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Meeting Date: July 30, 2020
File No.:



To: Chair and Members
Lambton Area Water Supply System Joint Board of Management

From: Clinton Harper
General Manager

Subject: 2020 and 2021 Meeting Format and Schedule

Recommendation

It is recommended that the LAWSS Joint Board of Management endorse amending By-Law 4-2020 and establish a meeting schedule format for the balance of 2020 and 2021 as described below.

Background:

Rules of governance for Municipalities in Ontario are established by the Municipal Act, 2001. Currently in Ontario, Municipalities are not permitted to conduct fully electronic meetings unless an emergency has been declared by the Premier, Cabinet or the municipal Head of Council under the Emergency management and Civil Protection Act. On July 21, 2020, Bill 197 came into effect and amend several provisions of the Municipal Act, 2001 to allow a municipality to amend its procedural by-laws to provide for electronic participation in meetings beyond an emergency declaration.

Comments:

Attached is a draft amending by-law designed to amend LAWSS By-Law 2-2020 "A By-Law to regulate the proceedings of Lambton Area Water Supply System Joint Board of Management" to permit Electronic Meetings. If endorsed, the changes to the Procedural By-law will permit the Board to proceed with electronic meetings at its discretion.

Historically, the LAWSS Board meets on the last Thursday of each month and roughly ten times per year. At the May and September meetings, the Financial Audit and the Budget Proposal are presented respectively. If the Board desires a mixture of electronic and non-electronic meetings it is recommended that the May and September meetings are planned to be non-electronic in nature.

LAWSS staff is striving to develop a systematic approach to project design, tendering and execution. It is expected that the February meeting will become an important month

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for awarding the upcoming year's Capital Projects. February is therefore submitted as an additional meeting month that a non-electronic format is expected to be beneficial.

Lastly, the LAWSS Board is accustomed to a Christmas lunch on the second Thursday of December. The December meeting is submitted as the fourth non-electronic meeting suggested.

Proposed meeting format is as follows:

<u>Proposed 2020 Meeting Schedule</u> <u>(assuming non-electronic available)</u> August 27, 2020- electronic September 24, 2020- electronic October 29, 2020- Budget Proposal (late in 2020 to allow time for WMP Development) November 26, 2020- electronic December 10, 2020- Christmas Lunch	<u>Proposed 2021 Meeting Schedule</u> January 28, 2021- electronic February 25, 2021- Capital Project Award March 25, 2021- electronic April 29, 2021- electronic May 27, 2021- Financial Audit June 24, 2021- electronic July 29, 2021- electronic August 26, 2021- electronic September 30, 2021- Budget Proposal October 28, 2021- electronic November 25, 2021- electronic December 9, 2021- Christmas Lunch
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Consultation:

Stephane Thiffeault, County of Lambton Deputy CAO was consulted with respect to development of the amending by-law and the application of the Municipal Act, 2001 to the LAWSS Board.

Financial Implications:

It typically costs about \$250/meeting of the LAWSS Board when meeting in a non-electronic setting versus \$20/meeting for the LAWSS Board to meet electronically. While the impact on the budget is negligible there is a savings associated with electronic meetings versus non-electronic meetings.

This report was prepared by Clinton Harper, LAWSS General Manager

Attachment(s): DRAFT Amending By-Law 4-2020