegations may only speak only on matters that are within the jurisdiction of the Board.
- iv. If the item for which delegates have registered to speak is removed from the Agenda, the delegation shall be deemed to be cancelled.
- v. Presentations and delegations shall be received for information only, or received and referred to staff for report to be considered at a future meeting, or received and referred to a committee for further discussion.

b. Delegations – Items on the Agenda

- i. Any person who wishes to appear before the Board regarding an item on the current agenda shall register with the Board Administrator, prior to meeting start time (10:00 a.m. the day of the meeting).
- ii. A person wishing to appear as a delegation may address Council regarding an item on the agenda for a period not exceeding five (5) minutes.
- iii. An organized body or group wishing to address Council as a delegation shall be limited to a maximum of five (5) minutes regardless of the number of representatives in the group.
- iv. The number of delegations per meeting shall be limited to ten (10).

c. Presentations

- i. For the purposes of this procedure, a presentation is defined as a verbal and/or visual address of the Board by an individual, community group, or organization.
- ii. A ceremonial presentation is defined as an award, prize or other form of recognition provided by Council at a meeting.
- iii. Any person, group, or organization may request to present on subject matter within the jurisdiction of the Board.
- iv. Requests must be submitted to the Board Administrator ten (10) days in advance of the meeting to be included on the agenda.

- v. Presenters will be allotted ten (10) minutes to provide their presentation. The time allotment may be extended by Council by majority vote, indicating the length of the extension.
- vi. Presenters may only present on the same topic once every six (6) months.
- vii. A maximum of three (3) presentations per meeting will be placed on the agenda.

12. Consent Agenda

- a. Items on the Consent Agenda shall include, but are not limited to:
 - i. All correspondence directed to the Board.
 - ii. Minutes of established Committees.
 - iii. Information Reports.
- b. When the Consent Agenda is called, Members may request that any item be pulled for further discussion and/or direction. Items on the Consent Agenda shall be dealt with by a single resolution, minus any items pulled.

13. Closed Session

- a. A meeting may be conducted in Closed Session in accordance with Section 44 of the Act.
- b. The Board Administrator or their designate shall remain in the room for all Closed Sessions or in the virtual session.
- c. Before moving into a Closed Session, it shall be established by Motion that a Closed Session is being held, the general nature of the matter(s) to be considered and the specific provision under the Act under which each item is permitted to be considered in Closed Session.
- d. Prior to moving into Closed Session, any Declarations of Interest shall be made by Members.
- e. Closed Meetings are to be listed on the Agenda in such a way as to provide the most information possible without compromising confidentiality or adversely affecting the Board's position.
- f. A meeting shall not be closed to the public during the taking of a vote except where the vote is for a procedural matter or giving directions or instructions to officers, the Recording Secretary or agents of the Board or its Committee or persons retained by or under contract with the Board.
- g. Confidential discussion during a Closed Session shall be limited to the issue described in the authorizing public resolution/Motion and nothing in this By-law confers the power of any Board or Committee Member(s) to make any decision or take any action unless, or until such action is presented and decided upon at an open meeting of the Board.
- h. Upon returning to open session, a statement resulting from the Closed Session shall be provided regarding what took place including any declarations of interest during the Closed Session.
- i. Where practical, Closed Sessions shall be scheduled at the end of the meeting.
- j. A separate set of Closed Session minutes shall be kept for each Closed Session which shall be kept in a secure and confidential location under

the control of the Board Administrator and shall only be open to those in attendance at the meeting, to others approved by the Board or Committee or as legislated.

- k. When Closed Sessions include advice from paid consultants hired on behalf of the Board, or the Board's solicitor, the Closed Session may be held at a time prior to the start of the regular Board meeting, and if required, may impact the regular start time of the meeting.
- l. Closed session meetings shall be conducted in accordance with the Board's Closed Session Policy.

14. Motions for Which Notice Was Previously Given

- a. This section shall include proposed Motions which have appeared on a previous Agenda under the Notice of Motion category. The Member that brought forward the Motion shall be the first to speak to the proposed Motion before it is debated.
- b. This section shall also include items that have been approved by a two-thirds vote to be added to the Agenda.

15. Notice of Motion

- a. A notice of Motion shall be submitted to the Board Administrator in advance of the regularly scheduled Board meeting.
- b. Items listed under Notice of Motion shall not be introduced or debated and shall only be listed in the minutes. Items shall be introduced and debated at a subsequent meeting where they are listed under Motions.

16. Quorum

- a. If no Quorum is present fifteen (15) minutes after the meeting start time, the Board Administrator shall record the names of the Members present and the meeting shall stand adjourned until the date of the next meeting; regular, special or Emergency.
- b. When Quorum is lost as a result of declarations of interest by one or more Members, the remaining Members shall be deemed to constitute Quorum, provided the number of Members is not fewer than two (2).
- c. When a Quorum is lost, the meeting shall stand recessed, and no further action shall be taken. If a Quorum is regained within ten (10) minutes the meeting shall proceed.
- d. If Quorum is not regained within ten (10) minutes, the meeting shall stand adjourned.

17. Recess and Adjournment

- a. A brief recess during the meeting may be observed with unanimous consent of the Board. Recesses shall be recorded in the meeting minutes including the time it was taken and the time the Board reconvened.
- b. All regular meetings shall not exceed three (3) hours, unless a Motion to extended is approved by unanimous consent of the board.
- c. Notwithstanding the above, all remaining items on an Agenda adjourned by the deadline, shall be moved to the next regularly scheduled meeting or a Special Meeting.

- d. There shall be no updates, questions or discussions once a meeting has been adjourned.

18. Motions

- a. All Motions shall be read aloud after which the Chair shall call for a mover and seconder.
- b. Only Motions that have been moved and seconded shall be recorded in the minutes.
- c. After a Motion has been moved and seconded, it shall be deemed to be in the possession of the Board and open for debate. The mover and seconder may consent to the withdrawal of the Motion at any time before amendment or decision.
- d. Where Members of the public are to be heard on a matter, no Motion shall be received until they have been heard, and no further public participation shall be allowed at that meeting after the Motion has been duly moved and seconded.
- e. Prior to a question being voted on, each Member present shall take their seat in respect of the vote unless they have declared a pecuniary interest pursuant to the *Act*. Proxy voting is not permitted.
- f. No Member shall speak more than once until every Member has had an opportunity to speak towards the Motion.
- g. A Motion on which the voting results in a tie shall be considered defeated.
- h. Every Member who abstains or fails to vote, shall be deemed to vote against the Motion, unless the Member is disqualified from voting by reason of a declared interest.
- i. A motion to amend when duly moved and seconded:
 - a) shall receive disposition of Council before the original motion;
 - b) shall not be amended more than twice before voting;
 - c) shall be relevant to the question to be received;
 - d) shall not be contrary to the original motion.
- j. When the Motion under consideration contains distinct recommendations, a Member may request that the vote be taken separately on each proposal.
- k. The Board or Committee, if appealed to, shall vote on the Motion without debate and its decision shall be final.
- l. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken. Upon the Chair calling for a vote, no further speakers shall be permitted.
- m. The manner of determining the vote on a Motion shall be by show of hands.
- n. If the Chair wishes to table a motion, they shall designate the Vice-Chair to preside over the meeting until such time as the motion has been disposed of. The Chair may summarize their position on a matter only after all members of Council have had opportunity to speak to the matter.

- o. Any Member may require any motion to be repeated from the Chair prior to the voting on such motion.
- p. No vote shall be taken at any meeting by any method of secret voting, except where permitted or required by law.
- q. The Chair shall announce the result of every vote.
- r. If a member disagrees with the announcement of the result of any vote, the Member may object immediately to the announcement and require that a recorded vote be called.

19. Reconsideration of a Motion

- a. Reconsideration of a Motion shall only be permitted at Board Meetings.
- b. Any proposal to reconsider a decision of the Board made within its current term shall require a Motion of reconsideration.
- c. A Motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds' vote of Members present.
- d. A Motion to reconsider shall be introduced by way of a Notice of Intention to the Board.
- e. Debate on a Motion for reconsideration shall be confined to reasons for or against reconsideration.
- f. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
- g. If a Motion to reconsider is decided in the affirmative, reconsideration of the original Motion shall become the next order of business.
- h. During the term of the Board, a Motion to reconsider on a particular item shall not be permitted more than once nor shall a vote to reconsider be reconsidered.
- i. A Motion to Reconsider shall not be in order if the Board is made aware the question or By-law has been implemented, resulting in legally binding commitments as of the date the Motion to reconsider is moved.
- j. A Motion to reconsider shall not be amended but may be debated.
- k. Debate on a Motion for reconsideration shall be confined to reasons for or against reconsideration or to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.
- l. When a Motion for reconsideration is introduced, no discussion of the original Motion shall be allowed unless the Motion for reconsideration is approved by at least two-thirds of the Members present and voting.
- m. A Motion to reconsider shall include the date of when the original Motion was passed.
- n. Should a Motion to reconsider be defeated, the original Motion shall remain in force and effect.
- o. The original Motion being reconsidered shall be stated in the exact manner in which it was first presented and voted on.

- p. The debate on the original Motion being considered as a result of an affirmative Motion of reconsideration shall proceed as though it had never previously been voted on.

20. Recorded Vote

- a. A recorded vote shall be taken when called for by any Member or when required by law.
- b. A Member may call for a recorded vote prior or immediately subsequent to the taking of the vote. This shall take place before the next item of business is considered.
- c. All Members, including the Chair, shall be required to vote when a recorded vote is called for, except when absent from the meeting or disqualified by a declared interest.
- d. When a recorded vote is requested and permitted, the Chair shall pose the question and the Board Administrator shall call upon each Member, in alphabetical order.
- e. On a recorded vote, failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed a negative vote.
- f. When a recorded vote is taken, the names of those who voted for and those who voted against the Motion and those absent shall be entered in the Board minutes.
- g. The Board Administrator shall announce the results of the vote.

21. Point of Privilege

- a. A Member may raise a point of privilege directing attention to a matter that affects the rights of the Member or Members.
- b. A point of privilege shall take precedence over any other matter except during verification of a vote.
- c. A Member shall state the point of privilege to the Chair at the time of occurrence.
- d. A Member shall not be permitted to enter into any argument or introduce any Motion not related to the point of privilege.
- e. The Chair shall decide upon the point of privilege and advise the Members of the decision.
- f. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- g. When the matter has been determined to be a point of privilege, the Member shall be afforded an opportunity to propose a Motion in relation to that point of privilege.

22. Point of Order

- a. A Member may raise a point of order to a perceived violation of the rules of procedure, except during verification of a vote.
- b. A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this by-law.

- c. The Chair shall decide upon the point of order and advise the Members of the decision.
- d. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

23. By-Laws

a. By-Law Approval Process

- i. Every By-Law shall be listed on the Agenda by an identifying number, followed by a brief description of the intent of the by-law.
- ii. Every By-Law shall be adopted in a single Motion having been given three readings simultaneously.
- iii. Prior to voting on the Motion, every by-law may be debated, subject to amendment, and may be deferred or referred to a Committee or the Recording Secretary for further consideration before being voted on.
- iv. Upon a two-thirds' Vote of the Members present and voting, third reading of any by-law may be postponed until the next Meeting. In this instance only, the Motion shall be divided into two separate Motions.
- v. Every By-Law passed by the Board shall be signed by the Chair, or the Vice Chair in the absence of the Chair, and the Board Administrator, showing the date of all readings, be kept in a volume for the year in which it was passed and shall be recorded in the electronic By-Law index.
- vi. The Board Administrator shall be authorized to make minor corrections to any By-Law resulting from technical, or typographical errors prior to the By-Law being signed.

b. Confirmatory By-Law

- i. The proceedings at all regular and Special Meetings of the Board shall be confirmed by By-Law, so that every decision of the Board at that Meeting and every Motion passed thereat, unless required by an Act, Regulation or by-law, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted

24. Accessibility

- a. All agendas, documents and minutes shall be prepared in a machine readable, sans serif font of at least 12 points, and alternative formats of agendas, documents and minutes shall be made available upon request.

- 25. That this by-law shall come into force and effect upon being passed by Council.

Read a first and second time this 25th day of March 2025.

Read a third time and finally passed this 25th day of March 2025.

Board Chair –

Board Secretary – Jodi Ward