



## Lesser Slave Lake Regional Waste Management Services Commission Bylaw #01-24

### Being a Bylaw of the Board of Directors of the Lesser Slave Regional Waste Management Commission Governing the Administration of the Commission (the “Administration Bylaw”),

**WHEREAS** the Lesser Slave Regional Waste Management Commission is a continued commission pursuant to Part 15.1 of the *Municipal Government Act*, RSA 2000, c. M-26.1 (MGA);

**WHEREAS** the Board of Directors of the Lesser Slave Regional Waste Management Commission wishes to make a Bylaw pursuant to Part 15.1 of the *Municipal Government Act* governing the administration of the Lesser Slave Regional Waste Management Services Commission.

**NOW THEREFORE** the Board of Directors of the Commission enacts the following:

#### 1. Definitions

- 1.1 "Act" means the *Municipal Government Act*, RSA 2000, c M-26;
- 1.2 "Board" means the Board of Directors of the Commission;
- 1.3 "Chair" means the chairperson of the Board;
- 1.4 "Commission" means the Lesser Slave Lake Regional Waste Management Commission.
- 1.5 "Commission Manager" means the person appointed as Manager of the Commission (or their designee) in accordance with Section 6.1 of this Bylaw from time to time;
- 1.6 "Director" means a person appointed to the Board of Directors of the Commission in accordance with its bylaws;
- 1.7 "Member" means a municipal authority that is a member of the Commission and "Members" has the corresponding meaning;
- 1.8 "Vice Chair" means that person selected by the board to act as Chair in the event that the Chair is not available.

#### 2. Board Meetings

- 2.1 The Board shall conduct their meetings in public unless all or part of the meeting is a matter to be discussed within one of the exceptions to disclosure



in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* and when a meeting is closed to the public, no resolution or bylaw may be passed at the meeting except a resolution to revert to a meeting held in public.

- 2.2 The Board shall hold a minimum of four (4) regularly scheduled meetings per year.
- 2.3 The Board shall set the time and place of the next regular meeting at the end of the preceding regular meeting. Notice of the next regular meeting need not be given to those Directors in attendance. Notice shall be provided to those Directors who were not in attendance by providing at least seven (7) days' notice in person, or by ordinary mail, or electronic mail addressed to the Member at the Member's address as shown on the records of the Commission.
- 2.4 The Chair or any three Directors may call a special (non-regular) meeting of the Board. Any such meeting will require notice as described herein, to be provided to each Director. Alternatively, a special (non-regular) meeting may be convened without notice providing at least three (3) Directors representing both members forming the Commission sign a waiver of notice.
- 2.5 Notice of a special (non-regular) meeting shall be provided to each Director by providing at least seven (7) days' notice in person, or by ordinary mail, or electronic mail addressed to the Member at the Member's address as shown on the records of the Commission.
- 2.6 A quorum of the Board, at all meetings of the Board, shall consist of at least four (4) Directors.
- 2.7 Each Director at the Board shall have one (1) vote.
- 2.8 A resolution passed by a majority (more than 50%) of the votes at any duly constituted meeting of the Board shall be binding.
- 2.9 The Chair shall preside at meetings of the Board. In the absence of the Chair, the Vice Chair shall preside at meeting of the Board. In the absence of the Chair and Vice Chair the Directors present at a meeting may elect a chair for the purposes of the meeting.
- 2.10 Notwithstanding anything to the contrary of this bylaw, a resolution in writing signed by all the Directors shall be valid and effectual as if it had been passed at a meeting duly called and constituted and will be ratified at the next regularly scheduled Board meeting. Resolutions may also be valid if presented through other means of communication, including electronically (i.e. email), teleconferencing, audio streaming, video conferencing, web casting or any other form of communication that permits its user to see and/or hear and to communicate adequately with another user by any one or more of voice, writing, email, web browser, file transfer,



or other means; as ratified at the next regularly scheduled Board meeting.

### **3. Seal**

3.1 The Board shall adopt a seal of the Commission and the Seal shall be in the custody of the Commission Manager under the control of the Board.

3.2 The seal of the Commission shall not be affixed to any document except by the authority of a resolution of the Board and in the presence of the Chair or Vice Chair or any other person appointed by the Board and in the presence of the Commission Manager or any other person appointed by the Board.

### **4. Duties of the Board**

4.1 The Board shall formulate bylaws, policies, programs, procedures, rules, and regulations concerning all aspects of the affairs of the Commission in accordance with the Act and the Board shall be at liberty to exercise any or all of the powers of the Commission granted to the Commission pursuant to the Act for the purpose of carrying out the objectives of the Commission.

4.2 The Board may appoint such committees consisting of its Directors or other persons or any combination thereof as it may deem expedient for the furtherance of the objectives of the Commission and in doing so may not delegate any of its powers or duties and shall prescribe such terms of reference as it may deem fit. No such committee shall have the right to pledge the credit of the Commission.

4.3 The Board may from time to time establish rates for the payment of remuneration to its officers and Directors and may reimburse the Directors of the Board, its officers, employees, or any other persons for expenses incurred on behalf of the Board

4.4 The Board may from time to time retain consultants, engineers, managers, clerks, servants, and agents as the Board deem necessary.

### **5. Books and Records**

5.1 The Board shall cause to be kept proper books of accounts and records and such books of account and records together with all papers and other documents relating to the Commission shall be kept at the office of the Commission and shall be open during reasonable hours to the inspection and examination by every Director of the Board.

5.2 The Board shall appoint an auditor or auditors who shall be a member or members of the institute of Chartered Professional Accountants of Alberta



and who shall audit the accounts and affairs of the Commission in accordance with the requirements of the Act.

5.3 The Board shall cause minutes to be made and books to be provided for the purpose of recording all resolutions passed by and of all proceedings of any meeting of the Board and shall record the names of all persons present at such meeting.

5.4 The Board shall at all times ensure that the requirements of the Act relating to delivery of reports, financial statements and information to the Members from the Commission are met.

## **6. Commission Manager**

6.1 The Board shall appoint a Manager of the Commission, formally referred to as "Commission Manager".

6.2 The Commission Manager shall manage and direct the affairs of the Commission in accordance with set bylaws, policies, programs, procedures, rules, regulations, and directions of the Board and in accordance with the Act and the Manager shall conform to all lawful orders and directions given to him or her by the board.

READ A FIRST TIME this 17th day of October 2024

READ A SECOND TIME this 17th day of October 2024

READ A THIRD TIME this 17th day of October 2024

READ A THIRD AND FINAL TIME this 17th day of October 2024

Bylaw #02-15 is hereby rescinded.

\_\_Original Signed\_\_\_\_\_  
CHAIRPERSON

\_\_Original Signed\_\_\_\_\_  
COMMISSION MANAGER