OPP DETACHMENT BOARD – JAMES BAY EAST

BY-LAW NUMBER 2026-02

BEING A BY-LAW OF THE OPP DETACHMENT BOARD – JAMES BAY EAST TO ESTABLISH THE RULES GOVERNING THE ORDER AND PROCEEDINGS OF THE BOARD AND ANY COMMITTESS ESTABLISHED BY THE BOARD

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 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 James Bay OPP Detachment Board (3) deems it advisable 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;

NOW THEREFORE the James Bay Detachment Board (3) enacts as follows:

- THAT the attached Schedule A form part of this by-law;
- THAT By-Law No. 2025-01 is hereby rescinded;
- THAT this by-law shall come into effect on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF JUNE 2026.

A/ BOARD CHAIR

SECRETARY/TREASURER

SCHEDULE A – BY-LAW 2026-01
JAMES BAY OPP DETACHMENT BOARD (3)

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1. DEFINITIONS

In this By-law:

Abstain shall mean a Member who is lawfully entitled to vote and who is present at a meeting but chooses not to exercise their right to vote on a matter. This does not include where a Member is absent or is not participating due to a declared conflict of interest. An abstain vote is a negative vote.

Act shall mean the Community Safety and Policing Act, 2019, as amended or replaced from time to time.

Acting Chair shall mean any Member of the Board who is responsible for chairing a meeting if the regular Chair is absent or otherwise unavailable. The procedure for selecting an Acting Chair is in Schedule B of this By-law.

Agenda shall mean the written and published order of proceedings for a meeting, setting out the business to be considered at the meeting.

Advisory Committee shall mean a Committee created by the Board to report to the Board on a specific matter on an ongoing basis.

Board shall mean the Lanark County OPP Detachment 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 shall mean the Member who presides at the Board or Committee meeting.

Closed Session shall mean a meeting or part of a meeting that is closed to the public in accordance with Section 44 of the Act.

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 shall mean 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 shall mean any person, group of persons, firm or organization who is neither a Member of the Board, a Committee, or an appointed official of the Board and who is addressing the Board in real time, either in person or electronically.

Electronic Participation or **Virtual Participation** shall mean a Member of the Board who participates remotely in any open or closed Board or Committee meeting via electronic means 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 Vote shall mean a vote where over half of the Members present, and eligible to participate vote in the same manner.

Meeting shall mean any regular, Special, or Emergency Meetings of the Board or 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 July 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. See Schedule C of this By-law.

Notice of Motion shall mean written notice from a Member provided in advance of a meeting to the Secretary-Treasurer, 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.

Point of Procedure shall mean a Motion introduced to obtain information on a matter of procedure where the rules of this By-law bearing on the business at hand in order to assist a Member to make an appropriate Motion or understand the parliamentary situation or the effect of a Motion.

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.

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.

Secretary-Treasurer shall mean the Secretary-Treasurer or designate duly appointed by the Board.

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

2.1. General Principles

2.1.1. Each Member has the right to:

a) One vote per Motion, subject to the declaration of pecuniary interest.

b) Information to help make decisions, unless otherwise prevented by law.

c) Efficient Meetings.

d) To be treated with respect and courtesy.

2.2. General Rules

2.2.1. The Board and all Committees created by the Board shall observe the rules of procedure contained in this By-law in all Meetings.

2.2.2. This By-law shall be used to guide the order and dispatch of business of the Board or any Committee Meetings wherever possible.

2.2.3. Modifications may be necessary for advisory Committees unless otherwise provided.

2.2.4. All Meetings shall be open to the public.

2.2.5. Notwithstanding the above, a meeting or part of a meeting may be closed to the public in accordance with Section 44 of the Act.

2.2.6. 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 Secretary-Treasurer shall determine if a matter is within the jurisdiction of the Board or Committee.

2.2.7. 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.

2.2.8. 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 Secretary-Treasurer.

2.2.9. The Secretary-Treasurer or designate shall be the secretary of Board or Committee Meetings and shall be in attendance at all Meetings either in person or virtually.

2.2.10. 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.

2.2.11. Information which is to be distributed shall be supplied to the Secretary-Treasurer for examination and potential distribution.

2.3. Suspension of Rules

2.3.1. No provision of this By-law shall be suspended except by a two-thirds vote in the affirmative.

2.3.2. 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.

2.3.3. No other business shall take place during a Special Meeting other than what is identified on the published Agenda.

2.3.4. Quorum requirements shall not be suspended.

2.4. Public Notice

2.4.1. Public notice shall include the following information regarding each meeting:

a) Date

b) Time

c) Location

d) Methods of participation (electronic or in person)

2.4.2. The Secretary-Treasurer shall give public notice of all regular open and closed Board or Committee Meetings by posting the Agendas on the

designated Municipal website seven (7) days prior to the meeting.

2.4.3. The Secretary-Treasurer shall give public notice of Special Meetings of the Board or Committee by posting the Agenda(s) on the designated Municipal website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting.

2.4.4. The Secretary-Treasurer shall give public notice for Emergency Meetings of the Board or Committee by posting the Agenda on the designated Municipal website as soon as possible after the meeting is called, or prior to the meeting if possible.

2.4.5. Board and Committee Meetings may be cancelled in consultation with the Chair and Secretary-Treasurer 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.

2.4.6. Board or Committee Meetings may be cancelled or postponed due to inclement weather, other similar occurrences, or Emergency situations. The Chair may direct the Secretary-Treasurer to postpone a meeting by contacting all Members if possible. Generally, Meetings shall be postponed by 8:00 p.m. on the day prior to a meeting and notice of any cancellations shall be posted on the designed Municipal website as soon as possible.

2.5. Annual Meeting Schedule

2.5.1. The annual meeting schedule shall outline the dates of regular Board and Committee Meetings, if any.

2.5.2. Regular Board Meetings shall generally take place once every quarter.

2.5.3. Special and Emergency Meetings may be called at any time including during the Meeting Recess.

2.5.4. Any Board or Committee meeting that takes place outside of the annual meeting schedule shall be deemed to be a Special or Emergency Meeting.

2.5.5. Rescheduled Meetings shall not be considered Special Meetings.

2.5.6. The Secretary-Treasurer shall prepare an annual meeting schedule for the Board's consideration and approval by November 1 of each year, for the subsequent year.

3. ROLES AND RESPONSIBILITIES

3.1. Assignment of Role

3.1.1. The Chair shall Chair Board Meetings unless by reason of absence, refusal, or is otherwise unable to do so.

3.1.2. In the absence of the Chair, the process laid out in Schedule B of this By-

law shall be followed.

3.1.3. A Committee Chair shall be appointed for a period of one year.

3.1.4. The determination of the first Committee Chair shall be determined by the members at the first meeting of the Committee and at the annual anniversary thereafter.

3.1.5. All Members of the Board, with the exception of the Board Chair, shall be eligible to serve as Committee Chair.

3.1.6. If necessary, the length of each term of Chair may be adjusted.

3.2. Responsibilities of the Chair

3.2.1. It shall be the responsibility of the Chair to:

a) Review and understand the Agenda in consultation with the Secretary-Treasurer.

b) Provide direction when required regarding meeting conduct and procedures with assistance from the Secretary-Treasurer.

c) Represent Board initiatives and decisions to the public, where appropriate.

d) Open the meeting by calling the meeting to order at the appointed time.

e) Ensure that Quorum is established and maintained throughout the meeting.

f) Announce the business in the order in which it is to be considered.

g) Manage the discussions in such a manner that all questions and comments are directed through the Chair.

h) Receive and submit, in the proper manner, all Motions which are to be read aloud.

i) Put to a vote all Motions which are moved and seconded when necessary and to announce the result of each vote.

j) Decline to put to a vote any Motion which infringes upon the rules of this by-law or the Act.

k) Provide order and decorum.

l) Vote on all Motions.

m) Ensure that Members, Secretary-Treasurer and attendees adhere to the rules of this By-law.

n) Undertake all matters required to ensure that the meeting proceeds in an orderly and efficient manner.

o) Authenticate By-laws and minutes by signature when required.

p) Adjourn the meeting when business is concluded or at the designated time.

q) Be a political liaison with other Board and Committee Members.

r) Approve the Secretary-Treasurer's time sheet for payroll purposes.

s) Be the spokesperson on behalf of the Board.

3.2.2. Maintain an appearance of impartiality on all matters. The Chair may answer questions or comment in a general way.

3.2.3. 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 a Member of the Board or Committee in accordance with the provisions of this By-law.

3.2.4. 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 Acting Chair.

4. RULES OF CONDUCT FOR MEMBERS, STAFF AND ATTENDEES AT MEETINGS

4.1. Rules Specific to Members

4.1.1. Members shall give notice to the Secretary-Treasurer and the Chair at last 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 is unable to attend in person.

4.1.2. When two or more Members wish to speak, the Chair shall name the Member who is to speak first.

4.1.3. When a Member is recognized by the Chair, the Member shall confine their remarks to the Motion under consideration.

4.1.4. When a Motion is under debate, a Member may ask a question through the Chair of another Member, Secretary-Treasurer or other.

4.1.5. Members shall not interrupt another Member who is speaking, except to raise a Point of Order or Point of Privilege.

4.1.6. 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.

4.1.7. All Members, Secretary-Treasurer and delegations shall address their questions and comments through the Chair.

4.1.8. Members shall not rise from their seats or make any noise or disturbance while a vote is being taken.

4.1.9. No Member shall permanently leave the meeting without first advising the Chair or the Secretary-Treasurer.

4.1.10. Members shall not make detrimental comments, or speak ill, or malign the integrity of the Secretary-Treasurer, the public, Chair or other Members of

the Board or its Committees.

4.1.11. Members shall not enter into debate or discussion with delegates. Members may ask, through the Chair, for points of clarification from delegates.

4.2. Rules Specific to Presenters, Delegates and Attendees.

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

4.2.2. Attendees seeking to be a delegate who have not received confirmation from the Secretary-Treasurer are subject to consideration of the Board or Committee. The attendee shall only be permitted to speak if their request is supported by a two-thirds vote in the affirmative.

4.2.3. Delegates shall not at any time question the personal or professional integrity of the Board or the Secretary-Treasurer.

4.2.4. No person, except for Members of the Board and the Secretary-Treasurer shall be permitted to come within or behind the Board Members' seating during a meeting without the permission of the Board.

4.2.5. No person shall display signs or distribute information.

4.3. Rules for All in Attendance

4.3.1. No person shall:

a) Bring food into the meeting room unless authorized.
b) Engage in any activity, conduct or behaviour or make any audible noise that could disturb deliberations.
c) Use profane or offensive words or insulting expressions.

4.3.2 Members are to be mute devices for the duration of all Meetings.

4.4. Breach of Conduct

4.4.1. 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.

4.4.2. 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.

4.4.3. If the person refuses to leave, the Chair shall direct the Secretary-Treasurer 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.

5. BOARD AND COMMITTEE MEETINGS

5.1. Inaugural meeting of the Board

5.1.1. The Inaugural meeting of the Board shall be conducted in accordance with Schedule A of this by-law.

5.2. Board Meetings

5.2.1. Board Meetings shall normally be held council chambers located at 171 Fourth Avenue, Cochrane, ON and/or by virtual video conference.

5.2.2. Regular meeting dates shall be identified in the annual meeting schedule.

5.2.3. The start time for Board Meetings shall be 10:00 a.m.

5.2.4. All board meetings shall be livestreamed recorded and made available on the Town of Cochrane's website.

5.3. Committees

5.3.1. The Board shall determine if it requires Committees in order to conduct its business. If Committee(s) are established, Meetings shall normally be held in the meeting room at council chambers located at 171 Fourth Avenue, Cochrane, ON and/or by virtual video conference.

5.3.2. Regular Meeting dates for any established Committee(s) shall be identified in the annual meeting schedule.

5.3.3. No decision to take any action or do anything other than matters administrative in nature shall be recognized as emanating from a Committee, and all affirmative Committee recommendations shall be referred to the next regularly scheduled Board meeting for consideration or as otherwise determined by the Board.

5.4. Special Meetings

5.4.1. The Chair may at any time call a Special Meeting of the Board.

5.4.2. A Committee Chair may at any time call a Special Meeting of a Committee.

5.4.3. A Special Meeting of either the Board or a Committee may be called by the Secretary-Treasurer once a 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.

5.4.4. 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 Secretary-Treasurer.

5.4.5. The only business to be dealt with at a Special Meeting shall be that which is stated on the Agenda of the meeting.

5.4.6. A minimum of forty-eight (48) hours' notice shall be provided for all Special Meetings. This shall be achieved by posting the Agenda on the designated Municipal website and by emailing the notice to the Members.

5.5. Emergency Meetings

5.5.1. The Chair may call an Emergency Board or Committee meeting at any time without providing forty-eight (48) hours' notice. The Secretary-Treasurer shall make best attempts to advise all Members immediately upon being notified of the intention to hold an Emergency meeting.

6. ADVISORY COMMITTEES

6.1. Appointments to Committees

6.1.1. Board Members shall be appointed to the various Committees, and external organizations by Motion, unless a By-law is required by an Act or Regulation.

6.1.2. Advisory Committee Members shall be appointed to the end of the term of the Board in which they are appointed, unless otherwise determined by the Board, the Act or Regulation.

7. ORDER OF BUSINESS AND GENERAL RULES

7.1. Format of Agendas

7.1.1. 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.

7.2. Board Agendas

7.2.1. Board Agendas shall generally be prepared as follows:

1. Call to Order
2. Confirmation of Agenda
3. Disclosure of Pecuniary Interest
4. Adoption of Minutes
5. OPP Report
6. Presentations and Delegations

7. Community Safety and Well-Being Plan
8. Correspondence
9. New Business
10. Unfinished Business
11. By-laws
12. Notice of Motions
13. Closed (In-Camera) Session
14. Adjournment

7.3. Committee Agendas

7.3.1. Committee Agendas shall generally be prepared as follows:

1. Call to Order
2. Confirmation of Agenda
3. Disclosure of Pecuniary Interest
4. Presentations and Delegations
5. New Business
6. Unfinished Business
7. Closed (In-Camera) Session
8. Adjournment

7.4. Special and Emergency Agendas

7.4.1. Special and Emergency Agendas shall generally be prepared as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Business
4. Closed Session
5. Adjournment

7.5. Agenda Items – General Rules

7.5.1. The Secretary-Treasurer shall determine the appropriate meeting at which items of business shall be considered in accordance with this By-law.

7.5.2. The Secretary-Treasurer or their designate shall attend Board and Committee Meetings (both open and Closed Session) unless otherwise excluded.

7.5.3. All meeting materials shall be distributed through and by the Secretary-Treasurer or their designate.

7.6. Land Acknowledgement

7.6.1. The Land Acknowledgement shall be read by the Chair at the start of all Board Meetings.

7.7. Board Agenda Items

7.7.1. Call to Order – Upon being called to order, all persons in attendance shall immediately take their seats. Members participating remotely shall mute their system until recognized by the Chair.

7.8. Approval of the Agenda

7.8.1. After the Agenda has been posted, 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 Secretary-Treasurer.

7.8.2. Additions or Deletions to the Agenda shall only be made during the Approval of the Agenda portion of the meeting. Amendments to the Agenda are to be made by Motion. Additions shall only be made to an Agenda if the matter is of a timely nature.

7.8.3. Amendments to the Agenda may be initiated by either Members of the Board or the Secretary-Treasurer.

7.8.4. The Chair may change the order in which business on the Agenda is dealt with through the consensus of the majority of the Members participating in the meeting. This action does not require a formal Motion.

7.9. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof

7.9.1. Where a Member has any pecuniary 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.

7.9.2. 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.

7.9.3. 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.

7.9.4. 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.

7.9.5. The Secretary-Treasurer 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.

7.10. Delegations

7.10.1. Delegations shall be allowed at Board and Committee Meetings.

7.10.2. Delegations are to be limited to five (5) minutes followed by a question period for Members limited to ten (10) minutes.

7.10.3. Persons who wish to speak to an item on a Board or Committee Agenda have until 12 noon (12:00 p.m.) on the day prior to the meeting to notify the Secretary-Treasurer.

7.10.4. Requests to be a delegate shall be made by submitting a written (email or hardcopy) to the Secretary-Treasurer and shall identify which item on the Agenda is being addressed.

7.10.5. 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.

7.10.6. Delegations may only speak to the item for which notice was given and only on matters that are within the jurisdiction of the Board or its Committee.

7.10.7. All registered delegates for any item shall be heard only when the item is reached on the Agenda and before Members discuss or debate that item.

7.10.8. If the item for which delegates have registered to speak is removed from the Agenda, the delegation shall be deemed to be cancelled.

7.10.9. Once a delegation has been made on an Agenda item, the individual or group registered shall not be able to register as a delegation on the same item at future Meetings of the Board or Committee for the remainder of that term of the Board.

7.10.10. Individuals who have not submitted a request to speak to an item on the Agenda within the specified time may submit a request to be heard. This request shall be determined by the Board as an addition to the Agenda which, to be successful, shall require a two-thirds vote in the affirmative.

7.10.11. The number of delegations per Agenda shall be limited to five (5). The number of delegations per Agenda item shall be limited to three (3).

7.10.12. Individuals wishing to speak to a matter not on the Agenda shall provide the Secretary-Treasurer with a written request outlining the subject matter and the requested outcome. The Secretary-Treasurer shall advise the Chair of the request. The requestor shall be advised of the actions taken or when the item might come forward to a future Board or Committee meeting.

7.11. Presentations

7.11.1. Public presentations are for information purposes only.

7.11.2. Public presentations shall be limited to ten (10) minutes.

7.11.3. Presentations by outside organizations or individuals shall not be permitted for the sole purpose of generating publicity or pro Motion for commercial purposes.

7.11.4. Questions directed to the Secretary-Treasurer by any presenter shall be received through the Chair.

7.11.5. The purpose of presentations shall be when the Secretary-Treasurer, an individual or group have been invited to present information to the Board or Committee.

7.11.6. The role of the presenter is to provide information and not to enter into debate with the Board, Committee or the Secretary-Treasurer.

7.11.7. Celebratory or ceremonial presentations shall generally occur at Board Meetings.

7.12. Correspondence

7.12.1. Refers to official written communications received by or sent from the organization. It typically includes letters, emails, reports, or other documents relevant to the business of the organization.

7.13. New/Unfinished Business

7.13.1. 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.

7.13.2. This section shall also include items that have been approved by a two-thirds vote to be added to the Agenda.

7.13.3. The Unfinished section refers to items of business that were not completed at the previous meeting and are automatically carried over to the current meeting if certain conditions are met.

7.14. Notice of Motion

7.14.1. A notice of Motion shall be submitted to the Secretary-Treasurer in writing prior to the Wednesday before a regularly scheduled Board meeting.

7.14.2. Items listed under Notice of Motion shall not be introduced or debated, they shall only be listed on the Agenda. Items shall be introduced and debated at a subsequent meeting where they are listed under New/Other Business.

7.14.3. The Secretary-Treasurer shall notify the Chair of all notices of Motion.

7.15. Closed Session (In Camera Session)

7.15.1. All Meetings shall be open to the public except as provided for in Section 2.2.5 and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this By-Law or applicable statute.

7.15.2. The Secretary-Treasurer or their designate shall remain in the room for all Closed Sessions or in the virtual session.

7.15.3. A meeting may be conducted in Closed Session in accordance with Section 44 of the Act.

7.15.4. 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.

7.15.5. Prior to moving into Closed Session, any Declarations of Pecuniary Interest and/or Conflict of Interest, shall be made by Members.

7.15.6. 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 or Committee's position.

7.15.7. 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 Secretary-Treasurer or agents of the Board or its Committee or persons retained by or under contract with the Board.

7.15.8. 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.

7.15.9. No Member, the Secretary-Treasurer or other person present during a Closed Session shall in any way, notify, distribute or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential or that have been obtained or considered in a Closed Session without approval of such release by the Board or Committee or unless authorized under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

7.15.10. Upon returning to open session, a statement resulting from the Closed Session shall be provided regarding what took place including any declarations of pecuniary interest and/or conflict of interest during the Closed Session.

7.15.11. The Secretary-Treasurer shall be responsible for securing and maintaining a confidential record of all original documentation distributed or presented, relating to Closed Sessions.

7.15.12. 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 Secretary-Treasurer and shall only be open to those in attendance at the meeting, to others approved by the Board or Committee or as legislated.

7.15.13. Closed Session minutes shall be circulated by the Secretary-Treasurer at the next Closed Session meeting for adoption. The adoption of the Closed Session minutes is a procedural matter and does not affect the validity or affect the resolutions/Motions recorded in the minutes.

7.15.14. Where practical, Closed Sessions shall be scheduled at the end of the meeting.

7.15.15. The obligation to keep information confidential shall continue after the Member ceases to be a Member of the Board or a Committee or after the Secretary-Treasurer ceases to be appointed by the Board.

7.15.16. 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.

7.16. Quorum

7.16.1. If no Quorum is present fifteen (15) minutes after the time appointed for a meeting of the Board or Committee, the Secretary-Treasurer 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.

7.16.2. When Quorum is lost as a result of declarations of pecuniary 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).

7.16.3. The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting that a Quorum is present.

7.16.4. If the Chair is not available at the time appointed for a meeting of the Board, the Vice Chair shall conduct the meeting until the arrival of the Chair.

7.16.5. If the Chair is not available at the time appointed for a Committee meeting, the meeting shall be called to order by the Secretary-Treasurer and Schedule B of this By-law shall be followed to appoint an Acting Chair, by Motion, to conduct the meeting until the arrival of the Committee Chair.

7.16.6. Members shall notify the Secretary-Treasurer when intending to be absent from a Board, Committee, Special or Emergency meeting for the purpose of ensuring Quorum at the meeting.

7.16.7. 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.

7.16.8. If Quorum is not regained within ten (10) minutes, the meeting shall stand adjourned.

7.17. Recess

7.17.1. At a Board meeting, a Motion to recess shall be brought forward and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".

7.17.2. At a Committee meeting, the Committee may recess by majority consent and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".

7.18. Adjournment

7.18.1. All Meetings shall adjourn no later than noon unless a Motion to proceed beyond noon is approved.

7.18.2. Notwithstanding Subsection 7.18.1 above, no meeting shall proceed beyond 2:00p.m. All remaining items on an Agenda adjourned by the deadline, shall be moved to the next regularly scheduled meeting or a Special Meeting.

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

8. MOTIONS

8.1. Motion Process - Refer to the Motion Table in Schedule C

8.1.1. All Motions shall be read aloud after which the Chair shall call for a mover and seconder.

8.1.2. Only Motions that have been moved and seconded shall be recorded in the minutes.

8.1.3. After a Motion has been moved and seconded, it shall be deemed to be in the possession of the Board or Committee and open for debate. The Board or Committee may consent to the withdrawal of the Motion at any time before amendment or decision.

8.1.4. 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.

8.1.5. Whenever the Chair is of the opinion that an amending Motion is contrary to the main Motion, the Chair shall apprise the Members thereof immediately. A Member of the Board or Committee may appeal the ruling of the Chair to the Board or Committee. If there is no appeal, the decision of the Chair shall be final.

8.1.6. The Board or Committee, if appealed to, shall vote on the Motion without debate and its decision shall be final.

8.1.7. All Members present, including the Chair, are entitled to vote on every Motion, unless the Member has declared a pecuniary interest or conflict of interest.

8.1.8. Every Member participating in the meeting, shall be deemed to vote against the Motion if they decline or abstain from voting, unless the Member is disqualified from voting by reason of a declared pecuniary or conflict of interest.

8.1.9. No Member shall speak more than once until every Member has had an opportunity to speak towards the Motion.

8.1.10. A Motion on which the voting results in a tie shall be considered defeated.

8.1.11. When the Motion under consideration contains distinct recommendations, a Member may request that the vote be taken separately on each proposal. (See the Motion to "Divide" in the Motion Table)

8.1.12. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.

8.1.13. Upon the Chair calling for a vote, no further speakers shall be permitted.

8.1.14. The manner of determining the vote on a Motion shall be by show of hands.

8.1.15. No vote shall be taken at any meeting by any method of secret voting, except where permitted or required by law.

8.1.16. The Chair shall announce the result of every vote.

8.1.17. 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.

8.2. Reconsideration of a Motion

8.2.1. Reconsideration of a Motion shall only be permitted at Board Meetings.

8.2.2. Any proposal to reconsider a decision of the Board made within its current term shall require a Motion of reconsideration.

8.2.3. 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.

8.2.4. A Motion to reconsider shall be introduced by way of a Notice of Intention to the Board.

8.2.5. Debate on a Motion for reconsideration shall be confined to reasons for or against reconsideration.

8.2.6. No delegations shall be permitted to speak on a Notice of Motion to reconsider.

8.2.7. If a Motion to reconsider is decided in the affirmative, reconsideration of the original Motion shall become the next order of business.

8.2.8. 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.

8.2.9. 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.

8.3. Notice of Intention

8.3.1. A notice of the intention to reconsider a Motion shall be placed on the next Board Agenda. At the next Meeting after Notice is given a Motion to reconsider may be brought forward.

8.4. Motion to Reconsider

8.4.1. 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.

8.4.2. A Motion to reconsider shall not be amended but may be debated.

8.4.3. 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.

8.4.4. A Motion to reconsider shall include the date of when the original Motion was passed.

8.4.5. Should a Motion to reconsider be defeated, the original Motion shall remain in force and effect.

8.5. Original Motion

8.5.1. The original Motion being reconsidered shall be stated in the exact manner in which it was first presented and voted on.

8.5.2. 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.

8.6. Recorded Votes

8.6.1. Except for matters that are determined at the Committee level only, recorded votes shall only be permitted at Board Meetings.

8.6.2. A recorded vote shall be taken when called for by any Member or when required by law.

8.6.3. 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.

8.6.4. 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 pecuniary or conflict of interest.

8.6.5. When a recorded vote is requested and permitted, the Chair shall pose the question and the Secretary-Treasurer shall call upon each Member, beginning with the requester of the recorded vote, followed by each Member in subsequent alphabetical order thereafter, at which time the Secretary-Treasurer shall record the Members' votes. The Secretary-Treasurer shall also record the number of Members absent.

8.6.6. 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.

8.6.7. 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.

8.6.8. The Secretary-Treasurer shall tabulate and announce the results of the vote.

8.7. Point of Privilege

8.7.1. A Member may raise a point of privilege directing attention to a matter that affects the rights of the Member or Members.

8.7.2. A point of privilege shall take precedence over any other matter except during verification of a vote.

8.7.3. A Member shall state the point of privilege to the Chair at the time of occurrence.

8.7.4. A Member shall not be permitted to enter into any argument or introduce any Motion not related to the point of privilege.

8.7.5. The Chair shall decide upon the point of privilege and advise the Members of the decision.

8.7.6. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

8.7.7. If the decision of the Chair is appealed, the question to be answered is "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final.

8.7.8. 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.

8.7.9. When the integrity of the Secretary-Treasurer has been questioned, the Secretary-Treasurer shall be permitted to make a statement to the Members.

8.8. Point of Order

8.8.1. A Member may raise a point of order to a perceived violation of the rules

of procedure, except during verification of a vote.

8.8.2. 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.

8.8.3. The Chair shall decide upon the point of order and advise the Members of the decision.

8.8.4. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

8.8.5. If the decision of the Chair is appealed, the question to be answered is "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final.

9. BY-LAWS

9.1. By-law Approval Process

9.1.1. 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.

9.1.2. Every By-law shall be adopted in a single Motion having been given three readings simultaneously.

9.1.3. 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 Secretary-Treasurer for further consideration before being voted on.

9.1.4. 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.

9.1.5. 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 Secretary-Treasurer, 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.

9.1.6. The Secretary-Treasurer shall be authorized to make minor corrections to any By-law resulting from technical, or typographical errors prior to the By-law being signed.

9.2. Confirmatory By-law

9.2.1. The proceedings at every 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.

10. AMENDMENT OF PROCEDURAL BY-LAW

10.1.1. No amendment or repeal of this By-law or any part thereof shall be considered at any meeting of the Board unless:

a) Notice of intention of the proposed amendment or repeal has been given at a previous Board meeting; and
b) The waiving of this notice by the Board is prohibited.

10.1.2. The Secretary-Treasurer shall be responsible for reviewing this By-law at least once every term of the Board.

11. ULTRA VIRES

11.1.1. Should any sections of this By-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

12. BY-LAWS TO BE REPEALED

12.1.1. All By-laws or parts thereof and Motions passed prior to this By-law which are in contravention of any terms of this By-law are hereby rescinded.

13. EFFECTIVE DATE

13.1.1. This By-law shall come into effect on the date of its passing.

By-law 2026-02
SCHEDULE A
Inaugural Meeting

	Agenda Item:	Rules:	Conducted By:
i	Call to Order	The first meeting of the Board following the Municipal Election shall be on the third Wednesday of January of the new term at 8:30 a.m. or at such hour as may be fixed by By-law. The Secretary-Treasurer shall notify all Members at least one (1) week in advance of the meeting as to time and date.	Secretary-Treasurer
ii	Roll Call	The Secretary-Treasurer shall ensure that a majority of the members are present.	Secretary-Treasurer
iii	Declaration of Office for All Members of the Board	Conducted as per Regulation 416/23, the *Community Safety and Policing Act*, as amended.	Secretary-Treasurer
iv	Appointment of a Chair	The Secretary-Treasurer seeks nominations for a Chair. Following a majority vote of the members, the Secretary-Treasurer introduces the newly elected Chair and the Chair takes the Chair.	Secretary-Treasurer
v	Appointment of a Vice Chair	The Secretary-Treasurer seeks nominations for a Vice Chair. Following a majority vote of the members, the Secretary-Treasurer introduces the newly elected Vice Chair.	Secretary-Treasurer
vi	Vice Chair's Inaugural Remarks	The Vice Chair shall provide some inaugural remarks	Chair
vii	Vice Chair's Inaugural Remarks	The Chair shall shall provide some inaugural remarks.	Chair
viii	Adjournment	Verbal Motion	Chair

SCHEDULE B

Selection Process for Acting Chair

Board

- In the absence of the Chair, the Vice Chair shall be called upon to be the Chair of the meeting.
- In the absence of the Chair and Vice Chair, the Board shall elect an Acting Chair from Members present who are able to participate.

Committee

- In the absence of the Committee Chair, the most recent Committee Chair shall be called upon to chair the meeting.
- In the absence of the current Committee Chair and the most recent Committee Chair, the Board shall elect an Acting Chair from Members present who are able to participate.

The above shall apply when a Chair is absent, unable, or unwilling to chair the meeting.

SCHEDULE C
Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	**YES**	**NO**	⏲ shall be resolved prior to any other motion being moved	⏲the Board shall immediately rise and no further proceedings shall take place ⏲ all unfinished business on the agenda shall be included on the agenda of the next meeting	⏲ the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved ⏲ a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted	**NO**	⏲ shall not include qualifications or additional statements ⏲ shall always be in order except when a Member is speaking or the Members are voting
Extend Curfew	**YES**	**NO**	⏲ shall be resolved prior to any other motion being moved	⏲ no meetings shall proceed beyond the hour of 12:30 p.m.	⏲ the Chair shall immediately declare the meeting adjourned	**NO**	⏲ shall always be in order except when a Member is speaking or the Members are voting ⏲ shall require a two-thirds' vote of the Members present
Recess	**YES**	**NO**	⏲ shall be resolved prior to any other motion being moved	⏲ the meeting shall recess	⏲ the meeting shall not recess	**TIME ONLY**	⏲ shall be in order if no question is pending
Withdraw	**YES** Mover & Seconder of	**NO**	⏲ shall receive disposition prior to any other motion	⏲the motion is withdrawn	⏲ vote on the main motion	**NO**	⏲ majority vote ⏲ shall be in order if decision has not been

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
	the main motion		being presented				made
Close Debate (Call the Question)	**YES**	**NO**	⏱ shall apply to the motion or amendment under debate	⏱ the Board shall immediately vote on the question without further debate or comment	⏱ debate shall continue	**NO**	⏱ shall not be permitted in any committee ⏱ shall require a two-thirds' vote of the Members present
Defer (Postpone/ Table)	**YES**	**YES DATE AND TIME ONLY**	⏱ shall be resolved prior to the main motion ⏱ shall be resolved prior to the preceding motion	⏱ no further debate until motion returns to the agenda	⏱ vote on the main motion	**YES DATE AND TIME ONLY**	⏱ shall not include qualifications or additional statements ⏱ shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved
Refer (Commit)	**YES**	**YES**	⏱ shall preclude any amendment or debate to any previous motion unless resolved in the negative	⏱ there shall be no further debate	⏱ vote on the main motion	**YES**	⏱ shall state the person or committee to which the matter shall be referred
Amend Main Motion (Primary Amendment)	**YES**	**YES**	⏱ shall receive disposition prior to the main motion	⏱ the Board shall vote on the main motion as amended	⏱ vote on the main motion or ⏱ secondary amendment may be proposed	**YES**	⏱ shall not propose a negative to the main motion ⏱ shall not propose two distinct proposals of amendment to the main motion

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
							⏱ shall not change the intent of the main motion ⏱ shall have only one motion to amend the main motion at one time
"Friendly" Amendment	**YES**	**YES**	⏱ shall receive disposition prior to the main motion	⏱ the Board shall vote on the main motion as amended	⏱ vote on the main motion or ⏱ secondary "friendly" amendment may be proposed	**NO**	⏱ shall not propose a direct negative to the main motion ⏱ shall not propose two distinct proposals of amendment to the main motion ⏱ shall not change the intent of the main motion ⏱ shall have only one motion to amend the main motion at one time ⏱ voted on formally unless adopted by unanimous consent
Amend Amendment (Secondary Amendment)	**YES**	**YES**	⏱ shall receive disposition prior to the primary amending motion	⏱ the Board shall vote on the primary amending motion as amended	⏱ vote on the primary amending motion ⏱ propose a secondary amendment	**NO**	⏱ shall not propose a direct negative to the primary amending motion ⏱ shall not propose two distinct proposals of amendment to the primary amending motion ⏱ shall not change the intent of the primary amending motion

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
							⏱ shall have only one motion to amend the primary amending motion at one time ⏱ an amendment of the third degree is not permitted
Defer Indefinitely (Postpone/ Table Indefinitely)	**YES**	**YES**	⏱ shall be resolved prior to the main motion ⏱ shall be resolved prior to any preceding motion	⏱ the preceding motion and any amendments thereto shall be removed from the Board's consideration indefinitely ⏱ the motion to defer indefinitely may be reconsidered	⏱ disposition of the main motion ⏱ cannot put forward another motion to defer indefinitely regarding the main motion	**NO**	⏱ shall not include qualifications or additional statements ⏱ shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved
Divide	**YES**	**YES**	⏱ shall receive disposition prior to the main motion	⏱ the debate and vote shall be on separate and distinct proposals from the main motion resulting in more than one separate motion.	⏱ disposition of the main motion in its entirety	**YES**	⏱ shall only be in order when the main motion to be divided contains two or more separate and distinct proposals ⏱ divide when pecuniary interest declared
Main	**YES**	**YES**	N/A	⏱ the motion is carried	⏱ the motion is defeated	**YES**	⏱ majority vote unless otherwise provided

Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided before others ranking below it in the list:

a) adjourn;
b) extend curfew;
c) recess;
d) withdraw;
e) close debate (call the question);
f) defer (postpone/table);
g) refer (commit);
h) amend amendment;
i) amend main motion;
j) defer indefinitely (postpone/table indefinitely);
k) divide the motion;
l) main motion.