COLLINGWOOD OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE COLLINGWOOD
DE LA POLICE PROVINCIALE

COLLINGWOOD AND THE BLUE MOUNTAINS OPP DETACHMENT
DÉTACHEMENT DE COLLINGWOOD ET THE BLUE MOUNTAINS DE LA POLICE PROVINCIAL

Procedure By-law No. 2026-001

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BY-LAW No. 2026-001
OF THE
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CONSEIL DU DÉTACHEMENT DE COLLINGWOOD
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O.P.P.

COLLINGWOOD AND THE BLUE MOUNTAINS OPP DETACHMENT
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BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COLLINGWOOD OPP DETACHMENT BOARD, INCLUDING THE CONDUCT, DUTIES AND RESPONSIBILITIES OF ITS MEMBERS AND THE CALLING OF MEETINGS.

WHEREAS O.P.P. Detachment Boards shall establish its own rules and procedures in performing its duties, pursuant to section 67 of the Community Safety and Policing Act, S.O. 2019, Chapter 1, as amended;

NOW THEREFORE the Collingwood O.P.P. Detachment Board enacts as follows:

1. DEFINITIONS

In this By-law:

"**Act**" shall mean the *Community Safety and Policing Act, 2019, S.O.*, as amended, and any successor legislation.

"**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.

"**Agenda Package**" shall mean the agenda and all documents required to be attached to the Agenda for Board review, information or consideration.

"**Appointee, Council**" or "Council Appointee" shall mean the Members of Council that are appointed by Council to sit as Board Members.

"**Appointee, Public**" or "Public Appointee" shall mean the Members of the public that are appointed by Council to sit as Board Members.

"**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.

"**Board**" shall mean The Collingwood OPP Detachment Board.

"Board Member" shall mean the Public, Provincial and Council Appointed Members that comprise the Board.

"**Chair**" shall mean the Board Member elected or appointed by the Members to preside at the Meeting(s).

"CAO" shall mean the Chief Administrative Officer of the Town of Collingwood.

"**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.

"**Committee**" shall mean an advisory, ad hoc or other committee or sub-committee composed of Board Members.

"**Days**" shall mean calendar days exclusive of Saturdays, Sundays and Statutory Holidays except as otherwise provided.

"Defer" means to postpone or dispose of a decision or discussion on a matter until later in the same meeting, a future meeting of the Board or indefinitely.

"**Deputation**" shall mean the presentation of a correspondence, petition, brief or request by an individual or organization.

"**Estimates**" shall mean the Board's Estimates as prescribed under section 71(1) of the Act.

"**Inaugural Meeting"** shall mean the first meeting held following the appointment of the Board by Council following its new term of Council.

"**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.

"Ministry" shall mean the Ministry of the Solicitor General.

"**Motion**" shall mean the manner by which a matter is formally brought before the Board.

"**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.

"Point of Order" means the raising of a question for the purpose of calling attention to any departure from the terms of this By-law or the customary modes of proceedings in debate or in the conduct of the Board's business.

"Point of Privilege" shall mean a question affecting the rights or privileges of the Board collectively or the position and conduct of Members as elected or appointed representatives where the Chair is asked to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members individually or collectively as a whole, despite other pending business currently before body.

"Point of Procedure" means a question directed to the Chair to obtain information on the rules of the Board bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order or understand the effect of a motion.

"**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.

"Refer" means to direct a matter under discussion back to staff, another Committee, agent or organization for further consideration or to obtain more/additional information.

"**Resolution**" shall mean an adopted decision as expressed formally by the Board.

"**Secretary**" shall mean the Recording Secretary, or their designate, for proceedings of the Board.

"Staff Resource or Liaison" shall mean the senior Town Staff member assigned by the CAO to support the Board.

"**Town**" shall mean the Corporation of the Town of Collingwood.

"**Vice Chair**" shall mean the Member elected or appointed by the Board Members to preside at the meeting(s) of The Collingwood OPP Detachment Board in the absence of the Chair.

"**Website**" shall mean The Collingwood OPP Detachment Board webpage on the Town of Collingwood website domain named www.collingwood.ca and includes any successor website.

2. GENERAL PROVISIONS

2.1 Rules and Regulations

The rules and regulations contained in this By-law shall be the Rules of Procedure for the order and dispatch of business to the Board and any sub-committees that the Board may establish from time to time. The Rules of Procedure contained herein may be suspended by a two-thirds vote of the Members present at the Meeting, unless prohibited by law or provided otherwise.

2.2 Alternative Interpretation

In the event of a conflict in the interpretation of any provision of this By-law, reference shall be made to *Robert's Rules of Order* for clarification.

2.3 Preparation of the Agenda

Notice of regularly scheduled meetings shall be published at least seven (7) days before the meeting. The Agenda of The Collingwood OPP Detachment Board Meeting shall be considered as notice of the Meeting and shall be delivered by email to all Members, and published on the Website.

Any correspondence received by the Secretary that is specific to an agenda item after the agenda has been published shall endeavour to be circulated to all members and applicable staff as soon as practical prior to the meeting.

2.4 Absence of Chair

In the absence of the Chair or if they refuse to act as Chair or if the office is declared vacant, the Vice Chair shall act in the place of the Chair and shall have all the rights, powers and authority of the Chair.

In the absence and/or vacancy of both the Chair and Vice Chair, the Mayor shall Chair, or the other Council representative if the Mayor was elected as Chair or Vice Chair.

2.5 Record of the Proceedings - Minutes

The Minutes of the Board shall be taken by the Secretary and shall consist of a record of all proceedings taken in the Board and shall be a factual recount without note or comment. The minutes of a Meeting shall be approved electronically or at the next Regular Meeting. Meetings open to the public may be audio or video recorded, and once the minutes have been approved the recording will be deleted.

2.6 Signing Authority

The Chair or, in their absence, the Vice Chair and the Secretary and/or Staff Resource are hereby authorized to sign all minutes, by-laws and agreements approved by the Board unless otherwise authorized.

2.7 Request for Clarification

Members are encouraged to contact the Chair or Staff Resource prior to a Meeting to raise questions or clarify issues relevant to a matter on the Agenda. Members shall not give direction to staff except through majority vote. This serves to provide staff with time to prepare to address the question or clarification at the meeting, and staff will endeavour to respond prior to meeting should time permit.

2.8 General Consent Agenda

The Secretary is responsible for determining the content of the General Consent Agenda and shall list in the General Consent Agenda only those communications and petitions which pertain to matters of Board business requiring further discussion, and may include recommended action from Staff if necessary, at the discretion of the Staff Resource. All the items listed in the General Consent Agenda shall be received or otherwise approved by one (1) motion. A Member may request that an item(s) in the consent motion be voted on separately for alternate direction.

All correspondence to be provided on a General Consent Agenda shall be legibly written or printed, include contact information for at least one person, and be filed with the Secretary for inclusion on a meeting agenda. Personal information, other than contact information, disclosed in correspondence will become part of the public record, including the name of the author. Correspondence may be withheld from an agenda if it is considered to be inappropriate or offensive in nature or provided anonymously.

A consent agenda may also be prepared to combine reports/minutes.

3. ROLES AND RESPONSIBILITIES

3.1 Role of the Chair

It is the role of the Chair:

(a) In consultation with the Staff Resource and/or CAO, 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 and/or Staff Resource;
(d) to preside over Meetings of the Board so that its business can be carried out efficiently, effectively and in an orderly manner;
(e) Vote with the other Members of the Board on all motions;
(f) 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;
(g) Decline to put to vote motions which infringe upon the rules of the procedure or which are beyond the jurisdiction of the Board;
(h) Enforce on all occasions the rules of procedure and the observance of order and decorum amongst the Members;
(i) 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;
(j) Adjourn when the business is completed or upon a motion to adjourn;
(k) Conduct and direct the daily business of the Board and, as necessary, give guidance and/or direction to the Secretary and Staff Resource;
(l) to demonstrate and provide leadership to the Board, including compliance with ethical policies and the code of conduct, as well as relevant bylaws and Board policies with an understanding that integrity and transparency are a priority;
(m) Be a Member, ex-officio, of all committees of the Board and shall be entitled to vote on all questions, unless disqualified from voting.
(n) If the Chair desires to leave the Chair during a Meeting for the purposes of taking part in the debate or otherwise, he/she shall call on the Vice Chair, or in the absence of the Vice Chair, on another Member, to fill his/her place until resuming the Chair; and
(o) When two or more Members wish to speak, the Chair shall name the Members who, in his/her opinion, should speak and in which order.

3.2 Role of the Vice Chair

It is the role of the Vice Chair:

(a) Support the Chair in fulfilling their duties and responsibilities, ensuring continuity and effective governance of the Board;
(b) Act as Chair in the absence of the Chair, assuming all responsibilities and authority of the Chair during such periods;
(c) Assist in agenda preparation and meeting coordination when requested by the Chair or Secretary;
(d) Provide leadership and guidance to the Board alongside the Chair, promoting compliance with ethical policies, the code of conduct, bylaws, and Board policies;
(e) Serve as a resource to the Chair and other Board Members, offering advice and support on procedural and governance matters;
(f) Participate actively in Board meetings, discussions, and decision-making, voting on all motions as a Member;

(g) Represent the Board when delegated by the Chair, ensuring the Board's decisions and positions are communicated accurately;
(h) Maintain readiness to assume the Chair's role at any time, including presiding over meetings and enforcing rules of procedure and decorum;
(i) Collaborate with the Chair to ensure effective communication and smooth operation of Board business;
(j) Be a Member, ex-officio, of all committees of the Board and entitled to vote on all questions, unless disqualified from voting.

3.3 Role of 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.

3. No Member has the authority to direct or interfere with the performance of any work being carried out by an employee, agent or contractor of the Town, except where staff have been expressly assigned to support the Board. Each employee is responsible only to his or her superior officer and CAO as established in the formal organization structure of the Town.

3.4 Duty of Members

It is the duty of the Members to attend all Meetings, and:

(a) to prepare for Meetings, including reviewing the Agenda and background information prior to the Meeting;
(b) to speak only to the subject matter under debate;
(c) to vote on all motions before the Board unless prohibited from voting by law;
(d) to observe proper procedure and decorum at all Meetings;
(e) to state questions to be asked through the Chair;
(f) to act in accordance with their declarations to office and oaths of allegiance, and Code of Conduct;
(g) to disclose an interest under Section 5 of the Municipal Conflict of Interest Act (MCIA) at a meeting or as soon as possible afterwards;
(h) Members are required to notify the Chair and or Recording Secretary as soon as practicable when the Member is aware that he/she will be absent from a Meeting.

3.5 Duties and Responsibilities of the Staff Resource and Secretary

1. The Staff Resource or Liaison to the Board shall:

   (a) Be responsible for the actions and financial undertakings (with support of the Treasurer and CAO) of the Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the Act;
   (b) Support the Board, within reasonable expectations and capacity, to undertake research, prepare reports or updates for the Board to support the decisions and actions of the Board;

(c) Attend OPP Detachment Board meetings, or designate an alternate in their absence if necessary;
(d) Liaise with the Chair, Vice Chair and Detachment Commander for the purposes of preparing agendas, and other matters as may be necessary.

2. The Secretary to the Board shall:

(a) Prepare and distribute agendas, materials and minutes;
(b) Follow-up on actions directed by the Board, including receiving and preparing correspondence, as may be necessary;
(c) Provide support to the Board for meeting logistics, event planning, communications;
(d) Undertake minor administrative tasks, coordinating Board Member expenses reimbursements and registrations, and assist in researching or preparing reports;
(e) Participate in training and education opportunities to remain current on legislative changes and best practices.

4. BOARD MEETINGS, TIME and LOCATION

(a) The Board shall hold a minimum of four (4) regular meetings per calendar year. A calendar will be established at the beginning of each year.
(b) All Meetings of the Board shall be held at the Collingwood Townhall, or at any other place in the Town or in an adjacent municipality as authorized by the Chair. A Meeting may be held virtually or a combination of virtual and in-person at the discretion of the Chair or majority of the members.
(c) Notice of regularly scheduled meetings shall be published at least seven (7) days before the meeting.
(d) The Agenda of The Collingwood OPP Detachment Board Meeting shall be considered as notice of the Meeting and shall be delivered to all Members. In the event there is no business to discuss, or matters that are not of an urgent nature, the Chair in consultation with the Staff Resource and Secretary shall have the authority to cancel the Meeting.
(e) Items of an urgent matter may be placed on an addendum/addenda to an Agenda if the items are received by the Secretary after the Agenda has been prepared, at the discretion of the Chair. The addendum/addenda shall be added to the Board Agenda for approval at the Meeting.
(f) A meeting where an agenda has already been published may be cancelled at the call of the Chair in consultation with the Staff Resource, in the event of inclement weather where it is not safe or possible to attend a meeting or an emergency is declared and a virtual meeting is not an option.

4.1 Inaugural Meeting

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.

4.2 Special Meetings

(a) Special Meetings may be called by the Chair in consultation with the Secretary and/or Staff Resource and/or Detachment Commander, to deal with a matter which is deemed to require immediate action.
(b) 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.
(c) Notice of Special Meetings shall be provided to the public by publication at least 2 (two) days before the meeting.

4.3 Emergency Meeting

Notwithstanding any other provision of this By-law, an Emergency Meeting may be held without notice, at the call of the Chair or majority of the members, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Secretary to notify the Members about the Meeting as soon as possible and in the most expedient manner available.

No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the Emergency Meeting.

4.4 Selection of the Chair and Vice Chair

(a) The Members of the Board shall, in the first meeting held of each calendar year, elect Members to be the Chair and Vice Chair of The Collingwood OPP Detachment Board for the year.
(b) Members may remain as Chair and Vice Chair for two consecutive terms, if agreed to by majority vote of the Board.
(c) Election Procedure is attached as Schedule A.

4.5 Quorum

If a Quorum is not present twenty (20) minutes after the time appointed for a Meeting, the Secretary shall record the names of the Members who are present and the Meeting shall not commence or proceed, unless the Secretary or Chair is previously notified that attendance will be delayed due to extenuating circumstances. If all those Members who are present remain until a Quorum is present, then the Meeting shall proceed.

4.6 Speaking Order

Members shall have an opportunity to speak to a motion once, and shall be succinct and avoid duplication when possible, being provided five minutes to speak. A member may speak more than once for clarification or to provide new information with an additional five minutes provided at the discretion of the Chair, provided that every Member who wishes to speak on the item has spoken. The Chair may limit discussion in the interest of the decision-making process. This decision may be appealed by Members.

Members should not interrupt another member without the consent of the Chair by requesting to speak unless they make a point of order or point of privilege. The Chair is responsible for controlling the discussion to ensure effective meeting management.

4.7 Order of Business

Having reviewed the draft Agenda with the Chair and Staff Resource, the Secretary shall prepare, for the Members, the "Order of Business" to include:

- Call to Order
- Traditional Territory Acknowledgement
- Adoption of Agenda
- Declaration of Pecuniary Interest
- Adoption of Previous Minutes
- Business Arising from the Previous Meeting
- Financial Update
- Reports
- Other Business
- Correspondence
- In-Camera
- Rise (and Report if available)
- Next Meeting
- Adjournment

The business of the Board shall be taken in the order in which it stands upon the Agenda unless otherwise instructed by the Chair, or a majority of the Members present.

When any matter listed on the Agenda is left undisposed of at the time of the adjournment, either for lack of quorum or otherwise, such matter(s) shall be considered at the next meeting of the Board.

4.8 Delegations

(a) 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 the Chair in consultation with the Vice Chair and Staff Resource.

(b) 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 day (24 hours) in advance of the meeting date they are to present at, and subject to the instructions of the Secretary.

(c) Each deputation shall be limited in speaking for not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of the Board. The Chair or Secretary will alert the speaker when they have one (1) minute remaining to address the Board.

(d) Deputations shall not refer to personal, litigation, or potential litigation matters.

(e) Deputations shall not promote a specific business.

(f) Deputations pertaining to information only will be encouraged to submit their information in written form to be added to the consent agenda for information purposes.

(g) Persons who have not pre-registered and wish to address the Board may do so upon majority consent of the Board. Electronic presentation material not vetted in advance of a meeting is not permitted.

4.9 Decorum

Attendees at a Meeting shall maintain order and:

- shall not display signs or placards, heckle or engage in telephone or other conversation or any behaviour that may be considered disruptive;
- ensure settings and backgrounds of those participating virtually in a meeting are neutral and respectable;
- that the participant is in a quiet place not to cause unnecessary background noise;
- when not speaking try to ensure that the audio is muted;
- to be cognizant of one's body language when participating;
- participants are not to be impaired through the use of drugs or alcohol while participating in a meeting;
- while in a closed session, ensure that members are in a private room, volume is appropriately controlled, use of a headset or earbuds is used if voices can carry to other rooms.

If a distraction / interruption occurs, advise the Chair that you need to recuse yourself. Turn off your video and audio until you can return to the meeting.

All cell phones and electronic devices shall be turned off and/or set to silent mode and are not to distract a member's attention during a Meeting.

The Chair may request a person to be expelled or excluded from any Meeting who disrupts the Meeting.

4.10 Motions

Every motion shall be read aloud, and when duly moved and seconded, shall be open for discussion. A motion or amendments thereto, may not be withdrawn without the consent of the mover and seconder.

A motion must be moved and seconded (except for the motion to adjourn) prior to being debated by the Members. Each Member shall have an opportunity to speak to the motion once, and shall be succinct and avoid duplication when possible, being provided five minutes to speak. A member may speak more than once for clarification or to provide new information with an additional five minutes provided at the discretion of the Chair, provided that every Member who wishes to speak on that item has spoken. The Chair may limit discussion in the interest of the decision-making process. This decision may be appealed by Members. Following deliberations, the Chair shall call the vote on the motion and discussion on the motion is closed.

Where a motion to amend the main motion is moved, a seconder to the amendment is requested. If there is no seconder, the amendment is void and no further discussion on the amendment is to occur. If there is a seconder for the amendment, the Chair shall provide all Members with an opportunity to speak to the amendment. Once the discussion to the amendment is complete, the Chair shall call the vote on the amendment and discussion on the main motion may continue.

Where a motion to defer has been duly moved and seconded, the motion to defer shall not be open for debate or amended and applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.

Where a motion to refer a matter back to staff or another Committee has been duly moved and seconded, the motion shall be open for debate, may be amended, and precludes all amendments and the main motion.

Where a motion to adjourn has been duly moved there shall be no discussion on the subject matter.

4.11 Amendment to a Motion

Only one motion to amend the original motion shall be on the floor at any one time.

4.12 Two or More Matters

When the motion under consideration contains two or more matters, upon the request of any Member, each matter shall be voted on separately.

4.13 Under Debate

When a motion is under debate, no motion shall be received except for the following purposes and according to the following order, namely:

(a) to extend the hour of automatic adjournment;
(b) to recess;
(c) to adjourn;
(d) to Defer to a definite date;
(e) to Defer indefinitely;
(f) to Refer the matter back to Staff or another committee for more information; or
(g) to amend the main motion.

4.14 Points of Order or Privilege

A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been a deviation or departure from the Rules of Procedure. The ruling of the Chair shall be final unless a Member appeals the ruling to the Board which shall then decide upon the question without debate.

A Member may rise at any time on a Point of Privilege where such Member believes that the rights or privileges of the Board collectively or the position and conduct of Members is in question, including their integrity or the integrity of the whole has been impugned by another Member, Staff or delegate. Upon hearing such point, the ruling of the Chair shall be final unless the Member appeals the ruling to the Board which shall then decide upon the question without debate.

Where the Chair recognizes that a breach of privilege has taken place, the Chair shall demand that the offending Member, Staff or delegate apologize and refrain from any further offense comments, and failing such apology shall require such Member, staff or delegate to remove themselves from the meeting for the duration of the Meeting.

Only a Member may appeal the decision of the Chair to the Board which shall decide the question "that the decision of the Chair be sustained" without debate upon a Majority Vote of the Members who are present.

4.15 Voting on Motions

(a) Motions should be included in the agenda, including a motion introduced by a Member. A motion could be introduced without prior notice, if in the opinion of the Chair there is sufficient information available to make the decision or the matter is of an urgent nature. The Board can vote to defer the matter with a majority vote without debate.
(b) 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 mover.
(c) 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.
(d) Each Member present and voting shall announce or indicate his/her vote upon a motion openly and no vote shall be taken by ballot, or any other method of secret voting. In the event a Member present abstains from voting, he/she will be deemed to have voted in the negative unless the Member's reason for abstaining is due to his/her disclosure of a pecuniary interest. When a Member abstains from voting by virtue of a disclosure of pecuniary interest situation, his/her abstention shall not be deemed to be either an affirmative or a negative vote. When a Member abstains from voting by virtue of a conflict to a provision of the Code of Conduct that falls outside of the scope of the Municipal Conflict of Interest Act, his/her abstention shall be deemed to be a negative vote if the Member remains at the table.
(e) A recorded vote may be requested by any member. The name of each Member who voted on the request for a formal recorded vote, and the manner in which he/she voted, shall be noted in the official minutes of the meeting.
(f) Any motion of which there is a tie vote shall be deemed to be decided in the negative.

4.16 Reconsideration of a Matter

A motion to reconsider:

(a) is not debatable;
(b) is not amendable;
(c) cannot be considered if the action approved in the motion cannot be reversed;
(d) suspends action on the motion to which it applies until it has been decided.

A motion to reconsider requires a two-third vote to be considered.

The mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.

If a motion to reconsider is decided in the affirmative at a Meeting, then consideration of the original matter shall become the next order of business.

When a question is brought before a succeeding Board, it shall be deemed to be new business and not a matter of reconsideration.

4.17 By-laws

All by-laws may be enacted in a single motion. Every by-law which is passed by the Board shall be signed by the Chair of the Meeting at which the by-law was passed and by the Secretary and shall be deposited with the Clerk of the Town of Collingwood for custody.

4.18 Recess

A member may request a recess through the Chair at any point in a meeting without requiring consensus of the Board. The Chair shall have discretion to the length of the recess being called and the appropriate time in which the recess is taken, as to not interrupt a matter currently being considered.

4.19 Electronic Meeting Participation

That while every effort shall be made by Members to attend meetings physically in person, Members may have circumstances requiring their participation electronically.

Members shall advise the Secretary, as soon as practicable prior to the scheduled meeting of his/her intent to participate electronically. In all cases, staff will accommodate electronic participation on a best effort basis and subject to available resources that may be required for the delivery of competing essential municipal services.

Members participating electronically will count towards quorum and have the ability for full participation including ability to vote in both public and closed session (in-camera) meetings. Voting may take place by way of roll call, or in an alternate method authorized by the Chair, ensuring that Members and the public are aware of how each member votes.

If a member participating remotely must leave the meeting for any length of time wherein they are not able to participate in the discussion or vote, the member shall immediately inform the Chair or Secretary of their absence that will be acknowledged in the minutes. Any vote taken during their absence, would only include the members present and indicate that member's absence during the vote. Should a Member participating remotely in the meeting not make their vote known at the time the vote is call and has not advised the Secretary of their absence, the vote shall be considered an abstention and therefore deemed as a negative vote.

In the event of a technical failure during the meeting, a recess of not more than 10 minutes can be taken to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means it will not affect the validity or continuation of the meeting or decisions. If a quorum is lost, the meeting will be deemed to be adjourned.

In the case that Members participate electronically in closed sessions, all Members must attest to the fact that they recognize they will be in a closed session and are able to ensure confidentiality in the location they are participating from.

5. IN-CAMERA MEETINGS

The Board may retire into a Closed Session specifically called for that purpose, if the subject matter being considered is in accordance with section 44 of the Act.

(a) No people other than Members and those permitted by the Board will attend Closed Session meetings, and all others will vacate the meetings when asked by the Chair.
(b) All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board agrees to disclose it publicly.
(c) During a Closed Session meeting, the Board may move any item from the Closed Session agenda to a public agenda.
(d) Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board shall approve a motion stating the following:
    i The fact that the Meeting will be closed to the public;
    ii The reasons the Board has determined it is necessary to exercise its' discretion to close the Meeting to the public; and,
    iii The general nature of the matter to be considered at the Closed Meeting.
(e) 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:
    i The security of the property of the Board;
    ii Personal matters about an identifiable individual, including Members of

the police service or any other employees of the Board;

- iii A proposed or pending acquisition or disposition of the land by the Board;
- iv Labour relations or employee negotiations;
- v Litigation or potential litigation affecting the Board, including matters before administrative tribunals;
- vi Advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- vii 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;
- viii 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;
- ix A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
- x 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;
- xi 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;
- xii An ongoing investigation respecting the police service Board.

(f) The agenda for a Closed Session meeting, if additional material is available, shall be distributed to Members of Board (confidentially) as early as possible prior to the Meeting.

(g) No vote shall be taken at a Meeting which is closed to the public unless:
- i The subject relates to an item as described in the recommendation to go into a Closed Session as voted in the open session of the Board; or,
- ii The vote is for procedural matters or giving directions or instructions to officers, employees, or agents of the Board.

(h) The Board Secretary shall record in the minutes of the Meeting the reason for the Board going into a Closed Session.

(i) The Board Secretary shall record all vote(s)/direction(s) provided during a Closed Session which relate only to the direction provided by the Board.

(j) The minutes are the official record of the Closed Session Meeting.

(k) Upon coming out of a Closed Session, the Chair may verbally, or by motion, report the progress made during the Closed Session. If there is nothing to report, the Chair shall state that.

6. BOARD COMMITTEE(S)

(a) 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.

(b) If a Committee of the Board is struck by By-law the Committee will be governed by the Boards Procedural By-law.

7. JOINT MEETINGS WITH OTHER OPP DETACHMENT BAORDS

From time to time, it may be necessary to call a joint meeting with another OPP Detachment Board to discuss matters of a general nature that may affect the participating Boards. Should the joint meeting be hosted by the Collingwood OPP Detachment Board, the following rules shall apply:

a) For the purpose of a joint meeting, quorum shall consist of a majority (more than half) of the whole number of Members of each participating Board.

b) Should quorum not be reached by all participating Boards, the meeting shall be deemed cancelled to ensure no business is discussed that could potentially be seen as moving forward.

c) To ensure the intent of each Board is maintained when a decision or direction is being provided, a vote shall be taken by each participating Board on the matter.

d) The host Board shall be responsible for creating and publishing the Agenda and Minutes for the joint meeting.

e) Minutes of the joint meeting shall be approved by each participating Board separately through means identified in their individual procedural by-laws.

8. LEGAL ACTIONS & PROCEEDINGS

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

(b) The Town's Solicitor or a solicitor with specific specialization is authorized to commence or to defend any proceeding appeal, or other form of action in a court or before an administrative tribunal to meet statutory or regulatory time limits and to seek costs where appropriate in accordance with the rules of the court or administrative tribunal.

9. INTERPRETATION OF BY-LAW

This By-law shall be interpreted in accordance with the following:

(a) the part numbers and headings, subheadings and section, subsection, clause and paragraph numbers are inserted for convenience of reference only and shall not affect the construction or interpretation of this By-law;

(b) this By-law shall be construed with all changes in number and gender as may be required by the context;

(c) references in this By-law to any legislation or any provision thereof include such legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

The Secretary shall be responsible to interpret and administer the Rules of Procedure of this By-law.

ENACTED AND PASSED this 16 day of April, 2026.

Claire Tucker-Reid

CHAIR

Jennifer Battista

SECRETARY

SCHEDULE "A" TO BY-LAW No. 2025-002
PROCEDURE: ELECTION OF CHAIR / VICE CHAIR

Before proceeding with the election, THE SECRETARY will provide a brief overview of the election process.

THE SECRETARY will first call for nominations.

A member may nominate another member or themselves, and a nomination does not require a seconder. THE SECRETARY will confirm with each nominee if they wish their name to stand immediately following the nomination.

THE SECRETARY will continue to call for nominations until no further nominations are put on the floor.

THE SECRETARY will then ask each nominee in order of the nomination to briefly explain why they are interested in the position. Nominees will have up to 2 minutes if they choose to speak.

After all nominees have spoken, THE SECRETARY will call for a vote on the nominees based on order of nomination. Each member can only vote once. THE SECRETARY will only be asking for votes in favour of the nominee, therefore if you do not wish to vote for that member – please just abstain from voting.

First member receiving majority vote will be elected. Depending on the number of nominees if after the first round of voting there is not a majority, the nominee with the lowest vote will be removed, and a second round of voting will occur, or third if needed. In the event of a tie of the lowest votes, then THE SECRETARY will write the names on a piece of paper, with the individuals name that is drawn eliminated from the contest.

In the event of a tie for the final appointment, then THE SECRETARY will write the names on a piece of paper, and the individual drawn will be appointed.

If only one person is nominated, and the nominee accepts, the individual will be acclaimed to the position and no vote is required.