

The Town of The Blue Mountains OPP Detachment Board

By-Law Number 2024-

Being a By-law for governing the calling, place and proceedings of meetings of The Blue Mountains OPP Detachment Board

Whereas section 67(6)(8) of the *Community Safety and Policing Act, 2019, S.O.* (the "Act"), as amended, states that subject to the regulations made by the Ministry, if any, that a Board shall establish its own rules and procedures in performing its duties under this Act and the regulations;

AND WHEREAS The Blue Mountains OPP Detachment Board (the "Board") passed a resolution at its July 17, 2024 Board Meeting to direct staff to prepare a Procedural By-law governing the calling, place and proceedings for the Board;

Now Therefore The Blue Mountains OPP Detachment Board hereby enacts as follows:

1. DEFINITIONS

1. "**Act**" shall mean the *Community Safety and Policing Act, 2019, S.O.*, as amended, and any successor legislation
2. "**Agenda**" shall mean a list of all items of business to be considered by the Board at the meeting for which the Agenda was prepared
3. "**Agenda Package**" shall mean the agenda and all documents required to be attached to the Agenda for Board review, information or consideration
4. "**Alternate Secretary**" shall mean the Alternate Recording Secretary for proceedings of the Board and when the Recording Secretary is absent, the alternate is considered the Secretary.
5. "**Appointee, Council**" or "Council Appointee" shall mean the Members of Council that are appointed by Council to sit as Board Members
6. "**Appointee, Public**" or "Public Appointee" shall mean the Members of the public that are appointed by Council to sit as Board Members
7. "**Appointee, Provincial**" or "Provincial Appointee" shall mean the Member of the public that is appointed by the Province of Ontario to sit as a Board Member
8. "**Board**" shall mean The Blue Mountains OPP Detachment Board
9. "**Board Member**" shall mean the Public, Provincial and Council Appointed Members that comprise the Board
10. "**Chair**" shall mean the Board Member elected or appointed by the Members to preside at the Meeting(s)

11. **“CAO”** shall mean the Chief Administrative Officer of the Town of The Blue Mountains
12. **“Closed Session”** shall mean the portion of the meeting that is closed to the public in accordance with section 44(1), 44(2) and 44(3) of the Act.
13. **“Committee”** shall mean an advisory, ad hoc or other committee or sub-committee composed of Board Members
14. **“Days”** shall mean calendar days exclusive of Saturdays, Sundays and Statutory Holidays except as otherwise provided.
15. **“Deputation”** shall mean the presentation of a correspondence, petition, brief or request by an individual or organization
16. **“Estimates”** shall mean the Board’s Estimates as prescribed under section 71(1) of the Act
17. **“Inaugural Meeting”** shall mean the first meeting held following the appointment of the Board by Council following its new term of Council
18. **“Meeting”** shall mean any regular, special, or other scheduled meeting of the Board where:
 - a. A quorum of Members is present; and
 - b. Members deal with any matter in a way that materially advances the business or decision making of the Board; and
 - c. The Recording Secretary or another designated record keeping person is present to record such material advances of the business or decision making of the Board.
19. **“Ministry”** shall mean the Ministry of the Solicitor General
20. **“Motion”** shall mean the manner by which a matter is formally brought before the Board
21. **“Personal Information”** shall mean information about an identifiable individual as defined in the *Municipal Freedom of Information and Protection of Privacy Act* and/or *The Municipal Act* including Board Members or Employees.
22. **“Quorum”** shall mean a majority (more than half) of the whole number of Members of the Board except where a Member has or Members have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, the quorum may not be less than half plus one of the whole number of Members but shall not be less than two.
23. **“Resolution”** shall mean an adopted decision as expressed formally by the Board
24. **“Secretary”** shall mean the Recording Secretary for proceedings of the Board
25. **“Town”** shall mean the Town of The Blue Mountains
26. **“Vice Chair”** shall mean the Member elected or appointed by the Board Members to preside at the meeting(s) of The Blue Mountains OPP Detachment Board in the absence of the Chair

27. “**Website**” shall mean The Blue Mountains OPP Detachment Board webpage on the Town of The Blue Mountains website domain named www.thebluemountains.ca and includes any successor website

2. INTENT OF BY-LAW

1. The rules and regulations hereinafter provided shall govern the proceedings of the Board. Any part or parts of this By-law may be suspended if agreed upon by a majority of the Members present unless the part or parts is prescribed by statute or law.

3. LOCATIONS, MEETINGS TIMES & NOTICE

1. The Board shall meet at 8:30 a.m. on the third Wednesday of every other month commencing in February of each calendar year.
2. Meetings shall be held in-person at Town Hall, Council Chambers and electronically.
3. Notice of regularly scheduled meetings shall be published at least seven (7) days before the meeting.
4. Notice of Board Meetings shall be given by:
 - a. Publication of upcoming meetings in previous Agendas; and
 - b. Posting the upcoming meeting Agenda on the Town’s website prior to the meeting; and
 - c. Circulation of the Agenda for upcoming meetings through the Town’s website to subscribers.
5. Regularly scheduled Meetings shall be scheduled for no longer than 2 hours unless additional meeting time is required for the business as scheduled on the Agenda, at the discretion of the Recording Secretary and Chair.
6. The Inaugural Meeting of the Board will be scheduled following the appointment of at least 3 Members of the Board by the new term of Council following an election. The Secretary shall perform and conduct the Declaration and Oath of Office for each Board Member at the Inaugural Meeting. Board Members are required to complete the Declaration and Oath of Office prior to sitting as a voting Member and must sign their Declaration and Oath of Office to provide to the Secretary.
7. Except during a Closed Session Meeting, or portion of a meeting, is occurring, meetings shall be recorded. The inability to record a meeting shall not preclude the meeting from proceeding.

4. MEETINGS OF THE BOARD

1. At the hour appointed, when a quorum is present, the Chair shall call the Board to order and if quorum is not present within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.
2. In accordance with section 44 of the Act, before holding a meeting, a Police Services Board, or a committee of the Board shall:
 - a. consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed in subsections 44(2) and 44(3); and
 - b. if the Board or committee decides to close the meeting or part of the meeting, state by resolution,
 - (i) if the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or
 - (ii) in the case of a meeting under subsection (6), the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that subsection
3. The meeting or part of the meeting may be closed to the public if the subject matter being considered is permitted to be heard in closed session by the Board, per section 44(2) of the Act and as noted below:
 - a. The security of the property of the Board;
 - b. Personal matters about an identifiable individual, including Members of the police service or any other employees of the Board;
 - c. A proposed or pending acquisition or disposition of the land by the Board;
 - d. Labour relations or employee negotiations;
 - e. Litigation or potential litigation affecting the Board, including matters before administrative tribunals;
 - f. Advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
 - g. Information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or First Nation;
 - h. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

- i. A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
 - j. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board;
 - k. Information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record;
 - l. An ongoing investigation respecting the police service Board.
4. All votes of the Board shall be open to the public except those votes taken during a meeting or part thereof that is closed to the public in accordance with Section 44(2) of the Act, and if said vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Board or persons retained by or under contract with the Board, or to rise from Closed Session.
5. Reporting Out Statement – Upon returning to Open Session from a Closed Session, the Board shall issue a statement confirming the general nature of the business conducted in Closed Session. The reporting out statement shall be included in the Open Session minutes.
6. With the exception of the Inaugural Board Meeting, no person but a Member of the Board or support staff shall be allowed to approach the Board during a session of the Board without the permission of the Chair, or unless given deputation status as described in Section 17.
7. The duration of Board Meetings shall be no longer than 2 hours, save and except with the consent of a majority of the Board present.
8. The Secretary, in consultation with the Board Chair, prior to a regularly scheduled meeting, may cancel the meeting due to inclement weather, a matter of respect or a lack of corporate business requiring immediate attention.
9. Notwithstanding Section 43 (1) of the Act, the Board shall meet a minimum of 4 times per calendar year.
10. The official minutes of a Meeting shall be the minutes as adopted by the Board, and retained by the Recording Secretary.
11. All communication devices shall be switched to “silent” upon entering the location of any Board Meeting.
12. During Meetings that are closed to the public, no Member of the Board or staff (with the exception of the Secretary or their designate) shall be permitted to have in their possession any cell phone or electronic device that has the ability to record.

13. Electronic participation – Board Members, staff and the public have the ability to attend meeting electronically. There are no limits on the number of meetings that a Board Member may attend electronically.
14. Proxy voting is not permitted at any Board Meeting.
15. Attendance – if a Member cannot be present at the meeting they will notify the Secretary in advance of the meeting. If a Member leaves a meeting, the departure will be included in the minutes.

5. SPECIAL MEETINGS OF THE BOARD

1. Special Meetings may be called by the Recording Secretary in consultation with the Chair and/or Chief Administrative Officer for the Town, to deal with a matter which is deemed to require immediate action.
2. Notice of Special Meetings shall be given by contacting each Board Member either by phone or email, to advise them of the time and place of the meeting and to confirm a quorum of Members can attend.
3. Notice of Special Meetings shall be provided to the public by publication at least 2 (two) days before the meeting.

6. COMPOSITION & TERM OF THE BOARD

1. The Membership of the Board shall be established in accordance with the Act.
2. Board Members shall be eligible to vote in the municipality and shall be eligible to sit on the Board in accordance with Section 33 of the Act
3. The term of office for Council Appointees and Public Appointees shall be concurrent with the term of Council
4. The term of office for Provincial Appointees shall be for the duration set by the Ministry
5. Should any Board Member that is a Council Appointee Board Member be unable to attend Board Meetings for any period of time due to medical, emergency or other reasons, Council of the Town of The Blue Mountains may appoint an alternate Member of Council as representative to the Board for the duration of the absence. The alternate Council representative 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 responsibilities.
6. Any Board Member that is a Public Appointee Board Member who is absent for three consecutive regularly scheduled Board Meetings without leave of absence or without satisfactory reason shall forthwith cease to be a Member and the Secretary shall advise the Clerk of the Town of so that the vacancy may be filled.

7. Any Board Member that is a Council or Public Appointee Board Member wish to resign, they shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary and shall notify the Clerk of the Town so that a replacement may be appointed.
 - a. Vacancies of Council and Public Appointees Board Member shall be filled at the discretion of the respective Council
8. Any Board Member that is a Provincial Appointee Board Member wish to resign, they shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.
 - a. Vacancies of the Provincial Appointee Board Member shall be filled at the discretion of the Province

7. SELECTION OF THE CHAIR

1. Election – Chair - Procedure

The Members of the Board shall, in the first meeting held of each calendar year, elect a Member to be the Chair of The Blue Mountains OPP Detachment Board for the year.

2. Election – Procedure

The following procedure shall be followed for elections of the Board Chair:

- a. The Secretary shall chair the meeting during the conduct of the election.
- b. The floor is opened for nominations.
- c. Candidates are nominated by a Member stating “I nominate (name) for election to the position of Chair.”
- d. A nomination does not require a seconder.
- e. The Secretary will request acceptance of the nomination by stating “(name) has been nominated, are they willing to be nominated?”
- f. The Secretary will then ask three times if there are any other nominations.
- g. The Secretary will then declare nominations closed.
- h. If there is only one Member of the Board who is nominated, the Secretary will call for a vote on the Member.
 - i. If the vote carries, the Secretary shall declare the Member elected as Chair. The newly-elected Chair assumes the office upon being declared elected.
 - ii. If the vote does not carry, the Secretary shall open the floor a second time for nominations.

- i. If there are multiple candidates nominated, the Secretary shall confirm the names of the candidates nominated. The Secretary shall then call for a vote on each candidate in the order in which they were nominated. If the first candidate nominated is declared the Chair by vote, the Secretary will dispense with calling a vote on the second and subsequent nominations.

8. SELECTION OF THE VICE-CHAIR

1. Election – Chair - Procedure

The Members of the Board shall, in the first meeting held of each calendar year, elect a Member to be the Vice-Chair of The Blue Mountains OPP Detachment Board for the year.

2. Election – Procedure

The procedure for the election of Board Vice-Chair shall be the same as the procedure for the election of Board Chair as outlined in Section 7

9. DUTIES AND RESPONSIBILITIES OF THE BOARD

1. Per Section 68 (1) of the Community Safety and Policing Act, the 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.
2. Board Members are required to comply with the Act and its applicable regulations and must complete the mandatory Ministerial-issued training, as prescribed, from time to time.

10. DUTIES AND RESPONSIBILITIES OF THE CHAIR AND VICE-CHAIR

1. It shall be the duty of the Chair to:

- a. In consultation with the Town's Chief Administrative Officer and/or required staff, act as the sole spokesperson for the Board;
- b. Represent and support the Board, declaring its will and implicitly obeying its decision in all matters;
- c. Set the agenda for all meetings in consultation with the Secretary;
- d. Open the meetings of the Board by taking the Chair and calling the Members to order as soon as quorum is present;
- e. Announce the business before the Board and the order in which it is to be acted upon;
- f. Vote with the other Members of the Board on all motions;
- g. Speak to all business of the Board as a Member;
- h. Receive and submit, in the proper manner, all motions presented by the Members;
- i. Put to a vote all motions which are regularly moved and seconded or necessarily arise in the course of the proceedings, and to announce the result thereof;
- j. Decline to put to vote motions which infringe upon the rules of the procedure or which are beyond the jurisdiction of the Board;
- k. Restrain the Members when engaged in debate within the rules of order;
- l. Do all things necessary to permit the meetings to proceed in an orderly and efficient manner;
- m. Enforce on all occasions the rules of procedure and the observance of order and decorum amongst the Members;
- n. Adjourn the meeting without question or put or suspend the meeting for a time to be named by the Chair, when considered necessary because of unruly behaviour of any of the Members of the Board or Members of the public;
- o. Permit any question to be asked by Board Members, through the Chair, to the Detachment Commander or a person designated by the Detachment Commander, in order to provide information to assist any debate when the Chair deems it proper;
- p. Adjourn when the business is completed or upon a motion to adjourn;
- q. Authenticate by signature, when necessary, all By-laws, Resolutions, Agreements and Minutes, which have been authorized by the Board;

- r. Conduct and direct the daily business of the Board and, as necessary, give guidance and/or direction to the Secretary;
 - s. Ensure the implementation of the decisions and wishes of the Board, as carried by resolution; and
 - t. Be a Member, ex-officio, of all committees of the Board and shall be entitled to vote on all questions, unless disqualified from voting.
2. When the Chair is absent or unable to preside over a meeting, the Vice-Chair shall have the same authority at the meeting as the Chair would have, if present.

11. DUTIES AND RESPONSIBILITIES OF THE SECRETARY

- 1. The Secretary and Alternate Secretary to the Board shall be appointed by resolution of the Board. The resolution shall be forwarded to Council for their information.
- 2. The Secretary to the Board shall:
 - a. Be responsible for the actions and financial undertakings of the Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the Act
- 3. In the event the Secretary is unable to carry out their duties and responsibilities, the Alternate Secretary shall have the same duties and responsibilities to carry out the business of the Board.

12. ANNUAL ESTIMATES & REPORTS

- 1. The Board's estimates shall be prepared by the Secretary and in consultation with Town staff for consideration and/or approval by the Board prior to being submitted to Council.
- 2. The Board's annual budget shall be submitted to Council for consideration and/or approval in accordance with Section 71(2) of the Act.
- 3. The Board shall submit their Annual Report, in a manner prescribed by the OPP Detachment Board and/or as recommended by the Detachment Commander, by June 30 of each year to Council
- 4. The remuneration of the Provincial Appointee shall be in accordance with the regulations made by the Minister.
- 5. The remuneration of the Council Appointed and Public Appointed Board Members shall be at a minimum of \$100.00 per year as set out in the regulations, or as set out in a corporate policy, whichever is the higher amount.

13. CONDUCT OF MEMBERS

1. Every Member shall adhere to the Ontario Regulation 409/23 Code of Conduct for O.P.P. Detachment Board Members
2. Every Member, prior to speaking, shall address the Chair, shall confine their remarks to the question and shall not use any indecorous or offensive language and shall avoid personalities
3. Should more than one Member at a time wish to address the Chair, the Chair shall name the Member who is to speak first.
4. The Chair may allow for a free and organized discussion at the meeting however in the event of a need to manage the meeting time or agenda items, the Chair shall declare that no person other than the one proposing a question (who shall have leave to reply) shall speak more than once without leave of the Chair, unless it is to explain their remarks which have been misunderstood, and then the Member shall not introduce any new matter
5. The Chair may call a Member to order while speaking, whereupon the Member called to order shall be silent on the matter and shall not speak until the point of order is determined, unless it be to appeal the decision of the Chair.
6. When the Chair is putting a question, no Member shall walk out of, or cross, the Council Chambers, nor when a Member is speaking shall any other Board Member hold discourse or interrupt the speaker except to a question of order, nor pass between the speaker and the Chair.

14. AGENDA

1. The Board's Order of Business shall be as follows:
 - a. Call to Order
 - i) Traditional Territory Acknowledgement
 - ii) Approval of Agenda
 - iii) Declaration of Conflict of Interest
 - iv) Adoption of Previous Minutes
 - v) Chair's Remarks
 - b. Deputations
 - c. Correspondence
 - d. Staff Reports
 - e. Closed Session & Closed Session Reporting Out Statement

- f. New & Unfinished Business
 - g. Additions to the Agenda
 - h. Notice of Meeting Dates
 - i. Adjournment
2. The business of the Board shall be taken in the order in which it stands upon the Agenda unless otherwise agreed upon by a majority of the Members present.
 3. When any matter listed on the Agenda is left undisposed of at the time of the adjournment, either for want of a quorum or otherwise, such matter(s) shall be considered at the next meeting of the Board.

15. BOARD MINUTES

1. The Minutes of the Board as taken by the Secretary or designate shall consist of a record of all proceedings taken in the Board and shall be a factual recount without note or comment.
2. All Board Minutes following adoption by the Board, and all By-laws passed by the Board, shall be kept in the Town Clerk's Office and shall be made available for viewing during normal office hours and shall be posted on the Town website, save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 4 of this By-law and subject to the provisions of any applicable By-law, act or statute.
3. Minutes of Board meetings shall be prepared by the Secretary and be made available to the Members prior to the next meeting for consideration and revision and adoption at the next meeting, following which they will be made available to the public, save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 4 of this By-law and subject to the provisions of any applicable By-law, act or statute.

16. CORRESPONDENCE AND COMMUNICATIONS

1. Correspondence directed to the Chair and Board Members shall be referred by the Member to the Secretary, who will ensure circulation to the Board in their entirety. If an item is requested to be included on the Agenda either by a Board Member or a Member of the public, by 9:00 a.m. the Friday before the subject meeting (ten days in advance), or 9:00 a.m. the Thursday immediately before the subject meeting, as part of the Revised Agenda, the Secretary will in consultation with the Chair ensure inclusion of the item of correspondence on the Agenda.
2. Correspondence addressed to the Board or directed to any Board Meeting, including names and addresses, become part of the public record and may be published in a staff

report or Board Agenda and viewed by the general public upon release of the Agenda addressing the matter.

3. Correspondences included on an Agenda or Revised Agenda shall not refer to personal, litigation, or potential litigation matters.

17. DEPUTATIONS

1. Any person desiring to present information orally on matters of fact or to make a request of the Board shall submit a completed Deputation Request Form no later than 9:00 a.m. the Friday before the subject meeting (ten days in advance), or 9:00 a.m. the Thursday immediately before the subject meeting as part of the Revised Agenda, together with their deputation material, that provides an explanation of their deputation and request of the Board if any. Any exceptions must be approved by a majority of the Board.
2. Presenters may attend the meeting electronically or in-person. If a presenter wishes to attend the meeting electronically they must file their request to attend the meeting electronically one clear day (24 hours) in advance of the meeting date they are to present at, and subject to the instructions of the Secretary.
3. Each deputation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of the Board. The Secretary will alert the speaker when they have one (1) minute remaining to address the Board.
4. Deputations shall not refer to personal, litigation, or potential litigation matters.

18. BOARD COMMITTEES

1. If the Board wishes to establish a Committee of the Board, they shall establish the Committee by By-law and in keeping with the Act and applicable regulations
2. If a Committee of the Board is struck by By-law the Committee will be governed by the sections of the Boards Procedural By-law.

19. BY-LAWS AND AGREEMENTS

1. Every By-law or Agreement shall be circulated to Members of the Board as part of the Agenda Package
2. Every By-law or Agreement shall be introduced by motion or leave, specifying the title thereof, or on recommendation of an adopted report or by order from the Board
3. By the one motion, By-laws are to be considered and read the number of times as required at that meeting of the Board and shall be discussed, committed, or amended forthwith
4. Every By-law once passed or Agreement once authorized shall be dated and duly signed and sealed by the Secretary and/or Chair, as required

20. MOTIONS/RESOLUTIONS

1. After a motion is Moved and Seconded, and placed under the direction of the Chair, it shall be considered to be in the possession of the Board but may be withdrawn with the consent of the Chair and the support of a majority of the Board in attendance.
2. Every motion as herein provided when duly Moved and Seconded shall be read by the Chair in the precise form in which it was introduced and in which it will be recorded in the minutes, and the question shall then be open for discussion and consideration.
3. Prior to a question being voted on, each Member present in the Council Chamber shall take their seat in respect of the vote unless they have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*.
4. A motion to amend when duly Moved and Seconded:
 - a. May be presented verbally or in writing;
 - b. Shall receive disposition of the Board before the original question;
 - c. Shall not be amended more than twice before voting;
 - d. Shall be relevant to the question to be received;
 - e. Shall not be received proposing a direct negative to the question;
 - f. May propose a separate and distinct disposition of a question;
 - g. May propose to separate two or more components contained in the original question.
5. After a question is deemed to be finally put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
6. The decision of the Chair as to whether the question has been finally put shall be final, except on appeal by any Member, upon which the decision of a majority of the Board shall be conclusive.
7. Any Member may require any question to be repeated from the Chair prior to the voting on such question.
8. All votes of the Board (including while in Closed Session) shall be recorded and each Member present, except a Member who is prohibited from voting by any Act, shall announce their vote openly and their vote shall be recorded by the Secretary, with the Chair voting last. Where a Member is prohibited from voting by any Act, the Secretary shall record the name of the Member and the reason they are prohibited from voting.
9. In the event a Member present abstains from voting, the Member will be deemed to have voted in the negative unless the Member's reason for abstaining is due to the Member's disclosure of pecuniary interest.

10. The Chair shall declare the vote on all questions and should their declaration be stated by any Member to be in doubt the Chair shall require the vote to be re-taken in an alternative manner and the results of this vote shall be final.
11. A tie vote shall be declared to be a lost vote.

21. RULES OF DEBATE

1. Every member prior to speaking to any question or motion must first be recognized by the Chair.
2. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
3. The following motions may be introduced without notice and without leave and shall take precedent over the main Motion in the descending order in which they appear starting at a):

Type of Motion

- a. Fix the time for a continued meeting Privileged
- b. Adjourn Privileged
- c. Recess Privileged
- d. Raise a question of privilege - Council Privileged
- e. Raise a question of privilege - Individual Privileged
- f. Postpone temporarily Subsidiary
- g. Close debate Subsidiary
- h. Limit or extend debate Subsidiary
- i. Postpone to a certain time Subsidiary
- j. Refer to a Committee Subsidiary
- k. Amend Subsidiary
- l. Postpone indefinitely Subsidiary
- m. Motion(s) Main

22. PROCEDURAL APPEALS

1. Any Member may raise a point of order.
2. The Chair shall decide all questions of order and the decision of the Chair shall be final, subject to appeal, with the Chair retaining the option of putting any question of order to the Board and in such instances the decision of the Board shall be final. Upon appeal of any decision of the Chair the question of order shall be decided by the Board and the decision shall be final.

23. ACCESSIBILITY

1. Documents can be made available in other accessible formats as soon as practicable and upon request.

24. CONFLICT WITH LEGISLATION

1. In the event of conflict between the provisions of this Procedural By-law and any legislation, the provisions of the legislation shall prevail

25. PROCEDURAL BY-LAW REVIEW

1. At a minimum, the Procedural By-law will be reviewed by the Board once per term of Council.

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted as passed this day of , 202X

XX, Chair

Kyra Dunlop, Recording Secretary