

## By-law/Policy Review Committee Minutes – November 22, 2019

Present: Peter Hopkins, Marco Ancinelli, Don Carmichael, Morley Haskim,  
Mike Kekkonen

Recording Secretary: Tammy Wylie, Clerk Administrator

Others: Karen Gerrard, Treasurer/Deputy Clerk

Peter Hopkins called the meeting to order at 6:00 p.m.

Moved by: Mike Kekkonen  
Seconded by: Marco Ancinelli

19-11 That the By-law/Policy Review Committee amend the agenda as follows:  
Remove:  
IV.2 Procedural By-law – Page 10 – Electronic Means, and  
Replace with:  
IV.2 Procedural By-law

Carried

Moved by: Don Carmichael  
Seconded by: Marco Ancinelli

19-12 That the By-law/Policy Review Committee approve the minutes of the  
October 28, 2019 meeting as circulated.

Carried

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

1. Draft Council Remuneration By-law – Committee reviewed the draft Council Remuneration by-law and the staff report regarding reporting of certain expenses as tax deductible. Staff was directed to include remuneration for meals, and other travel expenses. The by-law will be brought forward to the next Council meeting.
2. Procedural By-law – Committee reviewed the procedural by-law. Amendments were made to Item #6.1.2 Agenda – to include Committees; Item #2.14 Declarations of Conflicts of Interest – to include Committees; and to Item #2.9 Electronic Means (a) and (g); and to remove (f). The by-law will be brought forward to the next Council meeting.
3. Draft Donation/Grant Policy – Committee reviewed the draft policy and an amendment was made to Form 4.2 (18). By-law to adopt the Donation/Grant Policy will be brought forward to the next Council meeting.
4. Draft Paperless Agenda Policy – Committee reviewed the draft policy. Amendments were made to remove paragraph 4 and to include a section for professional development.

By-law to adopt the Paperless Agenda Policy will be brought forward to the next Council meeting.

5. Draft Remote Work Policy – Committee reviewed the draft policy. Discussion took place with respect to purchasing two new laptops. Draft policy to be brought back to next Committee meeting.
6. Sign By-law – Committee removed the sign by-law. Suggested amendments were discussed. Draft by-law to be brought back to the next Committee meeting.

Next Committee meeting – January 27, 2020 at 4:00 p.m.

Moved by: Morley Haskim  
Seconded by: Marco Ancinelli

19-13 That the By-law/Policy Review Committee meeting adjourn at 7:22 p.m.

Carried

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Chair

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Secretary