

By-law/Policy Review Committee Minutes – October 28, 2019

Present: Peter Hopkins, Don Carmichael, Mike Kekkonen

Present by Electronic Means: Marco Ancinelli

Recording Secretary: Tammy Wylie, Clerk Administrator

Others: Karen Gerrard, Treasurer/Deputy Clerk (left the meeting at 6:55 p.m.)

Regrets: Morley Haskim

Peter Hopkins called the meeting to order at 6:30 p.m.

Moved by: Mike Kekkonen

Seconded by: Don Carmichael

19-9 That the By-law/Policy Review Committee approve the minutes of the September 24, 2019 meetings as circulated.

Carried

Peter Hopkins explained to the members of the public in attendance that the Draft Property Standards By-law would not be coming back to the Committee until sometime in the New Year. Staff has requested more time to complete further research. Notice will be posted once the date has been determined.

The Committee was called to review the following by-laws and policies:

1. Draft Tax Billing & Collection Policy – The Treasurer/Deputy Clerk reviewed the draft Tax Billing & Collection Policy with the Committee. A by-law to adopt the tax billing & collection policy will be brought forward to the next Council meeting.
2. Draft Signing Authority By-law – The Treasurer/Deputy Clerk reviewed the draft signing authority by-law. The by-law will be brought forward to the next Council meeting.
3. Council Remuneration By-law – Committee reviewed the existing council remuneration by-law and the summary of the West Parry Sound Council remunerations. Staff was asked to research the section of Seguin Township's Council remuneration by-law that requires "each elected official to have an office outside of the Township Office, and that members of Council will be required to travel throughout the Township in order to discharge their responsibilities. The expenses related to that office and travel within the township will not be reimbursed by the Township." By-law to be further reviewed at the next Committee meeting.

4. Procedural By-law – Committee discussed the need to amend Section 2.9 of the existing procedural by-law, in regards to electronic meetings. By-law with amendments will be reviewed at the next Committee meeting.
5. Draft Donation/Grant Policy – Committee reviewed the draft donation/grant policy. Staff will determine a deadline date for applications and bring back to next Committee meeting.

Next Committee meeting – November 22, 2019 at 6:00 p.m.

Moved by: Don Carmichael

Seconded by: Mike Kekkonen

19-10 That the By-law/Policy Review Committee meeting adjourn at 7:35 p.m.

Carried

Chair

Secretary