

LRMC Constitution

Mission Statement

The LRMC is committed to working collaboratively on issues of mutual concern to our member municipalities in order to achieve the best possible results for our constituents in an efficient and effective manner. Member municipalities believe that working together gives us a stronger voice.

Vision Statement

The LRMC envisions a future where each of our member municipalities are thriving and sustainable communities with financial stability, who continue to work together for the common good of our residents and ratepayers.

Goals

The goals of the LRMC are:

- Sharing information to keep all member municipalities current with respect to issues that impact small, northern, rural municipalities;
- Advocating with one voice, on issues of common concern, to other orders of government;
- Pooling resources as required for studies, research or other works of mutual interest;
- Working together to share best practices for administrative and governance subject matters;
- Sharing administrative workloads as and where possible for greater efficiencies; and
- Arranging and attending topical seminars or presentations for the benefit of member municipalities' councils and staff.

Constitution

1. Legal Status

The Lakehead Rural Municipal Coalition, referred by the acronym “LRMC” is an association. It is not an incorporated entity nor is it a partnership. The LRMC does not have independent financial management and, as such, has no “fiscal year”, no appointed bankers, no treasurer, and no auditors or audit requirements. In circumstances where any payment needs to be made on behalf of the LRMC, the LRMC shall determine one member municipality to make the payment, and the reimbursements required by other member municipalities.

2. Membership

Membership in the LRMC is limited to 6 members, who are: The Corporation of the Townships of Gillies, O’Connor and Conmee and The Corporation of the Municipalities of Neebing, Shuniah and Oliver-Paipooonge. Each is referred to as a “**member municipality**”.

3. Voting

Each member municipality shall have one vote on motions moved at meetings of the LRMC. The vote will be exercised by the head of the council of the member municipality, or by his or her delegate attending the meeting in person.

4. Officers

The officers of the LRMC are a Chair and a Vice Chair, to be elected annually, at the first meeting of each calendar year. In any year where a municipal election is held, the LRMC may choose to have its first meeting of the new term of the members’ councils prior to the advent of the new calendar year. In those circumstances, the Chair and Vice Chair will be elected at the first LRMC meeting called after the elected officials for all of the member municipalities have taken their oaths of office.

One signing officer is required for the LRMC, which shall be the Chair. In circumstances where the Chair is unavailable to be signatory, the Vice Chair may sign on behalf of the LRMC.

The election process for the Chair and Vice Chair positions is outlined in Appendix One to this Constitution.

5. Secretary

Unless otherwise agreed by resolution, one member municipality will provide secretarial services to the LRMC. The LRMC will review, annually, this provision of service so that the responsibility is shared between those member municipalities with the capacity to provide the service. The secretary need not be the head of administration of the member municipality. If the current Secretary resigns or is removed from the role, and multiple individuals express interest in filling the position, the Chair shall place all names into a container and randomly draw one name, with a witness present to observe the process.

The provision of secretarial services includes the provision of stationery, computer and printing resources, postage, etc. for the ordinary business of the LRMC. Where extraordinary printing or postage requirements arise, such as the production and distribution of advocacy materials in large numbers, member municipalities who are able to will share in those costs, as determined when the work is assigned.

Each member municipality will contribute to an agreed proportionate share at the beginning of each year for secretarial services, where such services are provided, and will also be invoiced at that time. The secretary's compensation will be distributed in 12 equal monthly payments. If the secretary leaves before the end of the year, the collected fees will be transferred to the new member municipality providing the secretarial services.

6. Head Office

The "head office" for the LRMC will be located at the municipal office of the member municipality providing secretarial services as set out in Section 5. In circumstances where secretarial services are otherwise provided, the location of the head office will be determined by the LRMC. The head office address is used for return addresses in correspondence, on advocacy documents, etc.

7. Meetings

At least six regular meetings shall be held per year, beginning in January. Meeting dates and times are determined by the members at the beginning of each year.

Regular attendees at LRMC meetings will include the heads of council and the heads of administration from each member municipality. If a head of council or administration is unable to attend, they may appoint a delegate to attend on their behalf. Delegates for heads of council must be other elected officials from their municipality and are

authorized to exercise voting privileges for the absent council head. Delegates are required to be reported to the secretary, and each delegate will receive a copy of the agenda. Administrative heads, or their delegates, are not granted voting privileges.

The head of council, or his or her delegate, is referred to as a “**voting member representative**” of the LRMC. The head of the administration of the member municipality, or his or her delegate, as well as the Secretary (if he or she is not the head of administration of a member municipality) are referred to as a “**non voting member representative**” of the LRMC. The term “**member representative**” refers to either or both the voting and non-voting member representatives.

Special meetings may be called at any time at the request of the Chair or majority of voting members. No additional notice is required beyond the email distribution of the agenda and any relevant reports or correspondence to the heads of council and administration of each member municipality.

As a general rule, LRMC meetings are open to the public. While it is not anticipated that agenda items will meet the criteria for closing a meeting to the public as set out in Subsection 239(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time, should a matter on the agenda fall within any of those stipulated criteria, the portion of the meeting in which that matter is discussed may be closed to the public. In such circumstances, the LRMC shall pass a resolution approving the closing of the meeting and setting out the reason for the closure within the resolution, citing the paragraph of Subsection 239(2) which authorizes the closed session.

The secretary, from the member municipality currently providing secretarial services as outlined in Section 5, is responsible for posting agendas and approved minutes on their municipal website. Other member municipalities may choose to link to the secretary's website if they wish. This ensures transparency and accessibility of LRMC materials.

Meeting agenda preparation and meeting procedures are outlined in Appendix Two to this Constitution.

8. Decision making

Whenever possible, LRMC decisions shall be determined by unanimous agreement of all voting member representatives. If unanimity is not possible, a majority of votes cast will carry the decision. A tie vote on any question means that the question fails. No member municipality has an additional or casting vote.

Voting members should come to meetings prepared to make decisions on behalf of the LRMC, in the best interests of the LRMC and its member municipalities. Decisions at the LRMC table are not binding upon member municipalities unless the member municipality has resolved at a duly constituted council meeting, to ratify the decision, or, to delegate decision-making authority for that decision to its voting representative.

Wherever there is a concern at the LRMC table that decisions require member municipality resolutions, the matter will be discussed and reference made in the meeting minutes. It will be the duty of each head of administration to place before his or her council the matter requiring ratification, as soon as reasonably practicable, and report the resulting decision to the Secretary of the LRMC.

9. Member Representatives' Duties

All member representatives are expected to prepare for, attend, and actively participate, in all meetings. Voting member representatives are expected to be informed with respect to matters on which they cast votes.

Member representatives shall keep confidential any information disclosed or discussed at a meeting of the LRMC, or part of a meeting of the LRMC, that was closed to the public. No member representative, apart from the Chair or Vice Chair, shall purport to speak on behalf of the LRMC unless he or she is authorized by the LRMC to do so.

All member municipalities have codes of conduct applicable to members of their councils. Some member municipalities have codes of conduct applicable to members of their staff. All member representatives shall uphold the letter and spirit of the code of conduct for his or her member municipality while participating in the business and decision-making of the LRMC, and follow up activities, including representing the LRMC at external meetings and/or conferences.

Member representatives shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the LRMC. Member representatives shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code, R.S.O.1990, c. H.19, and the Canadian Charter of Rights and Freedoms, Part I of the Constitution Act, 1982.

Voting member representatives shall adhere to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, and declare all pecuniary interests when called upon to do so.

10. Duties of the Chair (or Vice Chair in the Chair's Absence)

It is the duty of the Chair (or the Vice Chair in the absence of the Chair) to:

- a) Call the meeting to order at the appropriate time;
- b) Announce the business before the LRMC in the order in which it appears on the agenda;
- c) Receive and submit, in the proper manner, all motions presented by voting member representatives, put the questions to vote and announce the result;
- d) Maintain the meeting in good order, calling out any inappropriate behavior of any person present (be it a member representative or a member of the general public), and ordering them to leave if they persist in such behavior after having been warned to cease;
- e) Adhere to time limits and meeting curfews as appropriate;
- f) Adjourn the meeting when the business is concluded; and
- g) Adjourn the meeting immediately in the case of grave disorder arising at the place of the meeting.

11. Secretarial Duties

It is the duty of the Secretary of the LRMC to:

- a) Receive from member representatives any items of business to be included on meeting agendas;
- b) Prepare meeting agendas and compile the material necessary to complete the agenda package;
- c) Distribute meeting agendas to member representatives and any other persons as directed by the Chair;
- d) Attend meetings and record minutes;
- e) Prepare formal minutes of each meeting for review and approval at the next ensuing meeting;
- f) Prepare correspondence for the Chair or Vice Chair as directed;
- g) Undertake research and prepare reports for meetings and/or for advocacy distribution as directed; and
- h) Undertake other duties as assigned by the LRMC. Where the Secretary is unsure of the suitability of any matter presented for inclusion on an agenda, he or she shall review the matter with the Chair, and the Chair's decision on the matter will be final. This does not prevent the member representative who requested the matter be placed on the agenda from bringing or suggesting a motion to amend the agenda to include the item.

12. Subcommittees

The LRMC may at any time appoint one or more member representatives to a subcommittee to inquire into any matter or to undertake any work on behalf of the LRMC. Where assistance from other elected officials or staff from member municipalities, or from members of the general public, would be of benefit to a subcommittee, the LRMC may appoint persons to work on subcommittees who are not member representatives. Every subcommittee must have at least one voting member representative as a liaison to the LRMC with respect to the subcommittee's work and progress.

The LRMC shall either set or approve terms of reference for any subcommittee established under this Section. Where the LRMC has not set terms of reference, the first task of any subcommittee is to form terms of reference and to forward same to the LRMC for approval. No subcommittee shall operate without approved terms of reference.

Subcommittees shall not vote on matters before them. They are intended to be working committees, undertaking their duties as prescribed by the LRMC.

13. Remuneration

Unless otherwise provided in this Constitution, the LRMC does not provide remuneration to member representatives, whether at the LRMC table or participating in subcommittee work. Each member municipality shall provide such remuneration to member representatives as it sees fit.

14. Liability and Indemnity

No member representative is liable for the acts or omissions of any other member representative. Each member representative is responsible for his or her own actions, whether willful or occasioned by neglect. Each member representative shall be governed by the indemnification rules and/or insurance policies passed and/or held by the member municipality that they represent.

15. Severability

If any section of this constitution and/or its appendices is determined by a court or tribunal of competent jurisdiction to be invalid, void or inoperable, the other sections of this constitution and/or its appendices shall continue in full force and effect.

16. Amendment

This constitution, including its appendices, may be amended by resolution of the LRMC at a regular or special meeting. Unless and until it is amended, it governs as approved by the LRMC at its meeting held on March 18, 2025.

Appendix One: Election Procedures

Election Procedure for LRMC Officers: Chair and Vice Chair

The LRMC has two officer positions: Chair and Vice Chair. Both roles are elected annually by the voting members, with elections held at the start of a regular meeting in January or December, as agreed by the members.

The Secretary will open the meeting during which elections are held and assume the chair temporarily.

Members must notify the Secretary, in person or otherwise, of their intent to stand for office or to nominate others.

Call for Nominations

- The Secretary will call for nominations for the position of Chair.
- Nominations do not require a seconder.
- Nominees will be asked if they are willing to stand for office. Those unwilling to stand will be excluded from the election.

Acclamation

- If only one person is nominated and agrees to stand, they will be acclaimed as Chair.

Contested Elections

- If two or more nominees agree to stand, each will have the opportunity to briefly address the membership, explaining their reasons for seeking the position. Each nominee will be allotted a maximum of two minutes.
- Voting may be conducted in person, virtually, or through a combination of both, at the discretion of the Secretary:
 - In person: Using written ballots collected and tallied by the Secretary.
 - Virtual participants: Using an anonymous Zoom poll or other secure virtual voting method to ensure confidentiality.
- The Secretary will tally all votes and announce the results.

In the event of a tie, the Secretary will determine the Chair via a coin toss. The person who loses the coin toss will assume the role of Vice Chair.

Election of the Vice Chair

If the Vice Chair was not determined through the coin toss procedure, the Secretary will call for nominations for the Vice Chair position.

The same nomination and election process used for the Chair will apply to the Vice Chair election:

- Nominees must confirm their willingness to stand.
- Acclamation will occur if there is only one nominee.
- Contested elections will involve nominee addresses and voting, either through written ballots for in-person attendees or an anonymous virtual voting method for remote participants, as determined by the Secretary
- In the event of a tie, the Secretary will determine the Vice Chair via a coin toss.

Once the elections are concluded, the newly elected Chair will assume the role and lead the remainder of the meeting.

Appendix Two: Meeting Procedures

1. Agenda Preparation

Any member representative may submit items to the Secretary for inclusion on an LRMC agenda if they believe the matter is of mutual interest or concern to the membership.

- **For regular meetings**, items and relevant background materials must be sent to the Secretary by close of business on the Wednesday prior to the meeting.
- **For special meetings**, items must be submitted by close of business on the third business day prior to the meeting date.

All LRMC agendas, whether for regular or special meetings, will include a "New Business" section where members may raise additional matters for discussion.

- The Secretary shall finalize and distribute agendas:
 - **For regular meetings**, by close of business on the Friday preceding the meeting (or Thursday if Friday is a statutory holiday).
 - **For special meetings**, as soon as possible prior to the meeting. If notice is short, distribution timelines may vary.
- Agendas will be structured to ensure meetings end by 7:30 p.m. A curfew will be set for 7:30 p.m., and a vote is required to continue past 7:30 p.m.
- Agendas are not required for subcommittee meetings.

2. Deputations and Presentations

- The LRMC may request presentations or deputations on matters of interest. Other individuals or entities may also request to present to the LRMC.
- Presentations or deputations will be scheduled as close to the meeting's call to order as possible to allow presenters to leave promptly after their presentation.
- Presenters using materials (e.g., PowerPoint or documents) must provide electronic or hard copies to the Secretary in accordance with agenda preparation rules to ensure distribution with the agenda.

3. Attendance and Quorum

- Only voting member representatives count toward quorum. A minimum of four voting members must be present to form quorum.
- Voting members must notify the Secretary at least 24 hours in advance if they plan on not attending the next meeting.

- If all member municipalities are not represented, significant matters should be tabled until full representation is present.
- Representatives may attend meetings in person, virtually or over the phone. Voting members attending in person, virtually, or over the phone count towards quorum.

4. Voting

- Voting will be conducted verbally.
- Proxy voting is permitted for designated delegates but not for voting members themselves.
- Votes require a mover and seconder before debate or voting occurs. Decisions are made by majority vote, though unanimity is preferred.
- Votes may be recorded upon request and reflected in the minutes without commentary or additional notes on the votes.

5. Speaking Rules

- Meetings will remain informal, and representatives do not need to speak “through the chair.” There are no limits on how many times a representative may speak to a matter.
- The Chair may intervene to maintain order, encourage focus, or prevent repetitive discussion.
- Meetings will follow Robert’s Rules of Order for procedural guidance.

6. Decorum and Distractions

- Meetings may not be electronically or mechanically recorded without the consent of the members present.
- Members and attendees must silence electronic devices during meetings. Calls or messages must be taken outside the room.
- In urgent cases, representatives may request permission from the Chair to keep devices on alert or respond during the meeting.
- No Member, delegate or person in attendance shall wear clothing with offensive pictures, slogans, profane language statements or clothing that promotes causes, infringe on a person’s human rights, or could be perceived or misconstrued as advertising of any entity.

7. Minutes

- Minutes for regular meetings will be prepared and distributed with the agenda package for the next regular meeting.
- For special meetings, minutes will follow the same process unless timing prevents it, in which case they will be included in the following agenda package.
- Subcommittee meetings do not require the preparation or distribution of minutes.
- Minutes are to be recorded without note or commentary.

8. Adjournment

- Meetings will adjourn once all business is completed or when the curfew is reached without a resolution to extend.
- Any unfinished business will be added to the agenda for a future meeting.