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Meeting Date: October 31, 2019
File No.:



<b>To:</b>	Chair and Members Lambton Area Water Supply System Joint Board of Management
<b>From:</b>	Clinton Harper General Manager
<b>Subject:</b>	By-Law Number 2-2019 to regulate the proceedings of the Lambton Area Water Supply System Joint Board of Management

## Recommendation

That the LAWSS Board repeal By-Law 2-2016 and replace with By-Law Number 2-2019 to regulate the proceedings of the Lambton Area Water Supply System Joint Board of Management.

## Background:

For housekeeping purposes, from time to time it is necessary to update key By-Laws that regulate LAWSS administration and governance. By-Law 2-2019 is designed to replace the existing Procedural Bylaw.

## Comments:

Below all the changes are detailed.

<b>Section: 2</b>
<b>Repeal:</b>
The regular meetings shall be held the last Thursday of each month at the LAWSS Water Treatment Plant at the hour of 10:00 a.m. standard time and daylight saving time when applicable or at the call of the Chair.
<b>Replace with:</b>
The regular meetings shall be held the last Thursday of each month at the Tourism Sarnia-Lambton Assembly Room, 1455 Venetian Blvd. Point Edward, ON N7T 7W77 at the hour of 12:00 p.m. standard time and daylight-saving time when applicable or at the call of the Chair.
Reason: Motion of the LAWSS Board affecting venue and time.

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## **Section: 7**

### **Repeal:**

The prepared Agenda shall include:

1. Declaration of pecuniary interest.
2. Adoption of Minutes of the previous meeting.
3. Delegations.
4. Business updates.
5. Financial reports.
6. Operational/capital update.
7. Reports of Committees.
8. Miscellaneous Reports.
9. Ongoing issues.
10. Correspondence.
11. New Business.
12. By-laws.
13. In Camera Items.

### **Replace with:**

The prepared Agenda shall include:

1. Call to Order
  - 1.1 Disclosure of Pecuniary Interest
  - 1.2 Delegations
2. Adoption of Minutes
3. Consent Items
4. Items for Discussion
5. Deferred Matters/Additional Business
6. Upcoming Meeting Dates
7. Adjournment

Reason: This change will separate most items going to the board into two basic streams in an effort to simplify how items are presented. An example of an item presented to the Board for consent is The Monthly Operational Reports. Reports and documents the Board are accustomed to seeing monthly, and accepting as information, will be placed at the beginning of the Agenda as separate items.

Items are brought to the Board for discussion when direction on a specific matter is needed by the LAWSS General Manager. An example of an item brought to the Board for discussion when it is necessary to awarding a contract to a specific contractor or approving a specific By-Law. This change does not affect the General Manager's reporting requirements.

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<b>Section 40:</b>
<b>Added new Section:</b>
This By-Laws repeals the By-Law number 2-2016 and all amendments thereto. This By-Laws supersedes and corresponding By-Law of LAWSS, through inadvertence, might not have been repealed.
Reason: missing Section

<b>Section 41:</b>
<b>Added new Section:</b>
The short title for this By-Law is the "LAWSS Procedural By-Law".
Reason: missing Section

## Consultation:

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The City of Sarnia and Township of Warwick staff were consulted on the mechanics of this change.

## Financial Implications:

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none

This report was prepared by Clinton Harper, General Manager

Attachment(s): By-Law 2-2019 Procedural By-Law