

Mackenzie Regional Waste Management Commission

TITLE: Meetings of the Commission Board of Directors
POLICY NO: 19-05
RESCINDS: N/A

Policy Objective: To ensure that the affairs of the Commission are managed in accordance with the terms of the Regional Landfill Agreement, in compliance with regulatory requirements, and to ensure appropriate direction is provided to administration.

Policy Statement:

The Commission shall provide for the holding of regular meetings and shall hold at least one regular meeting every three months. The annual schedule for regular meetings shall be established by the Commission Board at the last meeting of the preceding year. Special meetings may also be called by the Chairman whenever he deems it expedient and shall be called by him whenever requested to do so by two (2) or more members of the Commission.

Background:

The terms of the original agreement specify that the Commission shall retain the power to prescribe rules and regulations governing the meetings of the Commission and establish dates, times and places for holdings of regular and special meetings.

Responsibilities and Authorities:

No business shall be transacted at any meeting of the Commission unless a quorum of the members is present at the time when the meeting proceeds to business. A quorum shall be a simple majority of the total members of the Commission so appointed.

In the case of equality of votes of those members present, the Chairman of the meeting shall declare the vote defeated.

The Commission Manager shall prepare all agendas for the meetings of the Commission. The Commission Manager and the Administrative/Financial Assistant shall appear at the meetings of the Commission as directed by the Commission for the purpose of addressing inquiries and complaints relating to the operation of the Facilities.

The agenda for Commission meetings is to be finalized and received at least three (3) working days before the meeting and all additional items to the agenda to be voted on at the commencement of the meeting.

Amended October 25, 2008

The Commission Manager shall sit on the committees and sub-committees as requested by the Commission if the function or mandate of such committees or sub-committees will or may have a direct impact on the operation of the Facilities.

The Commission Manager shall provide to the Commission, all necessary administrative services as may be required to ensure the efficient transaction of meetings including, but not limited to; providing necessary facilities for meetings of the Commission; hosting such meetings, and; circulating in advance the agenda and any other materials which will be discussed at the meeting to the members of the Commission.

Each Board member shall be entitled to at least twenty-four (24) hours written notice of special meetings.

	DATE	RESOLUTION NO.
Approved	October 22, 2005	67-05
Amended	August 25, 2007	73-01
Amended	October 25, 2008	67-08