

DISTRICT OF NIPISSING SOCIAL
SERVICES ADMINISTRATION
BOARD



PROCEDURAL BY-LAW 2017-01

*Mission Statement: Proactively enabling
inclusive, healthy, and prosperous communities
within the District of Nipissing through a focus
on prevention, innovation, and accessible quality
human services.*

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SECTION 1 – INTRODUCTION

1 PURPOSE

- 1.1 The District of Nipissing Social Services Administration Board is bounded by the District Social Services Administration Act; Ontario Regulations 278/98 and Ontario Regulation 37/99.
- 1.2 The procedural by-laws establish consistent procedures for the DNSSAB Board and Committees to guide decision making, and ensure transparent, fair and open meetings, as well as define the Board's Authority and Role.

2 CORPORATE STATUS

- 2.1 The Board shall be a corporation as established through the District Social Services Administration Board Act (the "Act"). The number of members, the areas that they represent and the manner and term of their appointment shall be set out in the Regulations and Act.

3 CORPORATE SEAL

- 3.1 The seal of the District of Nipissing Social Services Administration Board shall be kept by the secretary at the Head Office.

4 OFFICES

- 4.1 The Head Office of the Corporation shall be in the District of Nipissing. The Board will establish satellite offices in other District Municipalities, as deemed appropriate.

5 TERM OF THE BOARD

- 5.1 Each member of the Board shall begin January 1st, of the year following a municipal election for a four year term to end on December 31st in the year in which municipal elections take place. Generally, no Board meeting will be held in December of the election year.

6 AMENDMENTS

- 6.1 Seven days' notice shall be given to members of the Board of any recommendation to amend the By-Laws of the Board. 30 days' notice will be given to municipalities when changing bylaws.

SECTION 2 – ROLES AND DUTIES

7 ROLE OF THE BOARD

7.1 The role of the Board is to provide overall governance responsibility in order to be accountable for and to carry out the duties of the Board including:

- 7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization (TWOMOs);
- 7.1.2 To develop and abide by the policies and programs of the Board;
- 7.1.3 To determine which services the Board provides;
- 7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Board;
- 7.1.5 To maintain the financial integrity of the Board;
- 7.1.6 To carry out the duties of the Board under the District Social Services Administration Board Act, the Ontario Works Act, the Day Nurseries Act, the Social Housing Reform Act, the Municipal Act and the related regulations or any Act as required including the legislation of the Ministry of Health and Long Term Care;
- 7.1.7 Designating a spokesperson, when required, regarding the actions and plans of the Board;
- 7.1.8 To ensure open communication channels with provincial government Ministries, specifically Ministry of Education, Ministry of Children and Youth Services, Ministry of Community and Social Services, Ministry of Health and Long Term Care and the Ministry of Housing through fostering positive working relationships.

8 POWERS OF THE BOARD

8.1 Powers: The directors shall manage or supervise the management of the business affairs of the corporation.

8.2 Transaction of Business: Business may be transacted by resolutions passed at meetings of directors or Committees at which a quorum is present or by resolution in writing, signed by all directors entitled to vote on that resolution at a meeting of directors. A copy of every resolution in writing shall be kept with the minutes of the proceedings of the directors.

8.3 Number: The Board shall consist of 12 members as determined the District Social Services Administration Board Act.

8.4 Qualifications of Members: Directors shall be individuals, 18 years of age, with power under law to contract who have been appointed by the Municipal Council for the representative area or by a prescribed election as a representative of the unincorporated area. Directors shall meet the qualifications outlined in the Corporation's Act, such as having not filed for bankruptcy or accused of fraud, or

any other activity which might impair fiduciary responsibilities. Each member shall act in the fiduciary interests of the corporation and the clients its serves.

- 8.5 Resignation: A director may resign upon giving a written resignation to the Chair and such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.
- 8.6 Removal: The Board may, by ordinary resolution passed at a regular or special meeting of the Board remove any director from office before the expiration of his or her term.
- 8.7 Vacancy of Office: A director ceases to hold office when he or she dies, resigns or is removed from office by the Board, becomes disqualified to serve as a director or is absent from the meetings of the Board for three consecutive regular Board meetings without being authorized by Board resolution.
- 8.8 Vacancies: A vacancy on the Board may be filled for the remainder of its term by a qualified person. Municipalities represented on the Board only have the authority to appoint a member to a position vacated by a member, and do not have the authority to remove a member. Each board member shall act in the interests of the District.
- 8.9 The Board members on behalf of the corporation exercise all the powers that the corporation may legally exercise unless restricted by law. These powers include, but are not limited to, the power:
 - 8.9.1 To enter into contracts or agreements;
 - 8.9.2 To make banking and financial arrangements;
 - 8.9.3 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the corporation;
 - 8.9.4 To make banking and financial arrangements;
 - 8.9.5 To execute documents;
 - 8.9.6 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the corporation;
 - 8.9.7 To purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interest for such consideration and upon such terms and conditions as the Board members may consider advisable;
 - 8.9.8 To borrow on the credit of the corporation for the purposes of operating expenses, or on the security of the corporation's real or personal property; and
 - 8.9.9 To purchase insurance to protect the property, rights and interests of the corporation and to indemnify the corporation, its members, Board Members, and officers from any claims, damages, losses or costs arising from or related to the affairs of the corporation.
- 8.10 Delegation by Directors (Committees): The Board may appoint from their number a managing director, or a Committee of directors, a majority of the members, and delegate to such managing director or Committee any of the powers of the Board except those which relate to matters over which a managing director or Committee shall not have authority. Unless otherwise determined by the Board, a Committee

shall have the power to fix its quorum at not less than a majority of its members to elect its Chairperson and to regulate its procedures.

- 8.11 Remuneration and Expenses: Remuneration will be determined by the Board. The directors may be entitled to be reimbursed for travelling, training and other expenses properly and reasonably incurred by them in attending meetings of the Board and Committees and for such other out-of-pocket expenses incurred in respect of the performance of their duties as the Board may from time to time determine.

9 THE DUTY OF DIRECTOR

- 9.1 Directors have a special duty to the corporation. This duty is generally referred to as a fiduciary duty. This standard of care set forth provides that all Directors and Officers of a corporation in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the corporation, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Director and Officer of a corporation must also comply with the Acts that govern them, the regulations, the articles and by-laws. The section states that no provision in a contract, articles, or by-laws relieves a Director or Officer of his/her fiduciary duty. Directors must comply with the Municipal Act in reference to Conflict of Interest and abide by Provincial contractual provisions regarding Conflict of Interest.
- 9.3 Board Members have a legal obligation to the Board, wherein, the Board Member must act in good faith towards the organization and the Board. When a Board Member ignores this obligation or assumes that an obligation to another Board trumps the instant Board, the Board Member is breaching his/her fiduciary duty.
- 9.4 For clarity, Board Members receive proprietary information that is not public information. By disclosing the information, the Board Member, without authority, is making that information public. This is breach of the Board Members duty and as stated when an individual is on a Board, his/her duty is to that Board. If by virtue of being on that Board, the individual finds themselves in a conflict, the Member has an obligation to disclose the conflict and reclude themselves from any decision.
- 9.5 Information obtained for in-camera meetings is definitely not public. Disclosing information acquired as the result of sitting on the Board obviously has the effect of making non-public information public. The Board member is in breach of his/her obligation when this occurs.
- 9.6 Notwithstanding the above, a Director may be required to disclose information heard in-camera if required to by law.
- 9.7 Should a Board Member want to make an in-camera discussion public, approval of the Board is required, except again where required by law. The proceedings at a closed meeting of a Board should not be discussed beyond the persons entitled to

be in attendance at that meeting. The decisions made at a closed meeting should not be made public until:

- 1) the Chair of the Board so advises; or
- 2) the report of the particular meeting, containing the decision, is released.

9.8 A member of the public can challenge the right of a Board to hold something in-camera. In such a circumstance the Act provides for an investigation to be undertaken.

9.9 The Board may discuss issues in-camera. Issues discussed in-camera are confidential and cannot be disclosed without the authority of the Board. Directors have a fiduciary duty to the Board they sit on. Disclosing confidential information is a breach of this duty. Because of the make-up of the DNSSAB Board, members will often be in conflict in terms of their duty to their township/municipality vs. DNSSAB. Although the situation is difficult, the duty is clear; confidential information must remain confidential unless there is a pending legal reason to disclose the confidential information.

10 OFFICERS OF THE BOARD

10.1 The Officers of the corporation shall be the Chair and Vice Chair of the Board, the Chief Administrative Officer, the Secretary, the Treasurer and any such Officers as the Board may by-law determine.

10.2 **Appointment:** The Board may from time to time designate the offices of the Corporation, appoint officers (and assistants to officers), specify their duties and delegate to such officers powers to manage the business and affairs of the Corporation. A director may be appointed to any office of the Corporation. Except for the Chairperson of the Board and the managing director, an officer may but need not be a director. Two or more offices may be held by the same person.

10.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Board may remove by resolution, whether for cause or without cause, any office of the Corporation. Unless so removed, an officer shall hold office until his/her successor is appointed or until his/her resignation, whichever shall first occur. The Chairperson and Vice-Chairperson shall hold office for one year from the date of appointment. No member of the Board shall serve as Chairperson for more than four consecutive one year terms. The Chairperson resigns or dies before his or her term expires the Board shall appoint another member of the Board as chair to complete the unexpired portion of the term.

10.4 **Terms of Employment, Duties and Remuneration:** Subject as may be provided herein, the terms of employment and remuneration of all officers elected or appointed by the Board shall be determined from time to time and may be varied from time to time by the Board.

- 10.5 **Description of Offices:** Unless otherwise specified by the Board (which may modify, restrict or supplement such duties and powers), the officers of the Corporation, if designated and if officers are appointed thereto, shall have the following duties and powers associated therewith:
- 10.6 **Chair:** The Chair of the Board, if one is appointed, shall be a director, and may be reappointed in one or more subsequent years as outlined in the DSSAB Act. The Chairperson shall when present, preside at all meetings of the Board of Directors and members of the corporation, will sign all documents which require his/her signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to him by the Board of Directors.
- 10.7 **Vice-Chair:** The Vice Chair of the Board, if one is appointed shall be a director. The Vice-Chair shall be vested with all powers and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.
- 10.8 **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Board and he or she shall report to the Board, be responsible for all operations of the Corporation, record or delegate accurate minute taking of the organization's meetings and ensure that the corporation's files, records and other relevant written materials are kept, recorded and distributed; and take a lead role in financial policy development and monitoring of the corporation's finances and advise and assist the Board in understanding the corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the CAO shall be as follows:

- 10.8.1 To direct and co-ordinate the business of the Board in all its branches and departments in accordance with the policy and plans established and approved by the Board;
- 10.8.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Board for approval and to fulfill its mandate;
- 10.8.3 To direct and co-ordinate the compilation, consideration and presentation to the Board, recommendations arising from departmental operations, which require the Board's approval and to propose by-laws or resolutions arising from such recommendations;
- 10.8.4 To direct the preparation and compilation of and to present to the Board, the annual budget of estimates of revenues and expenditures;
- 10.8.5 To exercise general financial control over all departments in terms of the approved appropriation;

- 10.8.6 To act as spokesperson and direct collective bargaining with all Board employees within collective bargaining units, to recommend to the Board agreements concerning wages, salaries and working conditions, and, upon approval by the Board, to administer such agreements and in general to be responsible for wage and salary administration, subject to normal grievance procedures, and to recommend to the Board or its appropriate Committee, a system of grievance procedures for such employees that are not covered by existing agreements, or included in collective bargaining units;
- 10.8.7 To have full control and direction of all Board employees subject to the personnel policies approved by the Board;
- 10.8.8 To appoint, employ, suspend or dismiss for cause Directors or Managers or other employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Board from time to time and to appoint and employ all other employees of the Board in accordance with procedures obtained in collective bargaining agreements and to suspend or dismiss such employees for cause, subject to the normal grievance procedures contained in the relevant collective bargaining agreements;
- 10.8.9 To present to the Board reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the general administration of the Board;
- 10.8.10 To have cognizance of all correspondence and communications to the Board and to receive all communications to direct the submission of the same to the Board together with his/her recommendations thereon;
- 10.8.11 To attend all Board meetings;
- 10.8.12 To perform such other duties and exercise such other powers as the Board may from time to time lawfully assign to him/her.
- 10.9 The CAO shall not be dismissed except for just and sufficient cause or according to the terms of an employment contract by a resolution assented to by an absolute majority of the members of the Board; provided that no such resolution shall be presented for consideration at any meeting of the Board unless written notice thereof shall have been given at least ten (10) days prior notice and the CAO has been given an opportunity to be heard by the Board.
- 10.10 **Secretary:** The Secretary shall be appointed by the Board. The Secretary, when in attendance, shall be the secretary of all meetings of the Board and Committees of the Board and, whether or not he or she attends, the secretary shall enter or cause to be entered in the Corporation's minute book, minutes of

- all proceedings at such meetings; he or she shall give, or cause to be given, as and when instructed, notices to directors, auditors and members of Committees; he or she will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the corporation.
- 10.11 **Treasurer:** The treasurer will ensure that full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account are kept and disburse funds of the corporation as directed by the Board. He or she shall render to the Board an account of his or her transactions as treasurer and of the financial position of the Corporation.
- 10.12 **Disclosure – Conflict of Interest:** An officer shall have the same duty to disclose his or her interest in a material contract of transaction or proposed material contract of transaction with the Corporation, as is imposed upon directors. If an officer is unclear as to whether he or she is in a position of conflict of interest, the officer is to proactively seek legal advice and the Board, upon approval of the Chair, shall pay for the costs incurred in seeking legal advice.
- 10.13 **Standard of Care:** Every director and officer of the Corporation in exercising his or her powers and discharging his or her duties honestly and in good faith with a view to the best interests of the Corporation shall exercise the care, diligence and skill that a reasonable prudent person would exercise in comparable circumstance. Every director and officer of the Corporation shall comply with articles, by-laws and all other applicable laws.
- 10.14 **Limitation on Liability:** Provided that the standard of care required of him or her has been satisfied, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, for joining in any receipt of other act for conformity, or any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities, or effects of the Corporation have been deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune which shall happen in the execution of his or her office or in relation thereto, unless the same are occasioned by his or her own willful neglect or default.
- 10.15 **Indemnification of Directors and Officer:** Subject to any applicable laws, the Corporation shall indemnify a director or officer of the Corporation, a former director or officer of the Corporation or a person who acts or acted at the Corporation's request as a director or officer, and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of civil, criminal or administrative action or proceeding to which he or she was made a party by reason of being or having been a director or officer of such corporation or body corporate if,
a) he or she acted honestly and in good faith with a view to the best interests of the Corporation; and

b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable ground for believing that his or her conduct was lawful.

The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by law.

10.16 **Insurance:** The Corporation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding section as the Board from time to time may determine.

11 COMMITTEES OF THE BOARD

11.1 General

11.1.1 All Committee Meetings shall be open to the public

11.1.2 No Committee shall have the authority to bind the corporation or the Board.

11.3 Duties of the Committees

The purpose of Committees is to facilitate the business of the Board. Committees shall operate with the Terms of Reference established by and approved by the Board.

11.4 Types of Committees:

11.4.1 The Executive/Audit Committee will comprise the Chair, Vice Chair and at least three other members, and shall meet to review the Board agenda and to provide advice to the Chief Administrative Officer concerning the resolution of or recommendations on corporate issues, personnel matters, financial matters, contract management and priority projects.

11.4.2 Standing Committees include: Social Services Committee, Housing and Emergency Medical Services; and will comprise of at least three members.

11.4.3 As required, ad hoc Committees may be established by motion of the Board to deal with matters before the Board. An ad hoc Committee may have any number of members who are interested in the issues at hand. Ad hoc Committees will report recommendations to the Board.

11.4.4 Election of the Committee Chair: The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at its next regular meeting.

11.4.5 Membership: Membership is defined by the Board (The Chair is ex-officio).

11.4.6 Committees shall make recommendations to the Board by way of Committee Reports, or a recommended motion, on any matter considered by it which requires a decision of the Board.

11.4.7 Meetings of standing Committees or ad hoc Committees may be held at any time and place to be determined by the members of such Committee provided that 48 hours' notice of such meeting shall be given other than by mail, to each member of such Committee. For special or urgent meetings, such notice periods may be waived, provided two-thirds of the Committee members agree by telephone poll to the waiver. One member of such Committee/task force shall constitute a quorum. No error or omission in giving notice of any meeting of a Committee or any adjourned

meeting of the Committee of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member of such Committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

SECTION 3 – MEETING PROCEDURES

12 MEETINGS

- 12.1 All Board meetings shall be open to the public

13 DURATION

- 13.1 The duration of a meeting shall not exceed three hours, unless a majority of members vote otherwise.

14 MEETING TIME

- 14.1 The Chair of the Board, or in his or her absence, the Vice-Chair shall call members to order as soon after the meeting time as a quorum is present.
- 14.2 If the Chair of the Board and Vice-Chair are not present within ten minutes after the meeting time, the Secretary shall call the members to order and if a quorum is present, a member shall be chosen from among those present to preside during the meeting or until the arrival of the Chair or Vice-Chair.
- 14.3 In the election of a Presiding Officer, the Secretary shall call the meeting to order and preside.
- 14.4 If there is no quorum within fifteen minutes after the meeting time, the Secretary shall call the roll, take down the names of the members present, and declare the meeting cancelled.
- 14.5 The date and time of regular Board meetings shall be established by resolution at the inaugural meeting.
- 14.6 The Board may change the date and time of any regular meeting by resolution, or by notice of the Chair.

15 INAUGURAL MEETING

- 15.1 The Inaugural Meeting date shall:
- 15.1.1 be established by the retiring Board in each election year;
 - 15.1.2 be binding upon the new Board;
 - 15.1.3 be held not later than the end of February of the year immediately following the election year;

16 PLACE OF MEETINGS

- 16.1 Meetings of the Board may be held at the registered head office of the corporation or at any other place within or outside the District.

17 PARTICIPATION BY TELEPHONE

- 17.1 A director may participate in a meeting of the Board or in a meeting of a Committee of directors by means of such telephone or other technologies that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a director participating in such a meeting by such means is deemed to be present at that meeting.

18 CALLING OF MEETINGS

- 18.1 Meetings of the Board shall be held from time to time at such place, date and times as the Chair may determine.

19 NOTICE OF MEETING

- 19.1 Notice of the time and place for the holding of a meeting of the Board shall be given to every director of the corporation not less than two clear days (excluding Sundays and holidays) before the date of the meeting. Notwithstanding the foregoing, notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.
- 19.2 The notice shall be in the form of a written agenda accompanied by its supporting documents. This package is prepared by Chief Administrative Officer in consultation with the Chair. Any Board member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Administrative Officer no later than ten days prior to the meetings. Minutes of the previous regular meeting and any special meetings shall be provided to the Board members in the same manner as the agenda. The package shall be delivered to the Board member's designated email address, and whenever possible, five days prior to the upcoming Board meeting. Immediately following the Board meeting, the package will be distributed to appropriate officers, staff and posted for the public. The Board meeting agenda shall be published online in advance of the Board meeting.
- 19.3 Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is established.

20 ATTENDANCE

- 20.1 Members shall notify the Secretary or designate if they are not able to attend the regular Board meeting. Attendance of members shall be recorded. Any member absent from regular Board meetings on three consecutive occasions without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned and the seat shall become vacant.

21 REGULAR BOARD MEETING

- 21.1 The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except where any act requires the purposes thereof the business to be transacted thereat is to be specified.

22 SPECIAL MEETINGS

- 22.1 Special meetings of the Board may be held at any time at the call of the Chair. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. Lack of receipt of notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

23 EMERGENCY MEETINGS

- 23.1 Special emergency meetings may be called with notice twenty-four hours prior to the meeting. Lack of receipt of notice of an emergency meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

24 QUORUM

- 24.1 Quorum shall be comprised of the majority (50%+1) of the Board Members (including the Chair).

25 DELEGATIONS

- 25.1 Delegation Wishing to Appear Before the Board and Committees:

25.1.1 Public presentations will be received at both regular and special meetings of the Board and Committees. Presentations at regular meetings shall be on a subject within the jurisdiction or influence

of the Board. Presentation at the special meeting shall be related to the agenda item.

- 25.1.2 Persons wishing to make a formal presentation to the Board or Committees must register with the Secretary one week prior to any regular meeting and two days prior to a special meeting, and must provide the Secretary with a copy of the presentation to be included in the Board or Committee package sent to members in advance of the meeting.
- 25.1.3 The maximum number of presenters at any presentation (including the spokesperson) shall be three. In unique circumstances, the number of presenters may be extended by the Chair and by a majority of the members present. Such question shall be decided by the members without debate.
- 25.1.4 The Secretary shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time, maximum number of presenters and adherence to the subject) and to obtain and acknowledgement by the presenter of his or her understanding of those guidelines.
- 25.1.5 A public presentation, which has been registered with the Secretary may address a matter of the Board's jurisdiction for up to ten minutes, at the discretion of the Chair.
- 25.1.6 No delegation shall be permitted when the subject matter to be addressed related to a recommendation of any tribunal that has conducted a hearing under the Statutory Powers Procedures Act, R.S.O 1990, c.22, as amended.
- 25.1.7 No person will be permitted to address the Board with respect to a labour management dispute or issue, unless provided by legislation.
- 25.1.8 Presenters appearing before the Board who have previously appeared before the same Board on the same subject shall be limited to providing only new information in their second and subsequent appearances.
- 25.1.9 In unique circumstances, the time may be extended by the Chair by a majority vote of the members present. Such question shall be decided by the members without debate.
- 25.1.10 No presenter shall speak disrespectfully of any person; use offensive words of unparliamentarily language; speak on any subject other than the subject for which he or she received approval to address; or disobey the rules of order or a decision of the Chair.
- 25.1.11 After the presenter has completed the presentation, Board members shall each have the opportunity to ask questions for clarification purposes only, and without debate.

25.1.12The Chair may curtail any presenter, any questions of a presenter, or debate during a presentation, for disorder or for any breach of this Procedural By-Law and, should the Chair rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Board.

25.1.13Public presentations made at the beginning of the meeting may be considered by the Board at the end of the agenda of that meeting.

25.1.14Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matters to be presented are part of a collective agreement or where there is a contractual agreement with DNSSAB. A request for exemption from this requirement must be made in writing and approval granted by the Chair at least one week before the meeting date.

25.1.15Presentations by DNSSAB employees are limited as per above, unless at the invitation of the Chief Administrative Officer. This applies to non-union as well as unionized staff.

26 MINUTES

- 26.1 The Minutes of the meetings of the Board and Committees shall record:
- 26.1.1 the place, time and date of the meeting;
 - 26.1.2 the names of the presiding officer and a record of the members in attendance;
 - 26.1.3 disclosures of conflict of interest
- 26.2 The minutes of the Board of Directors and its Committees shall be available to the general public except where not permitted according to the *Municipal Freedom of Information and Protection of Privacy Act*, and/or other privacy legislation governing DNSSAB programs.

27 CHAIRPERSON

- 27.1 The Chairperson of any meeting of the Board or Committee shall be the first mentioned of such the following officers as have been appointed and who is a director and is present at the meeting:
- Chairperson of the Board
 - Managing Director
- If no such officer is present, the directors shall choose one of their number to be Chairperson of such meeting.

SECTION 4 - VOTING & DEBATE PROCEDURES

28 VOTES TO GOVERN

- 28.1 At all meetings of the Board, every question shall be decided by a simple majority of the votes cast on the question and voting is carried out by a show of hands unless otherwise indicated.

29 VOTING

- 29.1 Each Member, including the Chair, is entitled to one (1) vote. The Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio member of all Committees of the Board and entitled to vote at those meetings, except at the Board Meetings, where the Chair shall vote only in the event of an equality of votes, or when a recorded vote has been requested.

30 TIE VOTES

- 30.1 In the event of a tie vote the motion will be considered lost.

31 NEGATIVE VOTES

- 31.1 If any member present refuses to vote for other than a conflict of interest, it shall be recorded as a vote in the negative.

32 RECORDED VOTE

- 32.1 Where required by statute, and whenever any member, including the Chair, shall request a recorded vote, the names of those who vote for and against the question shall be entered in the Minutes (each member present shall announce their vote openly).

33 TO AMEND A MOTION

- 33.1 A motion to amend a (main) motion must be relevant to that motion and properly moved and seconded. An amendment may propose to leave out certain words; to insert or add certain words; or to leave out certain words in order to insert or add other words.
- 33.2 When "in order" an amendment takes precedence over the main motion and becomes the subject of debate. It must be accepted or rejected before debate

reverts to the main motion. If accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.

- 33.3 A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion.
- 33.4 At no time may there be more than one main motion, one amendment and one sub-amendment on the floor. When all three exists, the Chair submits them in the reverse order to which they were moved.
- 33.5 A motion once defeated cannot be re-introduced as an amendment to some other motion. The mover with the consent of his seconder may incorporate a “friendly” amendment into the main motion if the mover and seconder of the amendment are agreeable.

34 RECONSIDERATION

- a) If a motion has been either carried or defeated during a meeting, and at least one member who voted on the winning side wants to have the vote reconsidered, such a member may make the motion to reconsider.
- b) A member may move that the motion be reconsidered at the next meeting; however, there shall be no reconsideration unless verbal notice thereof is given at the meeting at which the question was decided.

35 INQUIRES

- 35.1 Inquiries about a matter may be raised by any member and put to the Chair or through him or her to the Chair of the Board, who may call upon another officer to reply.
- 35.2 No argument of opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 35.3 A member or staff are not to debate the matter.
- 35.4 Inquiries may be in writing or may be made orally.
- 35.5 An officer shall reply promptly in writing in response to all requests for reports made by Board of Director resolution.

36 RECISSION

- 36.1 No matter decided within one year shall be considered for rescission without the prior consent by resolution of two thirds majority of the whole Board of Directors.

37 DISCLOSURE – CONFLICT OF INTEREST

- 37.1 A director or officer of the Corporation who is a party to, or who is a director or an officer of, or has a material interest in any person who is a party to, a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of meetings of directors the nature and extent of his

interest. A director so having an interest in a contract or transaction shall not vote on any resolution to approve the contract or transaction.

38 RULES OF ORDER

- a. In the event that this by-law does not address an issue, then Robert's Rules of Order shall apply.
- b. All decisions will be made on the basis of motions.
- c. To make a motion, a Board member must obtain the floor first.
- d. Every motion must be seconded by another Board member.
- e. A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- f. There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.
- g. After members debate the motion the Chair puts the question (puts it to a vote) and announces the results of the vote.
- h. A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.

39 BOARD MEETINGS

- 39.1 Conduct of the Chair: The Chair will:
- 39.1.1 call the meeting to order;
 - 39.1.2 determine the presence of a quorum;
 - 39.1.3 announce in proper sequence the business that comes before the Board;
 - 39.1.4 maintain a list of Board members who have signaled the Chair that they wish to speak or ask questions;
 - 39.1.5 recognize Board members in order that they have signaled that they wish to speak or ask questions;
 - 39.1.6 state and put to a vote all questions that legitimately come before the Board as motions, announcing the outcome;
 - 39.1.7 protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;
 - 39.1.8 expedite business;
 - 39.1.9 decide all questions of order;
 - 39.1.10 respond to inquiries of members relating to parliamentary procedure bearing on the business of the Board;
 - 39.1.11 declare the meeting adjourned when the Board so votes.

- 39.2 Board members who have already spoken may speak again only after all other Board members have been given the opportunity to speak. A Board member may not speak more than twice on an issue without a Board resolution. The Chair will not put any matter to the vote, nor will any member of the Board move a procedural motion to have the vote taken, until every member of the Board who wishes to speak has spoken at least once.

- 39.3 If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, than this is the action the Board must take. The Chair's ruling on order or procedure are not debatable, but may be appealed by any Board member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- 39.4 If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the members of the Board immediately before putting the question, and will cite the rule or authority applicable to the case without argument of comment.
- 39.5 The Chair may place time limits on speeches and such limits must be the same for all members of the Board.

40 CONDUCT OF MEMBERS

- 40.1 A Board member and Committee will be courteous and will not engage in any action, which disturbs the meeting.
- 40.2 A Board and Committee member will not:
- 40.2.1 Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Board member or staff member, charge another Board member with being dishonest, be abusive or insulting, or cause disorder in compliance with Occupational Health and Safety Act and the Ontario Human Rights Code;
 - 40.2.2 Make any noise or disturbance that prevents Board members from being able to participate in a meeting;
 - 40.2.3 Interrupt a member of the Board who is speaking, except to raise a point of privilege or a point of order;
 - 40.2.4 Disobey the rules of the Board, or disobey a decision of the Chair on question of order or practice or on the interpretation of the rules of the Board.
 - 40.2.5 Speak on any subject other than the subject of debate;
 - 40.2.6 Ask a question except for the purpose of obtaining information relating to the matter under discussion, and then only of the previous speaker, except when a member recognized as the next speaker wishes to ask a question of the presiding officer or of a member of the staff, and then only for the purpose of obtaining information, after which the Member shall speak.

- 40.2.7 Speak for more than 10 minutes or more than once on the same question without the leave of the Board, except that a reply shall be allowed to be made only by a member who has presented the motion to the Board, but not by any member who has moved an amendment or a procedural motion;
- 40.2.8 Disobey the rules of the DSSAB or a decision of the presiding officer on questions of order or practice or on the interpretation of the rules;
- 40.3 A Board and Committee member who wishes to speak will signal the Chair by a raised hand, and wait for recognition by the Chair.
- 40.4 All remarks and questions, including questions intended for another Board member or office will be addressed by the Chair.
- 40.5 The Chair may deny a Board or Committee member the right to speak on a particular topic if the member is disruptive or persistently interrupts others.
- 40.6 The Chair may exclude a Board or Committee member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

41 CONDUCT OF THE PUBLIC

- 41.1 Members of the public will be courteous and will not engage in any action which disturbs the meeting.
- 41.2 Members of the public will not:
 - 41.2.1 Make any noise or disturbance that prevents Board members from being able to participate in the meeting;
 - 41.2.2 Address the Board without a prior appointment, or without the permission of the Board at the meeting
 - 41.2.3 Use unparliamentary or offensive language.
- 41.3 The Chair may exclude any member of the public from a meeting for improper conduct, potential or perceived security risk, or any member.

SECTION 5 - MINUTES AND AGENDAS

42 DISTRIBUTION

- 42.1 Board and Committee agendas and minutes are public information and will be made available to the public. Copies of all the approved Board and Committee minutes, with the exception of any optional confidential minutes of in-camera sessions, are retained on file in administration for reference by Board members or the public. Minutes of all meetings and motions presented are numbered and indexed by the Secretary to facilitate ready reference.

43 REGULAR BOARD MEETING MINUTES

- 43.1 Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to Board members before the next meeting. Additions and corrections are brought to the following full Board meeting for adoption in the minutes.

44 COMMITTEE MINUTES

- 44.1 Minutes of Committee meetings are recorded by the appointed recording secretary or designate of the CAO. Additions and corrections are brought forward to the following full Board meeting for adoption in the minutes.

45 NEW BUSINESS

- 45.1 At the beginning of any regular meeting the Chair may announce additional items to be added to the agenda.

46 BOARD AGENDA

- 46.1 The secretary shall prepare for the use of the members an agenda as follows:
- 1) Adoption of Agenda
 - 2) Declarations of Conflicts of Interest
 - 3) Public Presentations
 - 4) Minutes of Proceedings
 - 5) Chair's Remarks
 - 6) Report from the Chief Administration Officer, Director of Finance & Administration & Managers
 - 7) Consent Agenda: All matters deemed by the Secretary, Chair or CAO as administrative shall be placed on the Consent Agenda and any member has the option of removing a Consent Agenda Item for discussion by means of a mover and seconder.
 - 8) Executive/Audit Committee
 - 9) Housing & Emergency Medical Services Committee
 - 10) Social Services Committee
 - 11) In-Camera
 - 12) Correspondence
 - 13) Other Business
 - 14) Questions and Enquiries
 - 15) Adjournment
- 46.2 Correspondence which is intended for the Agenda shall be provided to the Secretary of the Board eight days prior to the next Board Meeting.
- 46.3 The business shall be taken up in the order in which it stands upon the Agenda in all cases except where a majority of the members' otherwise agree.

- 46.4 A motion that is not listed on the agenda may be presented at the Board of Director's meeting, if not more than one third of the Directors present at the meeting objects to its consideration.

47 MOTIONS

- 47.1 A motion shall be formally moved and seconded before the presiding officer can put the question to a vote or the motion can be recorded in the minutes.
- 47.2 Immediately preceding the taking of the vote, the presiding officer or his or her designate shall summarize the question and response unless asked to state the question precisely in the form in which it will be recorded in the minutes.
- 47.3 Any member may require the question of motion under discussion to be read at any time during the debate but not as to interrupt a person while speaking.
- 47.4 When a question is under debate, the only motions in order shall be:
- 47.4.1 To extend the time of the meeting
 - 47.4.2 To refer to a Committee
 - 47.4.3 To amend
 - 47.4.4 To lay on the table
 - 47.4.5 To postpone to a certain time and day
 - 47.4.6 To move the previous question

48 PUBLIC OR CONFIDENTIAL MEETING / CONFLICT OF INTEREST

- 48.1 In-camera is a legal term which means "in secret". In-camera meetings are closed and generally open only to members of the Board and certain management personnel. Other individuals may be included if their presence is considered by the Board as necessary to facilitate its work.
- 48.2 Typically, a Board only goes in-camera to discuss intimate financial or personnel matters or where matters may be disclosed at the meeting of such a nature that the desirability of avoiding open discussion outweighs the desirability of adhering to the principle that the meeting be open to the public.
- 48.3 The Authority and Procedure for Holding In-Camera Meetings:
The DNSSAB is governed by the *District Social Services Administration Board Act* and the *Ontario Municipal Act*. The *Ontario Municipal Act*, section 239(1) states that meetings should be open to public. With regards to the exceptions listed below, in-camera minutes of a general nature shall be taken by the Secretary. Approval of in-camera minutes provided on canary coloured paper shall be at the next in-camera meeting of Council or the appropriate committee meeting and shall be voted on in closed session. The minutes shall be collected prior to returning to open session. All in-camera minutes and background reports shall be held by the Secretary in a secure location and any electronic copies shall be destroyed. Section 239(2) provides the exceptions to this rule:

48.4 Exceptions

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

1. the security of the property of the municipality or local Board;
2. personal matters about an identifiable individual, including municipal or local Board employees;
3. a proposed or pending acquisition or disposition of land by the municipality or local Board;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local Board;
6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, Board, Committee or other body may hold a closed meeting under another *Act*.

48.5 Other criteria:

A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, Board, commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239 (3).

48.6 Educational or training sessions:

A meeting of the Board or of a Committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local Board or Committee. 2006, c. 32, Sched. A, s. 103 (1).

48.7 Open meeting

A meeting shall not be closed to the public during the taking of a vote.

48.8 Record of meeting

The Board or Committee shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.

- 48.9 It is clear that both the *Act* and the by-laws anticipate and allow for certain items to be discussed in-camera. These items again should only be those covered by the *Act* and restated in the by-law.
- 48.10 In order for the Board to go in-camera a motion must be made. This motion can be discussed and voted on. Once the Board or a Committee has voted in favour of going in-camera, the information discussed should not be disclosed except as outlined below. Most Boards utilize the in-camera function for the purpose of discussing sensitive issues. There is legislative authority for voting while in-camera on some issues.
- 48.11 That being said, it makes sense generally to hold discussions of sensitive issues in-camera, move out of in-camera and vote on any motions at that point. For matters requiring discretion, the motion can be worded to avoid any reference to personnel, property or other contentious issues.

SECTION 4 – FINANCIAL

49 FINANCIAL YEAR

- 49.1 The fiscal year-end of the corporation shall be December 31 of each year.

50 BOOKS AND RECORDS

- 50.1 The Directors shall see that all necessary books and records of the corporation required by the by-laws of the corporation are regularly and properly kept.

51 AUDITORS

- 51.1 On an annual basis, the Board will appoint an auditor to audit the accounts of the Corporation.

52 FINANCIAL TRANSACTIONS, ETC.

- 52.1 All financial transactions and contracts shall be signed by the Chair or, in his absence, by the Vice Chair, and by the Chief Administrative Officer or the Director of Finance and Administration, as per delegation of authority policy.

53 SALE OF PROPERTY

- 53.1 Before selling real property the Board of Directors shall:
- 53.1.1 By resolution passed at a meeting open to the public declare the real property to be surplus.
 - 53.1.2 Obtain at least one appraisal of the fair market value of real property which is not prescribed by regulation as a class of real property for which an appraisal is not required; and

- 53.1.3 Give notice to the public of the proposed sale by publication in a newspaper having a general circulation within the municipality at least once a week for two consecutive weeks.
- 53.1.4 Sale of property of real estate and assets owned by Nipissing District Housing Corporation are excluded from this provision.

54 DISSOLUTION

- 54.1 It is specially provided that in the event of dissolution or winding-up of the corporation, all its remaining assets after payment of its liabilities shall be distributed to the municipalities in the District of Nipissing, according to a formula to be approved by the Board.

SECTION 5 – RESTRICTIONS

55 RESTRICTED ACTS AFTER NOMINATION DAY

- 55.1 Whereas the District of Nipissing Social Services Administration Board (the Board) is authorized to enact procedural by-laws to govern the conduct of its business;

And Whereas the members of the Board are all elected members of municipal councils, save and except as to the member elected to represent the unorganized territory;

And Whereas the Board wishes to provide transition rules in election years where certain acts will not be taken which are similar to the rules which would otherwise apply to municipal councils.

Now therefore the board hereby enacts as follows:

The Board shall not take any action described in subsection (3) after Nomination Day, being the first day during the election for a new council on which it can be determined that one of the following applies to the new Board that will take office for the next term:

- A) If the new Board will have the same number of members as the outgoing Board, the new Board will include less than three-quarters of the members of the outgoing Board.
- B) If the new Board will have more members than the outgoing Board, the new Board will include less than three-quarters of the members of the outgoing Board or, if the new Board will include at least three-quarters of the members of the outgoing Board, three-quarters of the members of the outgoing Board will not constitute, at a minimum, a majority of the members of the new Board.
- C) If the new Board will have fewer members than the outgoing Board, less than three-quarters of the members of the new Board will have been members of the outgoing Board or, if at least three-quarters of the members of the new Board will have been members of the outgoing Board, three-quarters of the

members of the new Board will not constitute, at a minimum, a majority of the members of the outgoing Board.

55.2 Basis for determination

If a determination under section 1 is made:

- A) After nomination day but before voting day, the determination shall be based on the nominations submitted for re-election by current members of the Board that have been certified and any acclamations made to the new councils or Territory Without Municipal Organization; or
- B) After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

55.3 Restrictions

The actions referred to in section (1) are:

- A) the appointment or removal from office of any officer of the Board;
- B) the hiring or dismissal of any employee of the Board;
- C) the disposition of any real or personal property of the Board which had a value exceeding \$50,000 when it was acquired by the Board; and making any expenditures or incurring any other liability which exceeds \$50,000.

55.4 Exception

Restrictions C) and D) do not apply if the disposition or liability was included in the most recent budget adopted by the Board before nomination day in the election.

55.5 Powers unaffected

Nothing in this section prevents any person or body exercising authority delegated by the Board.

SECTION 6 – RETENTION PERIOD FOR BOARD DOCUMENTS

56 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE BOARD

56.1 WHEREAS The District of Nipissing Social Services Administration Board (hereinafter referred to as the "Board") wishes to establish schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must to kept by the Board.

AND WHEREAS an electronic copy shall be deemed a paper copy and retained as per the records retention schedule.

Now therefore the Nipissing District Social Services Administration Board hereby enacts as follows:

56.2 Definitions:

- i. "Auditor" means the person or firm appointed by the Board from time to time to perform the annual audit of the records of the Board.
- ii. "Board" means The District of Nipissing Social Services Administration Board.
- iii. "Electronic Records" means all record and memory stored on computer based technology.
- iv. "Official for Electronic Records" means the Director of Operations and Client Services.
- v. "Official for Paper Records" means the Secretary of the Board, who shall be responsible for the implementation of this by-law for paper records.
- vi. "Paper Records" means all of the receipts, vouchers, instruments, rolls or other documents and records in paper or electronic form of the Board.

56.3 Symbols:

When used in this by-law the following symbols and abbreviations mean and stand for the words set opposite thereto:

D	Destroy
P	Permanent

56.4 Paper record retention, destruction, etc. general:

Where in this by-law it is provided that paper records of the Board shall be:

- A) Destroyed, such records shall be destroyed without any copy thereof being retained.
- B) Permanent, such original records shall be preserved and never destroyed.

Unless otherwise noted, the records referred to on the Schedules shall mean electronic records.

56.5 Discretion:

- A) The Official for Paper Records shall always have a discretion to retain paper records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.
- B) The Official for Electronic Records shall always have a discretion to retain: electronic records longer than the period provided by this by-law and shall do so where he/she deems it appropriate.

56.6 When paper records, retained, destroyed, etc.:

- A) When paper records have been destroyed under this by-law, the Official for Paper Records shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
- B) The Official for Paper Records shall keep an index of:
 - a. Details of storage of original documents, where appropriate;
 - b. Paper records destroyed.

- C) Where paper records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Official for Paper Records.

56.7 When electronic records retained, destroyed, etc.:

- A) When electronic records have been destroyed under this by-law, the Official for Electronic Records shall so certify in writing. Such certificate shall refer to the relevant schedule and items of this by-law and shall identify records destroyed.
- B) The Official for Electronic Records shall ensure:
 - a. that the records are backed up off-site on a weekly basis;
 - b. that when records are to be kept, such electronic records shall be kept on a permanent media;
 - c. that the technology required to read the permanent media shall be retained for as long as such media is retained; or
 - d. that the data on the media is transferred to a readable format in available technology and that such available technology is maintained for the balance of the retention period;
 - e. an index of Electronic records destroyed be kept.
- C) Where electronic records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the Official for Electronic Records

56.8 Years to be retained after retention period

All e-mail shall be retained for a period of thirty (30) days, unless such records have been photocopied and retained as a hard copy in a file in which case the retention period for such paper documents shall apply.

Subject to the following exceptions, all e-mail shall be fully deleted from the hard drive one (1) year after creation of such e-mail: Exceptions: Mail which has been referred to a specific folder with a particular subject matter, which e-mail has not been reduced to hard copy for the file.

E-mail referred to a specific folder shall be destroyed two (2) years after being created.

Any folders which in the opinion of the Official of Electronic Records should be retained for a longer period shall be transferred to an electronic archive.

RECORDS	YEARS TO BE RETAINED	AFTER RETENTION PERIOD
Welfare Ledger Cards	7	D
Subsidy Forms	7	D
Inactive Welfare Files - no overpayments	5	D

Cash Payment Stubs	7	D
Petty Cash Vouchers	7	D
Bank Reconciliations	7	ID
General Correspondence	6	D

RECORDS	YEARS TO BE RETAINED	AFTER RETENTION PERIOD
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By-laws – original	P	P
Board Minute Book	P	P
Assessment Roll	P	P
Leases (after expiration and if not part of by-law)	10	P
Resolutions	P	P
Board Motions	P	P
Historical Correspondence	P	P
Destroyed Records Files	P	P
Contracts (if not part of by-law after contract completed)	6	P
Agreements (if not part of by-law after Agreement completed)	6	P
General Correspondence	6	D
Licenses after expiration	4	D
License applications	6	D
Inter-office memos	6	D
Insurance claims	6	P
Opinion Files (if not part of by-law after expiry)	6	D
Committee Minutes	3	D
Petitions	6	D
Agendas	2	D
Applications to Province re. projects	6	D
Registered Letters	6	D
Appointments	6	D
Briefs and Reports to Board	6	D

Area Services Reports	6	D
Receptions and Special Events	6	D
Court Decisions	6	D
Inquiries from Public	1	D

ENACTED AND PASSED THIS ___TH DAY OF _____, _____.

 CHAIR
 GEORGE MAROOSIS

 CHIEF ADMINISTRATIVE OFFICER
 LEO DELOYDE

We have reviewed Procedural By-law 2011 – 01 and hereby endorse it.

Dated at North Bay, Ontario this ___ of _____, _____