



JOINT BOARD OF MANAGEMENT

Wednesday, April 15, 2020
9:00 AM

Virtually via Zoom

SPECIAL MEETING MINUTES

Members Present: Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors
Dunn, Jacobs, Hammond, Wilkinson - Leamington
Mayor Santos, Deputy Mayor Queen, Councillors DeYong, Neufeld,
Patterson - Kingsville
Councillor VanderDoelen - Essex
Councillor Walstedt, Mayor Bain (alternate)

UWSS Staff Present: Rodney Bouchard, Manager UWSS
Christine Johnson, UWSS Recording Secretary

Municipal Staff Present: Laura Rauch, Shannon Belleau - Leamington
Andy Graf - Essex
Andrew Plancke - Kingsville
Kevin Girard - Lakeshore

OCWA Staff Present: Susan Budden
Dale Dillen, Ken Penney

Call to Order: 9:03 am

Disclosures of Pecuniary Interest: none

Reports/Correspondence:

**Report UW/10/20 dated April 3, 2020 Re: Emergency Measures during an Emergency -
Electronic Meetings and Electronic Preparation**

The Manager reviews his report with board members. He explains that in order for the UWSS to conduct meetings electronically there needs to be a procedure in place and therefore UWSS had to develop several policies to ensure these aspects were covered. The policies developed emulated those developed at the Municipality of Leamington. The Manager acknowledges that the policies were provided to the Board members late the prior evening, and apologizes for the lateness, but notes that they were being reviewed by the legal team and he only just received them late in the day.

Special Meeting of the UWSS Joint Board of Management Meeting Minutes

The Electronic Policy allows for electronic meetings to take place in whatever media format is chosen in order to meet quorum. This applies to both Special and Regular Meetings. His recommendation is to adopt this policy.

He does note a few changes that should be made. There were a few title changes that should be made referencing the Manager and the Office Coordinator.

He further explains that when voting on a motion the best practice would be for all board members to put their hand in front of the camera so the chair can ensure that all are in favour and if not in favour, then the board member must clearly state they are not in favour.

The Manager then moves on the Delegation of Authority policy and explains that this policy would allow the Manager to have authority to make decisions when and emergency has been declared and Board members have become ill due to Covid-19. This would allow for budgetary decisions over \$40,000 if having prior approval within the approved budget and allows the Manager to insure liabilities exceeding \$40,000, not in the budget, if they relate to the UWSS Board Emergency.

Deputy Mayor Queen suggests that each policy if voted on separately.

No. UW-17-20

Moved by: Councillor Jacobs

Seconded by: Councillor Patterson

That the Policy UW C01 - Electronic Meetings during an Emergency is adopted.

Carried

Deputy Mayor Queen then discusses the Policy regarding Delegation of Authority. He notes that it would not be prudent to have only the Manager in control during and emergency. He makes the suggestion the Delegation of Authority includes both the Manager and the Chair of the UWSS Joint Board of Management.

No. UW-18-20

Moved by: Deputy Mayor Queen

Seconded by: Councillor DeYong

That the Policy UW C01 - Temporary Delegate Certain Authority to the Manager in the Event of Loss of Quorum (COVID-19) is amended to include the Chair of the UWSS Board as well.

Carried

Adjournment

Special Meeting of the UWSS Joint Board of Management Meeting Minutes

No. UW-19-20

Moved by: Mayor Santos

Seconded by: Councillor Hammond

That the meeting adjourn at 9:12 am

Carried

/kmj