BY-LAW NO. 1 (2026)

A procedural by-law governing the transaction of the business and affairs of the Rainy River District Social Services Administration Board operating as the District of Rainy River Services Board.

May 21, 2026

Approved by Board Resolution #26/26

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PART 1: DEFINITIONS

1.1 Definitions:

"Act" means the *District Social Services Administration Boards Act*, R.S.O. 1990, as amended.

"Corporate Secretary-Treasurer" means the Chief Administrative Officer.

"Corporation" means the Rainy River District Social Services Administration Board, operating as the District of Rainy River Services Board.

"Board" means the board of directors of the Corporation.

"Board area" means the geographic area prescribed for the Board in *O. Reg. 278/98* (including Schedule 5), as amended.

"Board member" means a person appointed or elected to the Board in accordance with the Act and *O. Reg. 278/98*, as amended.

"Chair" means the chair of the Board when referring to the office of Chair, and the presiding officer of a Meeting, as the context requires.

"Committee" means a committee established by the Board.

"DSSABs" means District Social Services Administration Boards.

"Electoral area" means an area of territory without municipal organization represented on the Board, as set out in *O. Reg. 278/98* for the Board.

"Majority of Board members" means more than half of the total number of Board members holding office at the time of the vote/decision.

"Majority of votes cast" means more than half of the votes cast on the question, excluding abstentions and excluding any member who is prohibited from voting (e.g., conflict of interest).

"Meeting" means a regular or special meeting of the Board or of a committee of the Board, as the context requires.

“Municipal council” means the council of a Municipality.

“Municipality” has the same meaning as in the *Municipal Act*, 2001, and, for purposes of this by-law, refers to an incorporated municipality within the Board area.

“Officers” means the Chair, Vice-Chair, and Corporate Secretary-Treasurer of the Board.

“Recorded Vote” means the recording of the name and vote of every Board member present on any matter or question.

“Recording Secretary” means a person designated by the Chief Administrative Officer to record the minutes of a meeting of the board or of a committee.

“Territory without municipal organization” has the same meaning as in *O. Reg. 278/98*, as amended.

“TWOMO” means a territory without municipal organization.

PART 2: CORPORATE STATUS

2.1 Corporate Status: The Rainy River District Social Services Administration Board operating as the District of Rainy River Services Board is a corporation, as established by the Act. The number of Board members, the areas they represent, and the manner and term of their appointment/election are prescribed in *O. Reg. 278/98* of the Act. For clarity, the Corporation does not have members; governance and oversight are exercised by the Board.

PART 3: BY-LAWS AND RESOLUTIONS

3.1 Procedural By-Law: The Corporation is required to adopt a procedural by-law including, but not limited to, the decision-making structure, the calling, place and proceedings of meetings, and the giving of notice to the public.

3.2 Resolutions: DSSABs do not have general by-law-making authority; therefore, the Corporation has only authority to establish a procedural by-law (i.e., By-Law No. 1). All other matters are dealt with through a resolution of the Board, as prescribed by the Province of Ontario.

PART 4: ROLE AND POWERS OF THE BOARD

4.1 Role of the Board: The Board provides strategic oversight to ensure the Corporation fulfills its mandate and achieves results that meet the needs of the Rainy River District. The Board sets the mission and strategic direction, approves the annual budget and major financial decisions, establishes governance and compensation policies, and meets as required to carry out its responsibilities.

4.2 Powers of the Board: The Board exercises all powers of the Corporation including the power to:
(a) enter into contracts or agreements;
(b) make banking and financial arrangements;
(c) execute documents;
(d) direct the way any other person or persons may enter into contracts or agreements on behalf of the Corporation;
(e) purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interests for such consideration and upon such terms and conditions as the Board may consider advisable;
(f) authorize, by resolution and in accordance with the Act, the temporary borrowing of such sums as may be required to meet the current expenditures of the Corporation until current revenue is received, by way of promissory note, and subject to the borrowing limits set out in the Act; and
(g) purchase insurance to protect the property, rights and interests of the Corporation and to provide coverage for Board members, officers, employees, and others, as the Board considers appropriate, in respect of claims, damages, losses or costs arising from or related to the affairs of the Corporation.

4.3 Transition Period Following Municipal Election: From election day until the new Board has executed the required oaths, the Board will not:
(a) hire or dismiss the Chief Administrative Officer;
(b) dispose of any real or personal property with a value exceeding $50,000 at the time it was acquired, unless the disposition is included in the current year’s budget; or
(c) approve any expenditure or incur any liability exceeding $50,000, unless it is included in the current year’s budget.

PART 5: HEAD OFFICE

5.1 Head Office: The head office of the Corporation is in the Town of Fort Frances in the District of Rainy River.

PART 6: SEAL

6.1 Seal: The seal, an impression of which is stamped on the last page herein, is the corporate seal of the Corporation. The seal is kept by the CAO at the head office.

PART 7: BOARD AREA

7.1 Jurisdiction: The jurisdictional area of the Board is the District of Rainy River, as set out in Schedule 5 of *O. Reg. 278/98*.

7.2 Municipal Areas: Incorporated municipalities in the District of Rainy River, as set out in Schedule 5 of *O. Reg. 278/98* (Areas 1-10), include:
(a) Township of Alberton;
(b) Town of Atikokan;
(c) Township of Chapple;
(d) Township of Dawson;
(e) Township of Emo;
(f) Town of Fort Frances;
(g) Township of Lake of the Woods;
(h) Township of LaVallee;
(i) Township of Morley; and
(j) Town of Rainy River.

7.3 Electoral Areas: The electoral areas of the Board include all territory without municipal organization (TWOMO) within the Board area. The TWOMO electoral areas are those set out in Schedule 5 of *O. Reg. 278/98* (Areas 11-13). For ease of reference, these areas may be described as Rainy River District West, Central, and East.

PART 8: BOARD MEMBERS

8.1 Composition and representation: The Board consists of 13 members as set out in Schedule 5 of *O. Reg. 278/98.* One member is appointed by each municipal council and one member for each TWOMO area is selected by the residents of that area.

8.2 Eligibility:
(a) A member who represents a municipality must be a member of a municipal council.
(b) A member who represents a TWOMO electoral area must meet the eligibility requirements in *O. Reg. 278/98* including citizenship/age and the residency/property connection tests set out in the regulation.
(c) No Board member may be an employee of the Corporation.

8.3 Electoral Area Election:
(a) TWOMO members are selected in accordance with *O. Reg. 278/98* and the *Municipal Elections Act*, 1996 (as applicable).
(b) The Corporation administers the TWOMO selection process and may appoint election officials or contract election administration, as permitted by the regulation.

8.4 Remuneration and expenses:
Board remuneration and expense reimbursement are set by Board policy, consistent with applicable law.

8.5 Vacancies:
A Board member's seat becomes vacant if the member:
(a) Becomes ineligible to hold office;
(b) Fails to attend three (3) consecutive Board meetings without the Board's authorization;
(c) Resigns; or
(d) Dies.

8.6 Filling vacancies:
(a) If a municipal appointee's seat becomes vacant, the municipal council shall appoint a replacement member for the remainder of the term.
(b) Where a TWOMO seat becomes vacant, the Board shall fill the vacancy for the remainder of the term by appointing a replacement member from the same TWOMO electoral area.
(c) If a TWOMO seat is unfilled because residents of that TWOMO area do not select a member or do not select a member within the required timeline, the Board shall appoint a member from that TWOMO area for the remainder of the term, and that member serves as if selected by the residents.

PART 9: ELECTION AND APPOINTMENT OF OFFICERS

9.1 Officers: The officers of the Board are the Chair, Vice-Chair and Corporate Secretary-Treasurer**.**

9.2 Appointment of Chair: The Board shall appoint a Chair from among its members at its first meeting after January 1 in each calendar year, in accordance with *O. Reg. 278/98*, as amended.

9.3 Election of Vice-Chair: The Board shall elect a Vice-Chair from among its members at the first Board meeting in each calendar year.

9.4 Appointment of Corporate Secretary-Treasurer: The Chief Administrative Officer is appointed as Corporate Secretary-Treasurer by the Board members through resolution.

9.5 Term of Office of Officers:
(a) The Chair shall serve until December 31 of the year of appointment, unless a vacancy occurs earlier, in accordance with *O. Reg. 278/98*, as amended.
(b) The Vice-Chair shall serve until December 31 of the year of election, unless a vacancy occurs earlier.
(c) The Corporate Secretary-Treasurer continues in office until their departure from the Corporation.

9.6 Filling of Vacancies:
(a) If the office of the Chair becomes vacant prior to December 31, the Board shall appoint a replacement Chair for the remainder of the year.
(b) If the office of Vice-Chair becomes vacant, the Board shall elect a replacement Vice-Chair for the remainder of the year.
(c) In the case of the Corporate Secretary-Treasurer, the Board members appoint an Acting Chief Administrative Officer to fill the vacancy, if necessary, until the Chief Administrative Officer position is filled.

PART 10: COMMITTEES

10.1 Committees:
(a) The Board may appoint standing and/or ad-hoc committees from among the Board members.
(b) Terms of reference, including length of term, are approved by the Board.
(c) The Board Chair serves as an ex-officio member of all committees with voting rights.
(d) If the Chair is unable to serve (e.g., due to a conflict of interest), the Vice-Chair assumes this role.
(e) Each committee elects a Committee Chair to review the agenda, chair committee meetings and report back to the Board.

PART 11: MEETINGS OF THE BOARD

11.1 Location: Meetings of the Board shall be held at the head office of the Corporation unless there is an emergency, or as otherwise determined by Board resolution.

11.2 Regular Meetings: The Board shall establish the date and time of regular monthly meetings by resolution.

11.3 Special Meetings: The Corporate Secretary-Treasurer shall convene a special meeting when directed by the Chair or upon receipt of a written request signed by a majority of the Board members.

11.4 Annual Meetings:

(a) Annual Organizational Meeting: The first Board meeting held after January 1 in each calendar year shall serve as the Annual Organizational Meeting. At this meeting, the Board shall, as applicable:
(i) appoint the Chair in accordance with *O. Reg. 278/98*;
(ii) confirm the appointment of the Corporate Secretary-Treasurer (if required);
(iii) confirm signing authority and banking resolutions for the year;
(iv) complete any required Board member oaths;
(v) appoint or confirm committee members; and
(vi) confirm the regular meeting schedule for the calendar year.

(b) Annual Accountability Review: At a meeting held on or before June 30 in each calendar year, the Board shall, as applicable:
(i) receive the audited financial statements for the preceding fiscal year;
(ii) appoint or confirm the auditor for the next audit cycle;
(iii) receive an annual report and direct its distribution to area municipalities, electoral areas, partners, and the public, as appropriate; and
(iv) conduct any other annual business determined by Board resolution.

11.5 Meeting Notice:
(a) Notice of meetings, including special meetings, shall be provided for Board members at least three (3) days in advance and shall state the business to be transacted.
(b) Notice may be provided personally or electronically to the address on file in the Corporation's records.
(c) In an emergency, notice may be given in any manner that is reasonable in the circumstances.
(d) The failure of a Board member to receive notice does not invalidate any resolution or proceeding taken at a meeting.

11.6 Public Notice: The Board shall adopt, keep current, and follow a Public Notice Policy that meets the requirements of the Act and *O. Reg. 278/98*. The Corporation shall give public notice of Board and committee meetings, and any other matters requiring notice, in accordance with that policy.

11.7 Format and Electronic Participation:
(a) Meetings may be held in-person, virtually (e.g., by teleconference or videoconference), or in a hybrid format.
(b) Where a Board member participates virtually, the member shall take reasonable steps to ensure privacy in their surroundings and to prevent any unauthorized listening or viewing.
(c) For the purposes of this by-law, a Board member participating virtually is present while the member is connected in a manner that allows the member to hear and be heard. If the member’s connection is lost, the member is not present for that period.

11.8 Agenda: The Corporate Secretary-Treasurer shall prepare the agenda in consultation with the Chair.

11.9 Cancellation: A regular meeting may be cancelled by the Chair, provided notice is given to all Board members as soon as practicable.

11.10 Quorum:
(a) A majority of the Board members constitutes quorum.
(b) Board members participating virtually count toward quorum.
(c) The Chair may confirm attendance for quorum purposes by reasonable means. If in the case of a virtual or hybrid meeting, if quorum is reasonably in doubt, the Chair may direct that quorum be reconfirmed by roll call before proceeding.
(d) If quorum is not present within thirty (30) minutes of the scheduled start time, the Recording Secretary shall record the names of Board members present and the meeting shall be adjourned to the next regular meeting, or to a special meeting if called.

11.11 Open Meetings and Closed Sessions (In-Camera)
(a) Meetings of the Board and its Committees are open to the public.
(b) The Board or a Committee may meet in a closed session (i.e., in-camera) only as permitted by applicable legislation.
(c) Before moving into closed session (i.e., in-camera), the Board or Committee shall pass a resolution stating that it will meet in-camera and describing the general nature of the matter to be considered.
(d) A record of the closed session (i.e., in-camera) shall be maintained in the Corporation’s official records.
(e) No votes shall be taken in closed session (i.e., in-camera) except for procedural matters or as otherwise permitted by law.

11.12 Recording of Meetings:
(a) No Board member shall make any audio or video recording, take photographs, screen-capture, livestream, or use any tool including AI-enabled transcription to capture any portion of a meeting, except as authorized by the Chair or required by law.
(b) If authorized by the Chair or required by law, recording of open meetings shall be governed by Board policy.

11.13 Adjournment: With Board consent, the Chair may adjourn a meeting to a fixed time and place announced before adjournment. An adjourned meeting may proceed only if quorum is present; otherwise, the meeting will be terminated. Only business that could have been dealt with at the original meeting may be considered.

PART 12: VOTING

12.1 Voting:
(a) Each Board member has one (1) vote on any matter before the Board.
(b) Votes may be conducted by roll call or by other reasonable means directed by the Chair (e.g., raised hands in person and/or using an electronic method).
(c) A tie vote means the motion is lost, unless legislation or regulation requires otherwise.
(d) When a different voting method or voting entitlement is required by applicable legislation or regulation, the Board shall follow those requirements.

12.2 Majority: Except where otherwise required by legislation, regulation, or this by-law, a motion or resolution is carried by a majority of votes cast by Board members present and eligible to vote.

12.3 Recorded Vote: When requested by a Board member, the Recording Secretary shall record the name and vote of each Board member present before the result is announced.

12.4 No Proxy Voting: Voting shall be given personally and not by proxy.

PART 13: FINANCIAL TRANSACTIONS OF THE CORPORATION

13.1 Fiscal Year: The fiscal year of the Corporation ends on the 31st day of December each year.

13.2 Execution of Financial Instruments: Deeds, transfers, assignments, contracts, obligations, certificates, and other financial instruments may be signed by the Chair and the Corporate Secretary-Treasurer, on behalf of the Corporation, as authorized by the Board. In addition, the Board may direct the person and the manner in which a particular financial instrument or group of instruments is signed. Signing officers designated by the Board through resolution may certify a copy of a resolution, this by-law, or other financial instrument of the Corporation to be a true copy.

13.3 Signing: All cheques, drafts or orders for the payment of money and all notes, acceptances and bills of exchange are signed by officers or employees designated by resolution of the Board.

13.4 Banking Arrangements: The banking business of the Corporation is transacted with banks, trust companies, or other firms or corporations designated by the Board, under such agreements, instructions and delegations of power authorized by the Board.

13.5 Custody of Securities: All securities owned by the Corporation are in the name of the Corporation and held with a chartered bank or trust company, as authorized by the Board.

13.6 Temporary Borrowing (Promissory Notes): The Board may, by resolution and in accordance with the Act, authorize the Corporation to borrow from time to time by way of a promissory note such sums as are necessary to meet the current expenditures of the Corporation until current revenue is received.
(a) The total amount outstanding under this section shall not exceed 25% of the estimated current revenue of the Corporation for the current year.
(b) Until the estimates for the current year have been determined, the borrowing limit in clause (a) shall be calculated as 25% of the preceding year’s estimates.

13.7 Financial Statements and Cost Apportionment Formula: Each year, the Corporate Secretary-Treasurer or designate shall deliver (including electronically) a copy of the audited financial statements and the current cost apportionment formula, together with a comparison to the previous year’s formula, to each Board member, municipality, and electoral area listed in Part 7.

13.8 Schedule of Fees: The Corporation will establish a schedule of fees for photocopying, facsimiles, and manual searches of records.

PART 14: AUDIT

14.1 Appointment/Confirmation of Auditors: At the Annual Accountability Review, the Board shall appoint or confirm one or more auditors who are licensed under the *Public Accountancy Act* to audit the accounts and transactions of the Corporation and to prepare audited financial statements for the fiscal year in accordance with Public Sector Accounting Board recommendations.

14.2 Disqualification of Persons as Auditors: No person can be appointed as an auditor of the Corporation who is, or during the preceding year, was a Board member.

PART 15: RULES OF PROCEDURE

15.1 Parliamentary Authority: Meetings shall be conducted in accordance with Robert's Rules of Order (latest edition)**,** except where otherwise provided by applicable legislation, regulation, or this by-law. Where there is a conflict, legislation, regulation, and this by-law prevail.

15.2 Duties of the Chair: The Chair shall:
(a) Open meetings and call the meeting to order.
(b) Maintain order and decorum and ensure fair opportunity for debate.
(c) Present motions, put questions to a vote when in order and announce the results of votes.
(d) Rule motions or questions out of order when they are contrary to procedure, legislation, or this by-law.
(e) Sign resolutions, this by-law, and minutes as required; and
(f) Adjourn the meeting when business is complete, or in the event of serious disorder.

15.3 Vice-Chair and Acting Chair: The Vice-Chair shall act in the place of the Chair when the Chair is absent or unable to act. If both the Chair and Vice-Chair are absent or unable to act, the Board shall appoint an Acting Chair from among its members to preside for that meeting.

15.4 Corporate Secretary-Treasurer and Recording Secretary
(a) The Corporate Secretary-Treasurer shall provide meeting notices, maintain the official minutes and records of the Board, safeguard and control the funds and securities of the Corporation, ensure the maintenance of accounting records, and provide financial reporting to the Board, in accordance with applicable legislation and Board policy.
(b) Where the Recording Secretary role is assigned by the Corporate Secretary-

Treasurer to a member of staff of the Corporation, the Recording Secretary shall record minutes as directed and ensure they are maintained in the Corporation's official records.

15.5 Points of Order: Any Board member may raise a point of order to address a breach of procedure, improper conduct, or an irregularity in the meeting. The Chair shall rule on points of order, subject to any right of appeal permitted under Robert's Rules of Order.

15.6 Rules of Debate and Decorum:
(a) Board members shall conduct themselves respectfully, shall not make personal attacks and shall not use improper, abusive, or offensive language.
(b) A Board member shall address all remarks through the Chair, speak only when recognized by the Chair, and confine remarks to the question under debate.
(c) Only one person may speak at a time. Interruptions are not permitted.
(d) The Chair may rule a member out of order, require a member to cease speaking, or take other reasonable steps to maintain order.
(e) For virtual or hybrid meetings, the Chair may direct that a participant be muted or disconnected where necessary to address disruption, interference, or to preserve the orderly conduct of the meeting.
(f) The Board may, by motion, set reasonable limits on speaking time or the number of times a member may speak to a motion.

15.7 Motions and Resolutions: A motion must be moved and seconded before it may be debated or voted upon, unless Robert's Rules of Order permits otherwise. The Chair shall state the motion immediately before the vote in the form to be recorded in the minutes. Any Board member may request that a motion be read before the vote, provided it does not interrupt a speaker. Motions may be moved and seconded orally.

15.8 Delegations: Delegations may appear with the permission of the Chair and in accordance with Board policy, including any procedures respecting requests to appear, timelines, presentation length, and decorum.

15.9 Minutes:
(a) Minutes shall be recorded for all Board and Committee meetings and shall include, at minimum, attendance, decisions, and recorded votes.
(b) Minutes shall also record declarations of pecuniary interest in the manner required by the *Municipal Conflict of Interest Act*.
(c) Minutes shall be approved by the Board or Committee, as applicable.

15.10 Closed Sessions and Confidentiality:
(a) The Board and its Committees may meet in closed session (i.e., in-camera) only as set out in Part 11.11 and as permitted by applicable legislation.
(b) Board members, officers, and staff shall maintain the confidentiality of closed-session (i.e., in-camera) matters and any confidential or personal information and shall not disclose such information except as authorized by the Board or required by law.

15.11 Access and Privacy: The Board and the Corporation shall comply with applicable access to information and privacy legislation. Board members, officers, and staff shall take reasonable steps to protect confidential information and personal information from unauthorized access, use, or disclosure.

PART 16: CONDUCT OF BOARD MEMBERS

16.1 Conduct of Board Members: Board members shall conduct themselves in accordance with applicable legislation, this by-law, and any policy established by the Corporation.

16.2 Oath of Office and Oath of Confidentiality: Every Board member shall sign an Oath of Office and an Oath of Confidentiality in the form established by Board policy. The Corporate Secretary-Treasurer shall retain the signed oaths in the Corporation's official records.

PART 17: CONFLICT OF INTEREST

17.1 Compliance: All Board members, including representatives of territories without municipal organization (TWOMOs), shall comply with the *Municipal Conflict of Interest Act* (MCIA), as amended.

17.2 Duty to Disclose: A Board member who has a direct or indirect pecuniary interest in any matter under consideration shall disclose the interest and the general nature of the interest before any consideration of the matter or, if the member becomes aware of the interest after the meeting has begun, as soon as possible thereafter**,** in accordance with the MCIA.

17.3 Restrictions: After disclosing an interest, the Board member shall not take part in the discussion of, or vote on, any question in respect of the matter and shall not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question, in accordance with the MCIA.

17.4 Closed Session: Where the matter is considered in closed session (i.e., in-camera), the Board member shall, immediately following the disclosure, leave the session for the duration of the consideration of the matter, in accordance with the MCIA.

17.5 Written Statement: At the meeting at which the Board member discloses an interest under this Part, or as soon as possible afterward, the Board member shall file a written statement of the interest and its general nature with the Corporate Secretary-Treasurer (or designate), in accordance with the MCIA.

17.6 Record and Registry: The Corporate Secretary-Treasurer and/or Recording Secretary (as applicable) shall ensure that each declaration is recorded in the minutes in the manner required by the MCIA and shall establish and maintain a registry in accordance with the MCIA. The registry will be made available for public inspection in the manner determined by Board policy.

17.7 Application: This Part applies to meetings of the Board and its Committees.

PART 18: PROTECTION OF BOARD MEMBERS

18.1 Protection: To the extent permitted by law, no Board member is personally liable for any act done or omitted in the performance of their duties if the Board member acted honestly, in good faith, and with reasonable care. This protection does not apply in cases of willful misconduct, bad faith, gross negligence, or breach of applicable legislation.

18.2 Insurance: Subject to applicable legislation, the Corporation purchases and maintains liability insurance for the benefit of its Board members, officers, employees, and others, as determined by the Board.

PART 19: INDEMNITY OF BOARD MEMBERS

19.1 Indemnity: To the extent permitted by law, the Corporation shall indemnify and save harmless each Board member and former Board member, and any person who acts or acted at the Corporation's request in a similar capacity for another entity, from and against all costs, charges, and expenses, including amounts paid to settle an action or satisfy a judgment, reasonably incurred in any civil, criminal, or administrative proceeding arising from the individual's association with the Corporation, provided that:
(a) the individual acted honestly and in good faith with a view to the best interests of the Corporation;

(b) in the case of a criminal or administrative proceeding enforced by a monetary penalty, the individual had reasonable grounds to believe the conduct was lawful; and
(c) the indemnity does not apply in cases of willful misconduct, bad faith, or gross negligence.

PART 20: APPORTIONMENT OF COSTS

20.1 General rule: Subject to the Act and *O. Reg. 278/98*, the costs of social services in the Rainy River District, including costs of administration, shall be apportioned among the municipalities and electoral areas in accordance with the methods set out in section 6 and 7 of *O. Reg. 278/98*, unless an alternate method is in effect under section 20.2.

20.2 Alternate method: Despite the default methods in subsections 6(2) and 6(4) of *O. Reg. 278/98*, the Board may apportion the costs in a different way where an agreement is in effect that satisfies subsection 6(5) of *O. Reg. 278/98* (an "Apportionment Agreement"). For clarity, the Corporation's current apportionment approach is established by Board Policy F-3.1.

20.3 Changing the method: A new Apportionment Agreement, or a revision to an existing Apportionment Agreement, shall not take effect unless the requirements of subsection 6(5) of *O. Reg. 278/98* are satisfied.

20.4 Double-majority requirement: Without limiting section 20.3, a new Apportionment Agreement or a revision to an existing Apportionment Agreement shall not take effect unless both of the following conditions are met (the "double majority"):
(a) a majority of the municipalities and members representing TWOMO electoral areas consent to the alternate method; and
(b) those municipalities and members who have consented represent a majority of the electors in the Board's District.

20.5 Form of consent: A municipality may consent for the purposes of section 20.4 only by resolution of its municipal council, and a member representing a TWOMO electoral area may consent only by signed consent of that member.

20.6 Implementation and notice: Where a new Apportionment Agreement or a revision to an existing Apportionment Agreement takes effect:
(a) the Corporate Secretary-Treasurer shall maintain the consents as part of the Corporation's official records.
(b) the Board shall approve the annual cost apportionment amounts in a manner consistent with the agreement in effect; and

(c) the Corporate Secretary-Treasurer shall distribute the cost apportionment formula and reporting in accordance with this by-law (including section 13.7), applicable legislation, and service contract requirements.

PART 21: AMENDMENTS

21.1 Amendments: This by-law may be amended by resolution of the Board at a duly constituted regular or special meeting, if notice of the proposed amendment has been circulated to all Board members at least forty-five (45) days prior to the meeting.

PART 22: EFFECTIVE DATE

22.1 Effective Date: This by-law comes into effect on the date it is passed by the Board and sealed with the Corporate Seal.

PASSED by the Board this 21 day of May, 2026.

Mayor Deborah Ewald, Chair

Charene Gillies, Chief Administrative Officer/Corporate Secretary-Treasurer

As per the Printed Original

CORPORATE SEAL