

**LANARK COUNTY OPP DETACHMENT BOARD
AGENDA**

**Wednesday, April 23, 2025
Immediately following Inaugural Meeting
Carleton Place Fire Hall Meeting Room – 15 Coleman Street**

A. MEETING CALL TO ORDER

B. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be approved as circulated and read.

**C. DISCLOSURE OF PECUNIARY INTEREST / CONFLICT OF INTEREST AND
GENERAL NATURE THEREOF**

D. APPROVAL OF MINUTES

None

E. PRESENTATIONS AND DELEGATIONS

1. Inspector Kerlous Tawdrous, Lanark County OPP

a. Q1 Statistical Report

Note: To be forwarded under separate cover

Suggested Motion:

THAT the first quarter policing statistics from the Lanark County OPP be received as information.

b. Update on staffing, operations and Detachment Operation Clerks

Suggested Motion:

THAT the update by Inspector Tawdrous on staffing, operations and Detachment Operation Clerks be received as information.

F. REPORTS

1. Review 2025 Approved Budget

Suggested Motion

THAT the 2025 Lanark County OPP Detachment Board budget be received as information.

2. Lanark County OPP Detachment Board Terms of Reference 2025

Suggested Motion:

THAT the Lanark County OPP Detachment Board terms of reference be received as information.

3. Detachment Board – Travel and Expense Policy

Suggested Motion:

THAT the Lanark County OPP Detachment Board Travel and Expense Policy be approved.

G. EXTERNAL ORGANIZATION UPDATES

None

H. MOTIONS

None

I. BY-LAWS

1. Review Draft Procedural By-law

Suggested Motion:

THAT By-law 01-2025 being a by-law of the Lanark County OPP Detachment Board to establish the rules governing the order and proceedings of the Board and any committees established by the Board be read a first, second and third time and finally passed.

2. Review Draft Detachment Board Remuneration Policy

Suggested Motion:

THAT By-law 02-2025 being a by-law of the Lanark County OPP Detachment Board to establish remuneration for members of the Detachment Board be read a first, second and third time and finally passed.

J. INFORMATION LISTING

None

K. NOTICE OF MOTIONS

L. ANNOUNCEMENTS

M. CLOSED SESSION

Suggested Motion:

THAT the Lanark County OPP Detachment Board move into closed session at a.m. to discuss a personal matter about an identifiable individual, including members of the police service or any other employees of the Board subject to the Community Safety and Policing Act Section 44 (2) (b);

AND THAT Diane Smithson, Acting Secretary-Treasurer be permitted to participate in the meeting.

Suggested Motion:

THAT the Board return to regular session at a.m.

N. RISE AND REPORT

O. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at a.m.

LANARK COUNTY OPP DETACHMENT BOARD 2025 DRAFT BUDGET

ACCOUNT NO.	ITEM	AMOUNT	EXPLANATION
EXPENSES			
10-22-000-820-6130	Wages	\$ 32,000.00	\$30.75/hr x 20 hrs/week / 52 (includes 2.5% COL increase)
10-22-000-820-6290	MERC expenses	\$ 7,680.00	24% of wages (includes OMERS); 15% if no OMERS
10-22-000-820-6131	Annual Honorariums	\$ 15,150.00	12x\$150x8 meetings/year + \$500 for Chair + \$250 for Vice-Chair
10-22-000-820-6190	Per Diems	\$ 7,200.00	\$150/day x 4 days x 3 members (conferences) + \$150/day x 3 meetings x 6 members (Zone 2 meetings) plus training honorarium of 450x6 people
10-22-000-820-6586	Memberships	\$ 4,700.00	36500 properties @\$.21/property (OAPSB) + \$100 Zone 2
10-22-000-820-6585	Conferences Registration	\$ 4,000.00	<u>3 @ \$1000+\$1000 for Secretary-Treasurer</u>
10-22-000-820-6580	Travel Expense	\$ 6,300.00	250km x 2 days x 3 members + (3 members x 200 km x 3 Zone 2 meetings)+ 100kmx8membersx8meetings x \$0.65/km
10-22-000-820-6583	Meals	\$ 3,600.00	<u>6@\$150/day x 4 days</u>
10-22-000-820-6582	Hotel Accommodation	\$ 5,050.00	<u>4@\$1000 (annual conference) + \$175 x 6 (Zone 2 Meeting)</u>
10-22-000-820-7499	Professional Fees	\$ 10,000.00	Consulting assistance i.e. Strategic Planning
10-22-000-820-6550	Office Supplies	\$ 1,000.00	
10-22-000-820-6999	Other Materials/Supplies	\$ 1,000.00	Coffee/Muffins for meetings; other miscellaneous
10-22-000-820-6538	Telephone	\$ 400.00	for Secretary-Treasurer \$50 / month
10-22-000-820-7425	IT	\$ 3,300.00	Laptop Expenses \$1000; email addresses for Provincial appointees and S-T 5@\$10/ month x 12 months \$720; IT support \$1500
10-22-000-820-7403	Accounting Expenses	\$ 2,000.00	
10-22-000-820-6310	Insurance	\$ 3,900.00	
	Total Budget	\$ 107,280.00	

	DRUMMOND / NORTH ELMSLEY	MONTAGUE	PERTH	LANARK HIGHLANDS	MISSISSIPPI MILLS	CARLETON PLACE	TAY VALLEY TOWNSHIP	BECKWITH	TOTALS
Weighted Assessment %	10.37	4.28	8.18	7.77	19.87	17.20	11.39	12.52	91.58
Share of Budget - Weighted Assessment	\$ 12,147.78	\$ 5,013.74	\$ 9,582.34	\$ 9,102.05	\$ 23,276.41	\$ 20,148.68	\$ 13,342.64	\$ 14,666.36	\$ 107,280.00
Share of Y/E Actuals	\$ 1,276.96	\$ 452.41	\$ 1,020.36	\$ 952.25	\$ 2,425.01	\$ 2,017.60	\$ 1,405.88	\$ 1,520.19	\$ 11,070.66
Total	\$ 13,424.74	\$ 5,466.15	\$ 10,602.70	\$ 10,054.30	\$ 25,701.42	\$ 22,166.28	\$ 14,748.52	\$ 16,186.55	\$ 118,350.66
Less 2024 Amount Paid	\$ 17,642.26	\$ 6,250.40	\$ 14,097.01	\$ 13,156.09	\$ 16,751.75	\$ 27,874.77	\$ 19,423.29	\$ 21,002.69	\$ 136,198.26
To be repaid by Carleton	-\$4,217.52	-\$784.25	-\$3,494.31	-\$3,101.79	\$ 8,949.67	-\$5,708.49	-\$4,674.77	-\$4,816.14	-\$17,847.60

*Note: SF makes
up difference to
make 100%

Lanark County OPP Detachment Board

Terms of Reference

A. Purpose

While it is the legislative mandate of the OPP Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils in other matters in accordance with the Community Safety and Policing Act (CSPA), the purpose of the OPP Detachment Board is to:

1. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
2. make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;
3. facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;
4. make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and
5. conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the OPP Detachment Board's Procedural By-law.

B. Roles and Responsibilities

Per Section 68 (1) of the Community Safety and Policing Act, the OPP Detachment Board's roles shall include:

- a. consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
- b. determining objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. advising the detachment commander with respect to policing provided by the detachment;
- d. monitoring the performance of the detachment commander;
- e. reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f. on or before June 30 in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

C. Authority

1. Authority delegation is restricted to the scope described in Section 42 of the CSPA.

2. The OPP Detachment Board members shall:

- a. ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;
- b. not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
- c. not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary-Treasurer for distribution which may be shared by the OPP Detachment Board members;
- d. not authorize any expenditures outside the OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board;
- e. have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the OPP Detachment Board or designate.

D. Reports To

The OPP Detachment Board reports to the respective Municipal Councils comprising the OPP Detachment Board as required in accordance with the CSPA.

E. Composition

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of eight (8) Council representatives based on one (1) per OPP policed municipality, two (2) community representatives, and two (2) provincial representatives.

1. **Qualifications of the Community Representatives**

To qualify for the Community Representative on the OPP Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.

Community Representatives shall not be employees of their respective municipality.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

2. **Appointments to the OPP Detachment Board**

- i. Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.
 - ii. Council Appointments to the OPP Detachment Board shall be made by the respective municipal Council; one (1) per municipality.

- iii. Community Appointments to the OPP Detachment Board shall be approved by the respective municipal Councils. In considering Community Appointments, preference should be given to persons demonstrating knowledge or experience in one (1) or more of the following areas:
 - a. Finance
 - b. Social Services
 - c. Education
 - d. Governance
 - e. Legal
 - f. Health Care
 - g. Mental Health
- iv. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

3. Term of Membership

The Term of office for Council and Community Appointees on the OPP Detachment Board shall be concurrent with the term of Council.

The Term of office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

4. Absence

- i. Should any Council Representative be unable to attend Detachment Board meetings for any period of time due to medical, emergency or other reasons, the respective municipal Council may appoint an alternate Council representative for the duration of the absence. The alternate Council representative appointed shall comply with the prescribed standards with respect to the exercise of its powers and the performance of duties under the Act. The alternate Council representative's appointment shall terminate once the original appointed Council Representative is ready to resume their responsibilities.
- ii. Any Community Representative who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Secretary-Treasurer shall advise the Clerk of the respective municipality so that the vacancy may be filled.

5. Review

The composition of the OPP Detachment Board shall be reviewed once within each term of the Board.

2. Resignation of Representatives:

- a. Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary-Treasurer.
- b. Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary-Treasurer and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

3. Filling Vacancies:

- a. Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council and within three (3) months of the vacancy occurring.
- b. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

4. Responsible Party:

The Secretary-Treasurer appointed by the OPP Detachment Board shall be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA.

5. Structure:

- a. Chair and Vice-Chair
In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

- b. Support Resources
 - i) The OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.
 - ii) Recording Secretary: The Recording Secretary shall be the Secretary-Treasurer appointed annually by the OPP Detachment Board members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
 - i) The CSPA and its regulations
 - ii) Code of Conduct Regulation
 - iii) The OPP Detachment Board's
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law;
 - d. Terms of Reference; and
 - iv) The OPP Detachment Board shall review its documents identified in 1.iii) once every term in the last year of the term and amend them as necessary.
 - v) Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
2. The OPP Detachment Board shall meet monthly on the third Wednesday of each month except for the months of July and December, unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the Town of Carleton Place's website. Meetings shall be held in the Meeting Room at the Carleton Place Fire Hall, 15 Coleman Street, Carleton Place. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
3. Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Chair, shall vote.
4. The OPP Detachment Board may solicit, document and consider public input where appropriate.
5. The agenda shall be distributed and posted at least seven (7) days before the OPP Detachment Board meetings on the Town of Carleton Place's website.
6. The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the Town of Carleton Place's website.
7. The approved minutes, signed by the Chair and Secretary-Treasurer, shall be provided to the Clerk of the Town of Carleton Place for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Procedural By-law.
8. The Lanark OPP Detachment Board webpage will be managed by Carleton Place and all required public data will be posted on that webpage by Carleton Place personnel.

G. Financial

1. The OPP Detachment Board's annual budget shall be approved by each of the Municipal Councils of the OPP policed communities comprised by the Board in accordance with Section 71(2) of the CSPA.
2. The Secretary-Treasurer shall present a year-end financial report to the OPP Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the OPP policed communities comprised by the Board.

H. Quorum

Greater than 50% of the OPP Detachment Board members eligible to vote and not excluded by legislation shall constitute quorum.

LANARK COUNTY OPP DETACHMENT BOARD
TRAVEL & EXPENSE POLICY

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1. LEGISLATIVE AUTHORITY

Sections 46 (1) and 67 (6) of the Community Safety and Policing Act, 2019 provide the authority of an OPP Detachment Board to establish its own rules and procedures in performing its duties under this Act and the regulations.

2. DEFINITIONS

Business related meals: Refers to the provision of meals for the Secretary-Treasurer conducting government business that takes place during normal meal periods (e.g. strategic and operational planning meetings, inter-municipal committee meetings, departmental policy and procedure meetings) but does not include meals while on travel status that attracts a meal allowance.

Business travel: Travel authorized by the appropriate level of authority. Such travel meets the requirements for payment or reimbursement from public funds, as described in this policy.

Headquarters: The Secretary-Treasurer's regular place of business. The location noted on the Secretary-Treasurer's business card, where the Secretary-Treasurer has an office, desk, computer, etc.

Hospitality: The provision of food and beverage, accommodation, transportation, secretarial services or any other amenities at Board expense to persons who are not generally employed by the Board.

Immediate Supervisor: The Board Chair, to whom the Secretary-Treasurer reports directly (or designate).

Personal Vehicle: A vehicle, owned, borrowed, rented, leased personally by the Secretary-Treasurer or Board Member.

Professional Development Events: Approved attendance at conferences, conventions, training sessions, courses, and workshops.

Quorum: A majority of the total number of Members of the Board and a majority of the total number of Members of the Board for a Committee Meeting.

Reasonable amounts: Defined as providing an adequate and appropriate service in the most economical way possible.

Receipt: An original document, or carbon or certified copy showing the amount of the expenditure, taxes, itemized where possible, the date and indicating the proof of payment.

Rental Vehicle: A vehicle rented from a rental agency for use by the Secretary-Treasurer or Board Member for approved business travel.

Travel: Approved business travel. Note: Travel does not include commuting between the Secretary-Treasurer's home and headquarters.

Traveler: A traveler is defined as the Secretary-Treasurer, Board Members, and any other appointed official on travel status for the Board.

Travel Status: The Secretary-Treasurer's status away from home and headquarters where he or she normally works and is conducting Board business. Board Members and other appointees are on travel status when away from home and is conducting Board business. A traveler is on travel status when attending Board approved professional development events.

3. INTRODUCTION

3.1 Purpose

This policy was developed to:

- a. Establish the principles, mandatory requirements and guidelines for the approval and reimbursement of travel, accommodation, meals and hospitality expenses incurred on behalf of the Lanark County OPP Detachment Board (the Board);
- b. Ensure fair, consistent treatment of all Travelers that are required to travel on behalf of the Board; and
- c. Delegate to the Secretary-Treasurer the authority in administering these expenses within the provision of this policy.

3.2 Application and Scope

This policy applies to all travelers on travel status for the Board who are reimbursed for their travel expenditures.

3.3 Principles

The following principles should form the basis for all travel decisions of a traveler:

- a. Expenses associated with travel to perform work on behalf of the Board outside their headquarters should minimize costs and maximize the benefits to the Board;
- b. Travelers should be reimbursed for legitimate work-related expenses authorized by the Board;
- c. The most practical and economical arrangements for travel, meals and hospitality should be utilized;
- d. In evaluating travel options, travelers shall consider the total costs including the costs of transportation, hotels, meals, taxis, parking, salaries and benefits; and
- e. Teleconferencing should always be considered as an alternative to reduce the need for travel to business meetings.

3.4 Auditing Requirements

- a. Reimbursements to travelers for travel and other business-related expenses are subject to internal and external audit as well as Canada Revenue Agency auditors.
- b. Board Members form part of the public Treasurer's report as required by Section 284 of the Municipal Act.
- c. If the Secretary-Treasurer identifies expenses that are not in compliance with this policy, the claim will be returned to the Board Member for correction. For Board Members, any reimbursements for expenses outside this policy must be forwarded to the Board for approval prior to payment.

- d. Falsifying this information is fraud against public funds, is subject to audit and law enforcement and may result in discipline or ultimately dismissal if related to the Secretary-Treasurer or a Code of Conduct complaint against a Detachment Board Member.

4. EXPENSE CLAIMS/REIMBURSEMENTS - SUMMARY

Travelers will be reimbursed in accordance with this policy for business-related travel and expenses by the submission of the approved form (Schedule A) with appropriate receipts. The signature on this form is an oath that is provided by the claimant that the claim is accurate and only applies to business travel on behalf of the Board.

5. ACCOUNTABILITY FRAMEWORK

The costs associated with all travel must be included and approved in the annual budget.

5.1 Approval Authority

- a. The Secretary-Treasurer for all travel by Board Members;
- b. The Chair for all travel by the Secretary-Treasurer; and
- c. Travelers are all accountable to ensure that they follow the policy.

5.2 Approver Responsibilities

Persons with the authority to approve expense claims must ensure that:

- a. Expenses were necessarily incurred in the performance of Board business.
- b. Expenses are reasonable and comply with this and any other Board policy.
- c. Appropriate receipts are provided to support the expense claim.
- d. All unusual items are explained appropriately, or proof of prior approval is given.
- e. Claims are mathematically correct.

5.3 Authorization

- a. The Expense Claim Form (Schedule A) is to be completed by the Traveler, itemizing all expenses and the amounts claimed as soon as possible after the travel has occurred. In the case of regular travel, this must be claimed monthly at a minimum. All expense claims are due on December 31st of each year for any expenses incurred in that fiscal year. Cut-off dates for year-end processing as determined by the Secretary-Treasurer are to be adhered to.
- b. All Expense Claim Forms (Schedule A) must be signed by the Chair for the Secretary-Treasurer and by the Secretary-Treasurer for Board Members and forwarded to the respective Municipal Finance Department for payment.
- c. Prior approval may be granted for a series of events, if deemed appropriate. Where travel and/or hospitality is routine to meet the objectives of the position, an authorizing official may give prior approval annually as part of the budget process.
- d. Any claims that are outside this policy must be approved by the Board. Extraordinary circumstances will be reported to the Board.

6. RESPONSIBILITIES

6.1 Board

The Board has the ultimate authority for policy development and ensuring that administrative practices are in place to implement those policies. As well, policies should be in line with the financial integrity of the respective municipalities. Therefore, the adoption of this policy and any changes to this policy must be approved by the Board.

6.2 Secretary-Treasurer

The Secretary-Treasurer is responsible for:

- a. Ensuring that the principles and mandatory requirements contained in this policy are applied consistently.
- b. Determining when exemptions from the policy must go to the Board for approval.
- c. Developing and updating this policy, in consultation with the Board as necessary.
- d. Approving Board Members' expense claims following approval by the respective Municipal Councils' approval of the travel as included in the annual Board budget

6.3 Responsibilities of all Travelers

Prior to business travel, travelers shall:

- a. Familiarize themselves with this policy to ensure that it is understood with respect to travelers' rights and obligations;
- b. Explore the most economical and practical modes of travel as well as explore alternatives to travel such as teleconferencing;
- c. Obtain approval from the appropriate approval authority;
- d. Inform the travel carrier and the appropriate approval authority of any changes in travel plans as soon as possible, particularly if a cost could be incurred; and
- e. Travelers shall book transportation and accommodation as far in advance as possible to take advantage of early booking discounts.

6.4 Expense Claim Form Requirements

When submitting an Expense Claim Form, travelers shall:

- a. Complete, sign and date the Expense Claim Form as per the procedures verifying and detailing each travel and other business-related expense;
- b. Provide explanations/prior approval for unusual expenses or when claiming for another Traveler;
- c. Submit all original receipts to support the expense claim. Receipts must show the HST as a separate item. In the case of hotel/motel and rental car receipts, ensure that the final receipt is provided. It is the traveler's responsibility to obtain the final receipt being claimed;
- d. Note any expenses that are reimbursable by another entity, board, government, commission etc.;
- e. Provide descriptions of the expenses being claimed;
- f. Total the claim and deduct from the claim any advances received for the travel. In situations where advances exceed the total claim, the claim must be accompanied by a cheque for the difference payable;
- g. Where the traveler certifies that the receipt was lost, accidentally destroyed or

unobtainable, a personal declaration may replace the receipt. The claim may or may not be approved based upon the explanation and the type of expense involved;

- h. Claims should be submitted monthly at a minimum; and
- i. All inappropriate and miscalculated forms will be returned to the traveler to correct and resubmit as appropriate.

7. TRAVEL AUTHORIZATION

The appropriate level of authority must pre-approve all business travel.

- a. Prior approval is not required for travel that is done regularly as part of the Secretary-Treasurer's job description and regular duties;
- b. Board Members will be paid for travel as per this policy; and
- c. Prior approval either singularly or as part of a series does not negate the requirement for approved expense claims being filed and approved by the authorized person as noted above.

8. MEAL ALLOWANCES WHILE ON TRAVEL STATUS

- a. Travelers will be reimbursed for meal costs during normal meal periods when on travel status for breakfast, lunch and dinner as per the procedures below;
- b. Maximum meal rates are shown in Schedule B;
- c. Receipts are not required to be retained by Travelers claiming meal rates;
- d. In exceptional circumstances, and with pre-approval by the Board, a higher amount will be allowed. In these cases, receipts must be submitted along with proof of pre-approval;
- e. Costs incurred for alcoholic beverages will not be reimbursed;
- f. Meal rates represent reasonable meal costs. These are not considered to be meal allowances under the Income Tax Act;
- g. No reimbursement for meal costs shall be made for meals at home prior to departure or upon return or for meals included in the cost of transportation, accommodation, seminars or conferences; and
- h. A claim for breakfast is permitted on the date of departure if the Traveler is on travel status and leaves their residence prior to 7:00 am on the date of the business travel. A claim for dinner is permitted on the date of return from business travel if the Traveler arrives home after 7:00 pm.

9. ACCOMMODATION

9.1 Hotels/Motels

- a. Travelers should book hotels that are reasonable rates and some research should be done to determine fair rates. The exception is the case where the travel is in conjunction with a conference and rooms are set aside for such purpose;
- b. In cases where a block of rooms has been set aside for the event, travelers shall utilize the most economical of these rooms if available;
- c. Although travelers traveling together are encouraged to share accommodations

where appropriate, no traveler shall be required to share accommodations while on travel status however, approval for separate rooms is dependent on available budget; and

- d. Cancellation charges will not be reimbursed except in exceptional circumstances such as emergencies.

9.2 Private Residences

- a. Travelers may arrange to stay with friends or relatives instead of using hotel/motels. The traveler will be reimbursed as per the provisions outlined in Schedule B;
- b. The amount reimbursed will only be for nights in which the traveler would normally be required to have overnight accommodation; and
- c. The amount reimbursed in this section shall not exceed the amount that would have normally been incurred had the traveler stayed in commercial accommodation.

9.3 Expense Claims/Reimbursements

- a. Travelers must retain all receipts for hotels/motels to support their claims; and
- b. In the case where Travelers stay with friends/relatives, they will be reimbursed as per Schedule B in lieu of accommodation charges. No receipts are required which recognizes a contribution for food or a gift of hospitality.

10. ROAD TRANSPORTATION

10.1 General

- a. When road transportation is the most practical and economical way to travel, the order of preference shall be:
 - **Personal vehicle** for travel, in one 24-hour period, of up to 250 kilometres.
 - **Rental vehicle** where it is more economical than use of a personal vehicle.
- b. Bridge, ferry and highway tolls and necessary parking fees paid while driving on Board business will be reimbursed; and
- c. Traveler must pay all traffic and parking violations incurred while driving on Board business.

10.2 Personal Vehicles

Travelers may use personal vehicles for business travel when travelling up to 250 kilometres within a 24-hour period. If Travelers wish to use their personal vehicle for trips over 250 kilometers the maximum of 250 kilometres will be paid per 24-hour period for actual travel days only (i.e., allowable mileage for a trip to a four-day conference would be 500 kilometers).

10.2.1 Start/Finish Points

- a. The Secretary-Treasurer using their personal vehicles for business travel will be reimbursed based on actual kilometers traveled, excluding any kilometers driven between the employee's home and regular place of business.

10.2.2 Kilometre Reimbursement Rates

- a. Travelers will be paid a per kilometre rate in accordance with the Schedule B rate in effect at the date of travel;
- b. It is the travelers' responsibility to ensure that the appropriate kilometre reimbursement rate is being claimed. Approvers must verify the rate being claimed on the expense claim;
- c. Approvers shall satisfy themselves that the number of kilometres claimed is reasonable (i.e. using Google Maps);
- d. Claims shall be submitted calculated in kilometers. The conversion factor is 1.6 kilometres per mile.

10.3 Rental Vehicles

Rental vehicles are encouraged to be used by Travelers where more than 250 kilometres will be travelled within a 24-hour period.

10.3.1 Rental Arrangements

- a. To minimize rental costs, the size of the rental car must be the smallest for the business task. In no circumstances does this include luxury or sports cars. Full size or other large vehicles may be rented when several Travelers are traveling to the same meeting/event or for other specific business purposes. The Secretary-Treasurer shall obtain prior approval from the Chair; and
- b. Pick up and drop off charges will be reimbursed. This includes charges by the rental company or reimbursement of usage of personal vehicles as appropriate.

10.3.2 Coverage

- a. The Highway Traffic Act states that rental car companies must carry adequate liability insurance on their rental cars; there is no charge to rental car customers; and
- b. Theft and damage insurance coverage is covered by the Board's insurance policy for short duration (less than 30 days) and is not required to be paid for by the Traveler.
- c. Travelers should advise their insurer if they are using their vehicle for business use to ensure appropriate insurance in the event of an accident.

10.3.3 Accident Reporting

- a. Accidents shall be reported immediately to local law enforcement authorities, the rental car agency, the Traveler's insurance company, the Chair for the Secretary-Treasurer and the Secretary-Treasurer for Board Members; and
- b. Upon being notified, the Secretary-Treasurer must report the incident immediately to the Board's insurance carrier.

10.3.4 Expense Claims/Reimbursement

- a. Where rental arrangements do not comply with this policy, approval from the Board shall be obtained to support the expense claim; and

- b. Travelers shall retain the signed rental car agreement to support their expense claim.

10.4 Road Transportation – Other

10.4.1 Taxis

Travelers may travel by taxi and be reimbursed when other means of transportation are unavailable, to travel to airports/stations/rental car companies and is the most economical and practical method of travel.

10.4.2 Parking

- a. Parking charges when on Board business will be reimbursed with receipts. No parking violations will be reimbursed; and
- b. Parking meter charges will be reimbursed without receipts, but explanations must be provided.

10.4.3 Conditions of Employment Forms (T2200)

The respective Municipal Treasurer will issue Form T2200 for income tax purposes to those travelers who request them on or before February 28th of each year. The form will provide the reimbursement or allowance paid for use of personal vehicles for Board business for the previous taxation year.

11. RAIL TRANSPORTATION

- a. Travelers may travel by rail when this is the most practical and economical way to travel;
- b. Travelers shall travel by Economy Class unless exceptional circumstances can be justified;
- c. Where the timeliness and convenience of including a meal during a trip or a reduced boarding time can be justified, or for cases where the Traveler wishes to utilize a laptop and perform work during the trip, Business Class may be booked; and
- d. Travelers must obtain prior approval prior to booking Business Class. No meal is to be claimed for the duration of the train trip in the case where first class is taken.

12. AIR TRANSPORTATION

Travelers may travel by air when this is the most practical and economical way to travel.

12.1 Travel Arrangements - Commercial Air Travel

- a. Travelers shall book the airline with the least expensive fares and shall attempt to book as far in advance as possible to take advantage of early booking fares. Travelers who receive reduced rates through associations such as professional organizations, should utilize these as much as is practicable;
- b. When travel plans change, travelers shall inform the airline (or travel agent) immediately to arrange for appropriate changes, refunds, credits and shall return any unused tickets promptly;

- c. If the travel arrangements result in cancellation costs, the traveler will be responsible for such costs except in exceptional circumstances as approved by the Board; and
- d. Where travel includes a Saturday stopover to obtain lower airfare, related expenses for reimbursement purposes (accommodation, meals, parking, taxi, etc.) must not be greater than the airfare savings.

12.2 Expense Claims/Reimbursements

- a. Reimbursement will normally be made at the rate for economy class airline tickets only. Where costs exceed economy rates, approval must be obtained by the Board; and
- b. Reimbursement for travel to and from the airport should be the least expensive and most practical means of transportation.

12.3 Air Travel Bonuses and Other Benefits

To avoid conflict of interest, the Secretary-Treasurer or Board Members shall not accept vacation specials offered by travel agents that are a result of utilization of the travel agent for arrangement of Board business travel.

13.PER DIEM RATES

A per diem rate will be paid in accordance with Schedule B for attending conferences, seminars and training/education programs. The full day rate will be paid for attendance greater than 3.5 hours in a 24-hour period.

14.MISCELLANEOUS EXPENSES

Travelers are eligible for reimbursement of miscellaneous business-related travel expenses while traveling on Board business as follows:

14.1 Gratuities

Reasonable gratuities for bellhops and taxis will be reimbursed.

14.2 Telephone Calls

- a. If additional costs are incurred by the travelers, travelers will be reimbursed reasonable costs for one (1) personal call home for each night of travel away unless it is an emergency. Receipts or a copy of the phone bill must be provided;
- b. Expenses for telephone calls for business are reimbursable with receipts if additional costs are incurred for these telephone calls.

14.3 Communication Services

Travelers shall be reimbursed for the cost of faxes, photocopies, courier and mail services related to Board business while on travel status. Appropriate receipts must be provided to support the claim.

14.4 Non-reimbursable Expenses

Personal expenses are not reimbursable (e.g. movies, games, mini-bars, etc.).

Non-reimbursable expenses include those that arise from the presence of friends or family while traveling (e.g. excess cost of double occupancy in hotels, meals, etc.) In cases where it is more practical for the Board to pay for the accompanying friend or family member, the expense must be reimbursed to the Board immediately following the travel and may be deducted from the traveler's expense claim. This is considered an advance to the traveler and Section 17 of this policy applies.

14.5 Travel Time

Travelers are eligible to claim the time spent travelling for Board business.

15. LOYALTY PROGRAMS

Provided there are no additional costs to the Board and no conflict of interest exists, travelers can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of Board approved services and products.

16. ADVANCES

- a. Advances will be provided in some situations, particularly in cases where large amounts of out of pocket expenses are to be incurred by the traveler. In no case will a traveler be reimbursed for expenses prior to travel;
- b. All advances are to be reviewed on a case by case basis well in advance of the trip;
- c. Each such advance must be accounted for and is to be deducted from the travel claim submitted immediately following the trip in which the advance was made; and
- d. Any advance that exceeds the expense claim will be reimbursed by the traveler upon submission of the expense claim. Reimbursement must be paid with the expense claim. In cases where advances have been provided, the expense claim is to be filed not later than one month following returning from the travel in question. Any such outstanding advances must be repaid before December 31st of the fiscal year in which the advance was made.

17. HOSPITALITY/BUSINESS RELATED MEALS

This section applies to situations where hospitality and/or business-related meals are provided to others and the appropriate treatment of such expenses.

17.1 Hospitality Provisions

- a. Hospitality may be extended to facilitate Board program objectives and only when necessary, or as a matter of courtesy.
- b. Decisions concerning hospitality and business-related meal expenses must be based on the most economical, practical and appropriate arrangement available.
- c. All expenses should minimize costs while maximizing benefits to the organizations.
- d. Extension of hospitality or business-related meals must be included in the annual budget and be pre-approved by the appropriate level of authority and must be for legitimate business-related expenses only.

17.2 Hospitality where the Secretary-Treasurer is present

Hospitality may be extended to the Secretary-Treasurer only if their participation in the following events is necessary:

- a. Business discussions with persons who are not the Secretary-Treasurer or members of the Board;
- b. Intergovernmental conferences at which they are representing the Board; and
- c. Official ceremonies (not including testimonial dinners or farewell functions)

17.3 Payment of Hospitality Charges

- a. An expense claim must be completed signed and dated by both the claimant and the assigned approver;
- b. All claims for reimbursement of hospitality and business-related meals must be supported by a brief description of the business purpose of the activities and a receipt for the amount paid, detailing the amounts paid for food, beverages and other items. HST must be separated on the receipt. A list of names, position titles and organizations of the recipients must be provided. In cases of public training sessions, a total number of attendees is acceptable.
- c. All expense claims submitted for reimbursement must be for reasonable amounts.

17.4 Income Tax Implications

It should be noted that under the Income Tax Act, employer provided gifts and awards including hospitality rewards for team building lunches and rewards in recognition of a job well done are taxable benefits. This must be considered in assessing hospitality situations.

**18.SCHEDULE A – APPROVED TRAVEL & EXPENSE CLAIM FORM
LANARK COUNTY OPP DETACHMENT BOARD**

NAME: _____ **DATE:** _____

PURPOSE: _____

DATES OF TRAVEL: _____

LOCATION: _____

TRANSPORTATION:
Kilometers: _____ Rate per km _____ \$ _____

Other (specify): _____ \$ _____
_____ \$ _____

ACCOMODATION: _____ \$ _____

	#	Maximum Claim	
MEALS:	_____	B @ \$25.00	\$ _____
	_____	L @ \$35.00	\$ _____
	_____	D @ \$75.00	\$ _____

	_____	@\$300.00 Full Day	\$ _____
PER DIEM:	_____	@\$150.00 Half Day	\$ _____

REGISTRATION FEES: _____ \$ _____

OTHER EXPENSES:
(please specify): _____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL EXPENSES \$ _____

LESS ADVANCES \$ _____

TOTAL OWING \$ _____

Accounting

Account #

Traveller Signature _____

Approver Signature _____

Note: Receipts must be attached to this claim form

19.SCHEDULE B - APPROVED RATES

Effective the date of approval of this policy, the following rates will apply:

1. The per kilometre rate applicable to Section 10.3 of this policy will be based on the lowest of Canada Revenue Agency's stated reasonable per kilometre allowance rates regardless of the number of kilometers travelled, in effect at the time of travel. These rates will be reviewed once annually by the Municipal Treasurer.
2. Meal allowance limits applicable to Section 8 of this policy are as follows:

Breakfast = \$25.00
Lunch = \$35.00
Dinner = \$75.00
3. Reimbursement rate for accommodations at private residences in Section 9.2 of this policy is \$50.00 per night.
4. The per diem rates for Board Members applicable to Section 13 of this policy will be \$300.00 for a full day and \$150.00 for a half day.

**LANARK COUNTY OPP DETACHMENT BOARD
PROCEDURAL BY-LAW xx-2025**

A BY-LAW OF THE LANARK COUNTY OPP DETACHMENT BOARD TO ESTABLISH THE RULES GOVERNING THE ORDER AND PROCEEDINGS OF THE BOARD AND ANY COMMITTEES 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 Lanark County OPP Detachment Board 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 Lanark County OPP Detachment Board enacts as follows:

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.

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.

Information List shall mean a section of the regular Board Agenda that lists informative communications for the Board to be aware of.

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.

Registered Delegate shall mean an individual who has submitted a request for delegation to the Secretary-Treasurer 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 Secretary-Treasurer 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.

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 Agendas shall generally be made available by 4:00 p.m. on the Wednesday prior to the meeting.
- 2.4.6. 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.
- 2.4.7. 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 as well as professional development days.
- 2.5.2. Regular Board Meetings shall generally take place once a month on the third Wednesday of the month, with the exception of the meeting recess.
- 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 "Shall the Member (or attendee) be ordered to leave the meeting?".

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 in the Carleton Place Fire Hall Meeting Room located at 15 Coleman Street, Carleton Place 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 8:30 a.m.

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 the Carleton Place Fire Hall located at 15 Coleman Street, Carleton Place 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. Approval of Agenda
 - 3. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
 - 4. Approval of Minutes
 - 5. Presentations and Delegations
 - 6. Reports
 - 7. External Organization Updates
 - 8. Motions
 - 9. By-laws
 - 10. Information Listing
 - 11. Notice of Motions
 - 12. Announcements
 - 13. Closed Session
 - 14. Rise and Report
 - 15. Adjournment

7.3. Committee Agendas

7.3.1. Committee Agendas shall generally be prepared as follows:

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
4. Approval of Minutes
5. Delegations/Presentations
6. Reports
7. New/Other Business
8. Closed Session
9. Rise and Report
10. 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 and/or Conflict of Interest and General Nature Thereof
3. Business
4. Closed Session
5. Rise and Report
6. 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 proMotion 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. Reports

- 7.12.1. The Secretary-Treasurer shall provide reports under this section of the Agenda.

7.13. External Organization Updates

- 7.13.1. Updates by other organizations and the Detachment Commander shall occur under this section of the Agenda.

- 7.13.2. Minutes and summaries received from external organizations shall be received under this section of the Agenda.

7.14. New/Other Business

- 7.14.1. 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.
- 7.14.2. This section shall also include items that have been approved by a two-thirds vote to be added to the Agenda.

7.15. Information Listing

- 7.15.1. Information items are matters that are principally for the information of the Board or Committee and may not require any action or response from the Board.
- 7.15.2. Any Member may request that an item of information may be pulled for discussion at the next meeting.

7.16. Notice of Motion

- 7.16.1. A notice of Motion shall be submitted to the Secretary-Treasurer in writing prior to the Wednesday before a regularly scheduled Board meeting.
- 7.16.2. 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.
- 7.16.3. The Secretary-Treasurer shall notify the Chair of all notices of Motion.

7.17. Closed Session (In Camera Session)

- 7.17.1. 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.
- 7.17.2. The Secretary-Treasurer or their designate shall remain in the room for all Closed Sessions or in the virtual session.
- 7.17.3. A meeting may be conducted in Closed Session in accordance with

Section 44 of the Act.

- 7.17.4. 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.
- 7.17.5. Prior to moving into Closed Session, any Declarations of Pecuniary Interest and/or Conflict of Interest, shall be made by Members.
- 7.17.6. 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.
- 7.17.7. 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.
- 7.17.8. 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.
- 7.17.9. 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).
- 7.17.10. 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.
- 7.17.11. The Secretary-Treasurer shall be responsible for securing and maintaining a confidential record of all original documentation distributed or presented, relating to Closed Sessions.
- 7.17.12. 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.

- 7.17.13. 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.
- 7.17.14. Where practical, Closed Sessions shall be scheduled at the end of the meeting.
- 7.17.15. 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.
- 7.17.16. 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.

7.18. Quorum

- 7.18.1. 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.
- 7.18.2. 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).
- 7.18.3. 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.
- 7.18.4. 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.
- 7.18.5. 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.
- 7.18.6. 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.

- 7.18.7. 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.
- 7.18.8. If Quorum is not regained within ten (10) minutes, the meeting shall stand adjourned.

7.19. Recess

- 7.19.1. 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".
- 7.19.2. 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".

7.20. Adjournment

- 7.20.1. All Meetings shall adjourn no later than 11:30 a.m., unless a Motion to proceed beyond 11:30 a.m. is approved.
- 7.20.2. Notwithstanding Subsection 7.20.1 above, no meeting shall proceed beyond 12:30 p.m. All remaining items on an Agenda adjourned by the deadline, shall be moved to the next regularly scheduled meeting or a Special Meeting.
- 7.20.3. 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.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS DAY OF _____, 2025.

Chair

Secretary-Treasurer

By-law XX-2025
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 <i>Community Safety and Policing Act</i> , 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	Chair's Inaugural Remarks	The Chair 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.

Secretary-Treasurer

**Schedule “A”
to By-law XX-2025**

**LANARK COUNTY OPP DETACHMENT BOARD
REMUNERATION POLICY**

1. PURPOSE

The purpose of this policy is to establish the manner in which the Members of the Lanark County OPP Detachment Board are compensated for attending authorized meetings and professional development events; to ensure that there is consistency and equity in the disbursement of remuneration and to delegate the Secretary-Treasurer (or their delegate) the authority to administer remuneration within the provisions of this policy.

2. LEGISLATIVE AUTHORITY

2.1 The *Community Safety and Policing Act, 2019*, Section 67 (3) provides that the term of office and remuneration and expenses of the members of the O.P.P. detachment board shall be as provided in the regulations.

3. DEFINITIONS

For the purpose of this policy:

Acting Chair – shall mean the Member who is temporarily appointed to serve in the Chair’s place.

Board – shall mean the Lanark County OPP Detachment Board.

Board Meeting(s) - shall be deemed to include Regular, Special and Emergency Meetings of the Board .

Chair – shall mean the Member who presides at a Board or Committee meeting.

Committee Meeting(s) – shall mean a Standing Committee of the Board for the purpose of conducting business and providing recommendations to the Board.

Conference/Convention/Seminar – shall be deemed an event where a group gathers with the intention of sharing views and information on a series of related subjects for the purpose of professional development.

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

Emergency – shall mean a matter which if not dealt with may have serious ramifications, including but not limited, to the inability to address or influence the matter at a later date.

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.

Meeting Schedule – shall be deemed the Board/Committee Schedule containing the dates of Board and Committee meeting dates, including other reserved dates confirmed each year by resolution of the Board.

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

Mileage – shall be deemed a reimbursable kilometre rate.

Per Diem – shall be the amounts of remuneration as approved in the annual Detachment Board budget approved by the respective municipalities comprising the Board.

Professional Development Event – shall mean any conference, convention, seminar, training session and workshop.

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.

4. SCOPE

4.1 Chair, Vice-Chair and Members of the Board

4.1.1 This policy applies to the Chair, Vice-Chair and Members of the Board who attend Board, Committee, Special, and Emergency Meetings as approved by the Board.

4.1.2 This policy applies to the Chair, Vice-Chair and Members of the Board who attend authorized Professional Development Events.

4.2 Employees

4.2.1 This policy shall not apply to employee(s) of the Board.

4.3 Mileage

4.3.1 As per the Board's travel policy, the mileage rate shall be determined by the Secretary-Treasurer upon an annual review of the Canada Revenue Agency's lower mileage amount (rate over 5,000 km) and calculated from the Board member's place of residence for attendance at Professional Development Events.

4.3.2 As per the Board's travel policy, travel expenses shall be substantiated by a receipt. The Chair, Vice-Chair and Members of the Board shall be reimbursed based on the most economical means of travel available, where practical.

5. ACCOUNTABILITY FRAMEWORK

5.1 The costs associated with remuneration must be included in the annual budget or authorized by a resolution of the Board.

5.2 The Chair, Vice-Chair and Members of the Board are accountable and responsible to ensure that they follow this policy.

6. APPROVAL AUTHORITY

6.1 The Board shall be the approval authority for the following:

6.1.1 Authorizing attendance at additional meetings.

6.1.2 Authorizing the creation of Committees.

6.1.3 Authorizing the appointment of new members to additional Committees.

6.1.4 Authorizing the replacement of members to existing Committees.

7. RESPONSIBILITY & AUTHORIZATION

7.1 Meeting Schedule

7.1.1 The Board will annually approve a schedule of meetings in advance for the next year. It will be recognized that changes to the published Board and/or Committee Schedule may be necessary.

7.1.2 Where possible meetings will be held in the morning or permit electronic participation in keeping with the Board's Procedural By-law

7.2 Professional Development Event

7.2.1 The Chair, Vice-Chair and Board Members will be responsible to select the programs that will provide the most benefit to the Board and to carry out the duties of their appointment.

7.3 Per Diem Expense Forms

7.3.1 All per diem expense claims must be submitted on the prescribed form and signed by the Member and Secretary-Treasurer before processing.

7.4 Administration

7.4.1 The Secretary-Treasurer and municipality assigned to provide Treasury services to the Board are assigned the responsibility to oversee the remuneration process in accordance with this policy, the policies and procedures of the Board, respective municipality's Treasury Department and governing legislation in a timely manner. Remuneration shall be processed through the Payroll of the respective municipality's Treasury Department.

8. BOARD/COMMITTEE SCHEDULE

8.1 The Schedule will outline the dates of Regular Board and Committee meetings and Professional Development Events as assigned.

8.2 Regular Board Meetings are held once a month except during the months that have been declared the "Meeting Recess" or as otherwise determined by the Board.

8.3 Committee meeting shall be held as determined by the Committee except during the months that have been declared the "Meeting Recess" or as otherwise determined by the Committee.

8.4 Special Meetings may be called during the month that has been declared the "Meeting Recess".

8.5 Any Board or Committee Meeting that is not on the Board/Committee Schedule shall be deemed to be a "Special" Board or Committee Meeting or an Emergency Meeting.

8.5.1 A rescheduled meeting shall not be considered a “Special” Board or Committee Meeting.

8.6 Board or Committee meetings that are held consecutively shall be considered two separate meetings.

9. REMUNERATION

9.1 Chair, Vice-Chair and Members of the Board

9.1.1 The Chair, Vice-Chair and Members of the Board shall receive a meeting honorarium of \$150.00 per meeting as compensation for attending Board, Committee, Special and Emergency Meetings

9.2 Chair

9.2.1 The Chair shall receive additional remuneration in the form of an annual amount of \$500.00 to recognize the additional work involved with the Chair’s position as compensation for attending the following:

9.2.1.1 Community Events;

9.2.1.2 Meetings with the Secretary-Treasurer; and

9.2.1.3 Agenda review for Board Meetings.

9.3 Vice-Chair

9.3.1 The Vice-Chair shall receive additional remuneration in the form of an annual amount of \$250.00 to recognize the additional work involved with the Vice-Chair’s position.

9.4 Salary Review

9.4.1 The Chair, Vice-Chair and Board Members will receive an annual increase on the base meeting honorarium as determined from time to time by the Board and as approved in the annual budget approved by the respective municipal Councils comprising the Board.

9.4.2 The Board shall review the scope of responsibilities during the last year of the Board’s term and make recommendations to change the meeting honorariums to the respective municipal Councils comprising the Board.

- 9.4.3 If approved by the respective municipal Councils comprising the Board, the Board shall implement changes to honorariums for the next term of the Board.

10.0 NOTICE OF ABSENTEEISM

- 10.1 The Chair, Vice-Chair and Board Members shall notify the Secretary-Treasurer when intending to be absent from a Board, Committee, Special, or Emergency Meeting for the purpose of ensuring a quorum.

11.0 PER DIEMS

11.1 Meeting Per Diems for the Chair, Vice-Chair and Board Members

- 11.1.1 Per diem rates shall be prescribed as follows:

- 11.1.1.1 A per diem for up to 3.5 hours (half day) is \$150.00;
- 11.1.1.2 A per diem for greater than 3.5 hours (full day) is \$300.00;
- 11.1.1.3 Per diem rates shall be calculated based on the recorded duration of the meeting.

11.2 Exceptions

- 11.2.1 If attending a Professional Development Event or any other meetings at the time of a Board or Committee Meeting, the Chair, Vice-Chair or Board Member will be entitled to receive their per diem and may not claim a meeting honorarium.

12.0 CLAIM FORMS AND PAYMENT

- 12.1 The frequency of payment of remuneration shall be quarterly and shall be processed by the respective municipal Treasury Department's payroll.

13.0 SPECIAL BOARD AND COMMITTEE MEETINGS

- 13.1 The Chair, Vice Chair and Members of the Board who attend any meetings, whether Special Board or Committee Meetings or Emergency Meetings shall receive a per diem for their attendance in accordance with Section 11.0 of this policy.

14.0 EXTERNAL MEETINGS

14.1 The Chair, Vice-Chair and Board Members shall be entitled to mileage for External Meeting(s) as prescribed in the policy under the following circumstances:

14.1.1 The Chair, Vice-Chair or Board Member is conducting Board business or representing the Board at an external meeting(s); and

14.1.2 The Chair, Vice Chair or Board Member has been assigned or appointed to attend an external meeting(s) approved by a resolution of the Board.

15.0 OTHER MEETINGS

15.1 The Chair, Vice-Chair and Board Members assigned to Other Meetings pre-approved by a resolution of the Board shall receive for their attendance a per diem and mileage for meetings outside Lanark County.

16.0 PROFESSIONAL DEVELOPMENT EVENTS

16.1 The Chair, Vice-Chair and Board Members may attend Professional Development Events within the approved annual operating budget for Training. The budget shall be reviewed on an annual basis as part of the Board's budgeting process.

16.2 The Chair, Vice-Chair and Board Members shall receive for their attendance at a Professional Development Event a per diem for each day attended as prescribed in Section 11 of this policy.

16.3 The Chair, Vice-Chair and Board Members shall receive a daily meal allowance in accordance with the Board's Travel and Expense Policy for attendance at Professional Development.

17.0 POLICY REVIEW

17.1 The Board shall review the Detachment Board Remuneration Policy at a meeting open to the public at least once during the four-year term corresponding to the term of office of its members.

17.2 The Board may by by-law implement changes to this policy as deemed necessary.

18.0 RESTRICTIONS

18.1 In the event of discrepancy on the interpretation of this policy or its procedures, the final decision shall rest with the Board based upon a majority vote.

18.2 Deviation from this policy requires an amendment enacted by by-law.