

District of Nipissing  
Social Services  
Administration Board



Conseil d'administration  
des services sociaux  
du district de Nipissing

**District of Nipissing Social Services  
Administration Board**

# By-Law #1: General Business

Revised April 28, 2021 – Resolution #2021-41

## **BY-LAW NUMBER 1** **GENERAL BUSINESS BY LAW**

### **SECTION A – INTRODUCTION**

#### **1 DEFINITIONS**

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “By-laws” means By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.3 “Chair” is as defined in section 11.4.1 of this By-law Number 1.
- 1.4 “Chief Administrative Officer” is as defined in section 11.4.3 of this By-law Number 1.
- 1.5 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.6 “Conflict of Interest” means a situation where:
- 1.6.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
  - 1.6.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;
- and includes:
- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
  - b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person’s position within the Corporation;

- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.
- 1.7 “Corporation” means the District of Nipissing Social Services Administration Board.
- 1.8 “District” means the District of Nipissing.
- 1.9 “Head Office” means the registered head office of the Corporation as from time to time designated by the Members.
- 1.10 “Intellectual Property Rights” means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trade-marks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;
- 1.11 “Law” means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.
- 1.12 “Member” means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.
- 1.13 “Nomination Day” means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the new Members that will take office for the next term:
  - A) If the Corporation will have the same number of Members as previously appointed, the newly appointed Members will include less than three-quarters of the Members of the previously appointed Board of Directors.
  - B) If the Corporation will have more Members than the previously appointed Board of Directors, the newly-appointed Members will include less than three-quarters of the previously appointed Members or, if the newly appointed Members will include at least three-quarters of the previously appointed Members, three-quarters of the previously appointed Members will not constitute, at a minimum, a majority of the newly-appointed Members.
  - C) If the Corporation will have fewer Members than the previously appointed Board of Directors, less than three-quarters of the newly appointed Members will have been previously appointed Members or, if at least three-quarters of the newly appointed Members will have been previously appointed Members, three-quarters of the newly appointed Members will not constitute, at a minimum, a majority of the previously appointed Members.
- 1.14 “Officer” is as defined in section 11.1 of this By-law number 1.

- 1.15 “Person related to any one of them” means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Member, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.16 For the purposes of this By-law, the Members may be collectively referred to as the “Board of Directors”, and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.17 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

## **2 PURPOSE – GENERAL BUSINESS BY-LAW**

- 2.1 The Corporation is governed by the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15, Ontario Regulation 278/98 and any other regulation under the Act.
- 2.2 The General Business By-law establishes consistent procedures for the Corporation’s Members to guide decision-making, and to define the Members’ authority and role in the operations of the Corporation.

## **3 AMENDMENTS TO BY-LAWS – GENERAL**

- 3.1 Seven (7) days’ written notice shall be delivered to Members of any recommendation to amend the By-laws of the Corporation. Thirty (30) days’ written notice shall be delivered to those municipalities serviced by the Corporation when amendments to the By-laws are being recommended. Amendments to the By-laws shall be approved by a resolution of the Board of Directors receiving the vote of two thirds of all Members, at a duly called meeting of the Board of Directors.

## **4 CORPORATE STATUS/CORPORATE SEAL**

- 4.1 The Corporation shall be a corporation as established by the *District Social Services Administration Board Act*. The number of Members, the areas that each represents and the manner and term of their appointment shall be set out in the Act and the regulations.
- 4.2 The seal of the Corporation shall be kept by the Secretary at the Head Office.

## **5 FRENCH LANGUAGE SERVICES**

- 5.1 It is the commitment of the Corporation to make French language services available in the conduct of business of the Corporation, and to ensure that all persons including program recipients are able to communicate in French with, and to receive available services in French from, the Head Office or any satellite office of the Corporation. The Corporation recognizes and agrees to comply with the commitments upon which the

Corporation is prescribed by law, including but not limited to the *French Language Services Act*, R.S.O. 1990, c. F.32, as amended.

## **6 OFFICES**

6.1 The Head Office of the Corporation shall be in the District of Nipissing.

## **SECTION B – ROLES AND DUTIES**

### **7 ROLE OF THE MEMBERS**

7.1 The role of the Members is to provide overall governance responsibility for the Corporation and to carry out the following:

7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization;

7.1.2 To develop and abide by the policies and programs of the Corporation;

7.1.3 To determine which services the Corporation provides and to carry out the duties of the Corporation under the Act, the *Ontario Works Act*, the *Child Care and Early Years Act*, the *Housing Services Act*, the *Emergency Management and Civil Protection Act*, the *Ministry of Health and Long-Term Care Act*, and the related regulations;

7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Corporation;

7.1.5 To maintain the financial integrity of the Corporation;

7.1.6 To ensure open communication channels with provincial government ministries, specifically the Ministry of Education, the Ministry of Community, Family and Children's Services, the Ministry of Labour, Training and Skills Development, the Ministry of Health and Long-Term Care, and the Ministry of Municipal Affairs and Housing through fostering positive working relationships.

7.2 The Board of Directors shall authorize the Chair and/or the Chief Administrative Officer or their delegate to act as spokesperson or spokespeople to speak publicly, when required, regarding the actions and plans of the Corporation.

### **8 TERM AND POWERS OF THE MEMBERS**

8.1 Number: The Corporation shall have appointed twelve (12) Members as determined by the Act and/or the regulations thereto.

8.2 The term for each Member shall be a period of four (4) years commencing on January 1<sup>st</sup>, of the year following a municipal election, and ending on December 31<sup>st</sup> in the year in which municipal elections take place.

- 8.3 Generally, a meeting of the Board of Directors will not be held in December of a municipal election year.
- 8.4 Powers: The Members shall oversee the business affairs of the Corporation. Any and all inquiries by Members shall be directed through the Chief Administrative Officer.
- 8.5 Transaction of Business: Business may be transacted by resolutions passed at meetings of Board of Directors or recommendations made by Committees at which a quorum is present. A copy of every resolution in writing shall be kept with the minutes of the proceedings. The Members may resolve to maintain their corporate records in electronic format.
- 8.6 Qualifications of Members: Members shall be Canadian citizens, who are at least eighteen (18) years of age with power under law to contract, who have been appointed by the municipal council for their representative area or by a prescribed election as a representative of a Territory Without Municipal Organization. Members shall meet the qualifications outlined in the Act and regulations. Each Member shall act in the best interests of the Corporation and the clients it serves.
- 8.7 Resignation: A Member may resign upon giving a written resignation to the Chair. Such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.
- 8.8 Removal: The Members may, by resolution passed at a regular or special meeting of the Board of Directors, remove any Member from office before the expiration of their term. Any removal of a Member shall be approved by a resolution of the Board of Directors receiving a vote of two-thirds of the Members in attendance, where a Member is deemed to be in contravention of the Act, the By-laws or the Corporation's policies.
- 8.9 Vacancy of Office: A Member ceases to hold office when such Member dies, resigns or is removed from office by the Members, becomes disqualified to serve as a Member or is absent from the meetings of the Board of Directors for three (3) consecutive regular meetings of the Board of Directors without being so authorized by resolution of the Board of Directors.
- 8.10 Vacancies: A vacancy among the Members may be filled for the remainder of such Member's term by a qualified person. Municipalities represented by the Corporation have the authority to appoint a Member to a position vacated by another Member, but do not have the authority to remove a Member. Each Member shall act in the best interests of the Corporation.
- 8.11 The Members shall exercise all the powers that the Corporation may legally exercise unless restricted by Law. These powers include, but are not limited to, the following:
- 8.11.1 To enter into contracts or agreements;
  - 8.11.2 To make banking and financial arrangements;
  - 8.11.3 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the Corporation;

- 8.11.4 To execute documents;
- 8.11.5 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 Members may consider advisable;
- 8.11.6 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
- 8.11.7 To purchase insurance to protect the property, rights and interests of the Corporation and to indemnify the Corporation, its Members, and Officers from any claims, damages, losses or costs arising from or related to the affairs of the Corporation.

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

## **9 DUTIES OF MEMBERS**

- 9.1 Members have a fiduciary duty, a duty of care, and a duty of loyalty to the Corporation. The standard of care set forth provides that all Members and Officers of the 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 shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Member and Officer of the Corporation must also comply with the statutes and regulations of the Province of Ontario that govern the Corporation and the By-laws. No provision in a contract or the By-laws relieves a Member or Officer of their duties.
- 9.3 Every Member and Officer of the Corporation must keep Confidential Information confidential. Information obtained for and from in-camera meetings is not for public dissemination. Disclosing information acquired as the result of being a Member has the effect of making non-public information, public. A Member is in breach of such obligation when such disclosure occurs.
- 9.4 Notwithstanding the forgoing, a Member may be required to disclose Confidential Information if required to do so by Law.
- 9.5 Should a Member wish to publicly disclose in-camera discussion or Confidential Information, a resolution of the Board of Directors passed by a two thirds vote of Members at a duly constituted meeting of the Board of Directors is required prior to disclosure.

- 9.6 Issues discussed in-camera are deemed to be confidential information and cannot be disclosed without the authority of the Members, as prescribed in section 9.5.

## **10 CONFLICT OF INTEREST**

- 10.1 Each Member individually, and the Corporation's Officers shall closely monitor its relationships, arrangements, contracts and agreements, and not engage in any relationships, arrangements, contracts and agreements that may result in a Conflict of Interest. The Members, individually and collectively, as well as the Officers, shall ensure compliance with this requirement.
- 10.2 Former Members and Officers of the Corporation may not apply for employment with the Corporation or seek to enter into a contract to supply services to the Corporation directly or indirectly until the expiry of twelve (12) months following the date upon which such person ceases to be a Member or Officer.
- 10.3 A Member shall not participate in that part of any meeting of the Board of Directors in which the Members deliberate, issue a tender, or vote on a contract or employment position for which a Member has a potential or actual Conflict of Interest.
- 10.4 A Member, Officer or agent of the Corporation must notify the Chair of the Corporation of every potential or actual Conflict of Interest no later than the first meeting of the Board of Directors after the Member, Officer or agent becomes aware that they are in a situation of a potential or actual Conflict of Interest, or request to have entered in the minutes of meetings of Members the nature and extent of their interest.
- 10.5 The decision of the Members on the existence of a potential or actual Conflict of Interest shall rest with the Members. In the event that the Members are unable to render a decision as to whether or not a Conflict of Interest exists, the Chair shall render a decision, which shall be binding upon the Corporation, Members, and Officers.
- 10.6 The Members shall have exclusive authority in the determination of a potential or actual Conflict of Interest.
- 10.7 In situations of potential or actual Conflict of Interest, a Member may proactively seek legal advice respecting such potential or actual Conflict of Interest, and the Board of Directors, by resolution, shall pay the costs incurred by the Member in seeking legal advice.

## **11 OFFICERS OF THE CORPORATION**

- 11.1 The Officers of the Corporation shall be the Chair, Vice Chair, Chief Administrative Officer, Secretary, Treasurer and any such Officers as the Members may, by Law, consider necessary.
- 11.2 **Appointment:** The Members may from time to time designate the Officers of the Corporation, appoint Officers (and assistants to Officers), specify their duties and delegate to such Officers powers to manage the day-to-day business and affairs of the Corporation. A Member may be appointed to any office of the Corporation. Except for

the Chair of the Corporation, an officer may be, but need not be, a Member. Two or more offices may be held by the same person.

11.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Members may remove any Officer of the Corporation, with or without cause, by resolution of the Board of Directors passed by a two-thirds vote of the Members at a duly constituted meeting of the Board of Directors. Unless so removed, an Officer shall hold office until their successor is appointed or until their resignation, whichever shall first occur. The Chair and Vice-Chair shall hold office for one year from the date of appointment. In the event the Chair resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members shall appoint another Member to act as Chair for the duration of the unexpired portion of the term.

11.4 **Description of Offices:** Unless otherwise specified by the Members (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:

11.4.1 **Chair:** The Chair of the Corporation shall be a Member, and may be reappointed in one or more subsequent years as outlined in the Act. The Chair shall, when present, preside at all meetings of the Board of Directors and shall sign all documents which require the Chair's signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to the Chair by the Members.

11.4.2 **Vice Chair:** The Vice Chair of the Corporation, if one is appointed, shall be a Member, and may be reappointed in one or more subsequent years. The Vice Chair shall be vested with all powers of the Chair and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.

11.4.3 **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Members. The Chief Administrative Officer shall:

- (i) report to the Members;
- (ii) be responsible for all operations of the Corporation;
- (iii) record or delegate accurate minute taking of the Corporation's meetings;
- (iv) ensure that the Corporation's files, records and other relevant written materials are kept, recorded and distributed;
- (v) take a lead role in financial policy development and monitoring of the Corporation's finances; and
- (vi) advise and assist the Members in understanding the Corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the Chief Administrative Officer shall be as follows:

- 11.4.3.1 To direct and co-ordinate the business of the Corporation in all its branches and departments in accordance with the policy and plans established and approved by the Members;
- 11.4.3.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Members for approval and to fulfill the mandate of the Corporation;
- 11.4.3.3 To direct and co-ordinate the compilation, consideration and presentation to the Members, recommendations arising from departmental operations, which require the Members' approval and to propose by-laws or resolutions arising from such recommendations;
- 11.4.3.4 To direct the preparation and compilation of and to present to the Members, the annual budget of estimates of revenues and expenditures;
- 11.4.3.5 To exercise general financial control over all departments in terms of the approved appropriation;
- 11.4.3.6 To act as spokesperson and direct collective bargaining with all the Corporation's employees within collective bargaining units, to recommend to the Members agreements concerning wages, salaries and working conditions, and, upon approval by the Members, 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 of Directors 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;
- 11.4.3.7 To have full control and direction of all employees subject to the human resources policies;
- 11.4.3.8 To appoint, employ, suspend or dismiss employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Members from time to time and to appoint and employ all other employees of the Corporation 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;
- 11.4.3.9 To present to the Members reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the

general administration of the Corporation;

- 11.4.3.10 To have cognizance of all communications to the Corporation and to receive all communications to direct the submission of the same to the Members together with their recommendations thereon;
- 11.4.3.11 To attend all meetings of the Board of Directors;
- 11.4.3.12 The CAO is authorized to seek legal advice and representation where necessary to protect, preserve or assert the best legal interests of the DNSSAB, and is authorized to pay any expenses, disbursements or costs reasonably incurred by or awarded against the DNSSAB within the CAO's delegated authority limits. The CAO will notify the Board of Directors of any legal proceedings against the DNSSAB and of legal advice touching the legal affairs of the Corporation over \$150,000 as soon as is reasonably practicable; and
- 11.4.3.12 To perform such other duties and exercise such other powers as the Members may from time to time lawfully assign to them.

The Chief Administrative Officer shall not be dismissed except by a resolution approved by a majority of the Members at a duly called meeting of the Members; provided that no such resolution shall be presented for consideration at any meeting of the Members unless written notice thereof shall have been given to the Members at least ten (10) days prior to such meeting and the Chief Administrative Officer has been given an opportunity to be heard by the Members.

**11.5.4 Secretary:** The Secretary shall be appointed by the Members. The Secretary, when in attendance, shall be the Secretary of all meetings of the Board of Directors and Committees of the Board of Directors; regardless of whether or not the Secretary attends meetings of the Board of Directors and Committees of the Board of Directors, the Secretary shall enter or cause to be entered in the Corporation's minute book minutes of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices to Members, auditors and members of Committees; they will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the Corporation.

**11.5.5 Treasurer:** The Treasurer shall be appointed by the Members. 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 Members. The Treasurer shall render to the Members an account of their transactions as treasurer and of the financial position of the Corporation. The Treasurer is authorized to transfer approved budgeted resources between departments in order to effect change pursuant to this by-law.

- 11.6 **Standard of Care:** Every Officer of the Corporation in exercising their powers and discharging their 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 circumstances. Every Officer of the Corporation shall comply with the By-laws and all applicable Laws.
- 11.7 **Limitation on Liability:** Provided that the standard of care required of them has been satisfied, no Member or Officer shall be liable for the acts, receipts, neglects or defaults of any other Member 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 their part, or for any other loss, damage or misfortune which shall happen in the execution of their office or in relation thereto, unless the same are occasioned by their own willful neglect or default.
- 11.8 **Indemnification of Members and Officers:** Subject to any applicable laws, the Corporation shall indemnify a Member or Officer of the Corporation, a former Member or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Member or Officer, and their 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 them in respect of civil, criminal or administrative action or proceeding to which they were made a party by reason of being or having been a Member or Officer of the Corporation if:
- 11.8.1 They acted honestly and in good faith with a view to the best interests of the Corporation; and
- 11.8.2 In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable ground for believing that their conduct was lawful.

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

- 11.9 **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 Members from time to time may determine.

## **SECTION C – FINANCIAL**

### **12 FINANCIAL YEAR**

- 12.1 The fiscal year-end of the Corporation shall be December 31 of each year.

### **13 BOOKS AND RECORDS**

13.1 The Members shall ensure that all necessary books and records of the Corporation required by the By-laws of the Corporation are regularly and properly kept.

#### **14 AUDITORS**

14.1 On an annual basis, the Members will appoint an auditor to audit the accounts of the Corporation.

#### **15 FINANCIAL TRANSACTIONS, ETC.**

15.1 All financial transactions and contracts of the Corporation shall be signed as provided for in the Corporation's purchasing policy.

#### **16 DISSOLUTION**

16.1 It is specifically 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, according to a formula to be approved by the Members.

### **SECTION D – RESTRICTIONS**

#### **17 RESTRICTED ACTS AFTER NOMINATION DAY**

17.1 The Members shall not take any action described in subsection 17.3 after Nomination Day.

17.2 Basis for determination

If a determination under section 17.1 is made:

17.2.1 After Nomination Day but before voting day, the determination shall be based on the nominations submitted for re-election by current Members that have been certified and any acclamations made to the new councils or Territory Without Municipal Organization; or

17.2.2 After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

17.3 Restrictions

The actions referred to in section 17.1 are:

- a) the appointment or removal from office of any Officer of the Corporation;
- b) the hiring or dismissal of any non-union management employee of the Corporation;
- c) the disposition of any real or personal property of the Corporation which had a value exceeding Fifty Thousand Dollars (\$50,000) when it was acquired by the Corporation; and

- d) the making of any expenditures or incurring any other liability which exceeds Fifty Thousand Dollars (\$50,000) which had not previously been budgeted for or approved of.

17.4 Exception

Subsection 17.3(c) does not apply if the disposition or liability was included in the most recent budget adopted by the Members before Nomination Day in an election year.

17.5 Powers unaffected

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

**SECTION E – RETENTION PERIOD FOR DOCUMENTS**

**18 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE CORPORATION**

- 18.1 The Corporation will abide by all standards of the Ministry of Children, Community and Social Services, Ministry of Municipal Affairs and Housing, Ministry of Health and Long Term Care and the Ministry of Labour, Training and Skills Development and all relevant Law with respect to the retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Corporation.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

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