

BY-LAW # 5-02

BEING A BY-LAW OF THE BOARD OF DIRECTORS OF THE TRIVILLAGE REGIONAL SEWER SERVICES COMMISSION GOVERNING THE ADMINISTRATION OF THE TRIVILLAGE REGIONAL SEWER SERVICES COMMISSION

WHEREAS the Trivillage Regional Sewage Services Commission has been established by the Lieutenant Governor in Council under Order In Council # 174-90 made pursuant to the Regional Municipal Services Act, R.S.A. 1980, c. R-9.1 s. 2; and

WHEREAS the Board of Directors of the Trivillage Regional Sewage Services Commission has been duly appointed under Ministerial Order No. pursuant to s.5 of the said Act and 8 of the said Act governing the administration of the Trivillage Regional Sewage Services Commission;

NOW THEREFORE BE IT ENACTED as a By-Law of the Board of Directors of the Trivillage Regional Sewage Services Commission as follows:

SECTION 1 DEFINITIONS

In this By-law,

- 1.1 "Act" shall mean The Regional Municipal Services Act R.S.A. 1980 c.R-9.1 as amended from time to time;
- 1.2 "Board" shall mean the Board of Directors of the Trivillage Regional Sewage Services Commission appointed pursuant to s.5 of the Act;
- 1.3 "Chairman" shall mean the Chairman of the Board appointed pursuant to Section 3 of this By-law;
- 1.4 "Commission" shall mean the Trivillage Regional Sewage Services Commission
- 1.5 "Secretary Treasurer" shall mean the Secretary-Treasurer of the commission appointed by the board pursuant to Section 4 of this By-law;
- 1.6 "Members" shall mean the members of the Commission appointed by the Lieutenant Governor in Council from time to time pursuant to Section 2 of the Act;
- 1.7 "Vice-chairman" shall mean the Vice Chairman of the Commission appointed pursuant to Section 23 of this By-Law

SECTION 2 BOARD MEETINGS AND COMMITTEE MEETINGS

- 2.1 the Board shall meet on an at such date, time and place as may be directed by the Chairman or as may be determined from time to time by the Board.
- 2.2 A quorum for meetings of the Board shall be three (3) Directors of the Board, consisting of one (1) representative from each Member.

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SECTION 3 CHAIRMAN AND VICE-CHAIRMAN

- 3.1 The Board shall annually appoint from amongst its Directors a Chairman to serve as its Chairman for a term of one (1) year beginning at the first meeting after the 31st of October but before January 1 of the following year and ending with the subsequent appointment.
- 3.2 The Board shall annually appoint from amongst its Directors a Vice Chairman to serve as its Vice Chairman for a term of one (1) year beginning at the first meeting after the 31st of October but before January 1 of the following year and ending with the subsequent appointment.
- 3.3 In the absence of the Chairman, the Vice-Chairman shall preside at all regular and special meetings of the Board.
- 3.4 The Board of Directors shall be paid such remuneration, travelling and other expenses by the Commission as may be approved from time to time by the Board.
- 3.5 Notwithstanding that the term of office of the chairman or the Vice-Chairman may have expired, the Chairman and the Vice-chairman shall remain in office until such time as a successor has been appointed.
- 3.6 The office of chairman and Vice-Chairman shall be rotated each year such that a director from each village shall have served one term in each office before a director from any village is eligible to serve a second term in either office.

SECTION 4 SECRETARY-TREASURER AND OTHER OFFICIALS

- 4.1 The Board shall appoint a Secretary-Treasurer who shall act as the chief administrative officer of the Commission.
- 4.2 The duties and responsibilities of the Secretary Treasurer shall include the following:
 - (a) advising the Board of all information relevant and necessary for the performance of its legislated duties and responsibilities and of alternatives for policy development;
 - (b) reporting to the Board on all matters which will or may be relevant to their responsibilities as the governing body;
 - (c) performing such other duties related to the mandate as the Board may direct from time to time.
- 4.3 The Board shall appoint such other officials as the Board shall deem necessary from time to time to serve the needs of the Commission and shall define the duties and responsibilities of any such official so appointed.

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SECTION 5 SEAL

- 5.1 The Board shall adopt a seal of the Commission and the seal shall be in the custody of the Secretary Treasurer under the control of the Board.

SECTION 6 FINANCIAL REPORTS AND BANKING

- 6.1 The Board shall cause to be kept proper books of account and records and such books of accounts 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 regular Board meetings for the inspection and examination of every Director of the Board.
- 6.2 The Board shall appoint an auditor or auditors who shall be a member or members of the Institute of Chartered Accountants who shall audit the accounts and affairs of the Commission in accordance with the requirements of the Act.
- 6.3 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 any Committee and shall cause to be recorded the names of all persons present at such meeting.
- 6.4 The Board shall at all times ensure that the requirements of the Act relating to the delivery of reports, financial statements and information to the members of the Commission are met.
- 6.5 The Board shall from time to time appoint a bank or banks as banker or bankers for the Commission and the Board shall designate those officials and members of the Board who are authorized to sign cheques on behalf of the Board.

SECTION 7 HONORARIA AND EXPENSES FOR BOARD DIRECTORS

- 7.1 The Board shall from time to time designate the remuneration payable to Directors of the Board and provide for the reimbursement of Directors of the Board and their alternates for expenses incurred in the course of their duties as Directors of the Board.

SECTION 8 AMENDMENTS

- 8.1 This by-law may be amended from time to time with the approval of the Board.

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ENACTED at a meeting of the Board of Directors of the Trivillage Regional
Sewage Services Commission at a meeting duly held on the *24* day of *JANUARY*
A.D. 2001.



CHAIRMAN



SECRETARY-TREASURER