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To:	Chair and Members Lambton Area Water Supply System Joint Board of Management
From:	Clinton Harper General Manager
Subject:	By-Law Number 2-2020 to regulate the proceedings of the Lambton Area Water Supply System Joint Board of Management

Recommendation

That the LAWSS Joint Board of Management **REPEAL** By-Law Number 2-2016 and **REPLACE** with By-Law Number 2-2020 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 2-2020 is designed to replace the existing Procedural Bylaw.

In this report each change has been listed. The changes include the original staff recommendations, and the additional comments received at the LAWSS Board Meeting on October 31, 2019. An email to the group on November 6, 2019 requesting feedback by December 5, 2019 did not yield any comments.

Comments:

Original Staff recommendations:

Section: 2
Repeal:
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.
Replace with:
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.

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Reason: Motion of the LAWSS Board affecting venue and time.

Section: 7
Repeal:
<p>The prepared Agenda shall include:</p> <ol style="list-style-type: none"> 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:
<p>The prepared Agenda shall include:</p> <ol style="list-style-type: none"> 1. Call to Order <ol style="list-style-type: none"> 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
<p>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.</p> <p>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</p>

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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.

Section 40:

Added new Section:

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

Section 41:

Added new Section:

The short title for this By-Law is the "LAWSS Procedural By-Law".

Reason: missing Section

Changes discussed on October 31, 2019 at the meeting of the LAWSS Board:

Section: 8, Subsection j.

Repeal:

To authenticate, by his signature, when necessary, all by-laws, resolutions, minutes of Board;

Replace with:

To authenticate, by their signature, when necessary, all by-laws, resolutions, minutes of Board;

Reason: updated to gender neutral statement.

Section: 8, Subsection l.

Repeal:

To select the members who are to serve on committees;

Replace with:

To call for nominations between members who are to serve on committees;

Reason:

Section: 8, Subsection p.

Repeal:

To adjourn the meeting without question in the case of grave disorder arising in the Board Chamber.

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<i>Replace with:</i>
To adjourn the meeting without question in the case of grave disorder arising in the meeting room.
Reason: more accurately stated venue.

Additional changes recommended by staff after further review.

<i>Section: 24, Subsection a.</i>
<i>Repeal:</i>
Immediately preceding the taking of the vote thereon, the Chair may state a question in the form introduced and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative he shall state the question in the precise form in which it was recorded in the minutes.
<i>Replace with:</i>
Immediately preceding the taking of the vote thereon, the Chair may state a question in the form introduced and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative they shall state the question in the precise form in which it was recorded in the minutes.
Reason: updated to gender neutral statement.

Consultation:

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

Financial Implications:

none

This report was prepared by Clinton Harper, LAWSS General Manager

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