

## **By-Law/Policy Committee Meeting**

**September 9<sup>th</sup>, 2024 – 6:00 p.m.**

**Location:** Council Chambers

**Present:** Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Michael Diggdon, Councillor Brent Sampson, Councillor Melanie Sampson, Stacey Morrison, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

**Regrets:** Kathleen Jeffrey, Interim Director of Finance

### **Call to Order**

Warden Amanda Mombourquette called the meeting to order at 6:02 p.m.

### **Approval of Agenda**

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the agenda be approved.

Motion carried.

### **Review of Minutes re: July 30<sup>th</sup>, 2024**

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that the minutes of the July 30<sup>th</sup>, 2024, meeting be approved.

Motion carried.

### **Review of Policies/ By-Laws**

#### **a) Council Procedural Policy, 1<sup>st</sup> Draft**

It was the consensus of the Committee to have staff amend the draft with the recommended changes as discussed.

#### **b) Committee Terms of Reference**

##### **i. Fences Arbitration Committee**

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the By-Law/Policy Committee recommend to Council to approve the Fences Arbitration Committee Terms of Reference as presented.

Motion carried.

ii. Municipal Emergency Management Advisory Committee (MEMAC)

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the By-Law/Policy Committee recommend to Council to approve the MEMAC Terms of Reference as presented.

Motion carried.

iii. Audit Committee

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the By-Law/Policy Committee recommend to Council to approve the Audit Committee Terms of Reference as presented.

Motion carried.

iv. Planning Advisory/Heritage Committee

Moved by Councillor Melanie Samson, seconded by Councillor Brent Sampson that the By-Law/Policy Committee recommend to Council to approve the Planning Advisory/Heritage Committee Terms of Reference as presented.

Motion carried.

v. By-Law/Policy Committee

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that the By-Law/Policy Committee recommend to Council to approve the By-Law/Policy Committee Terms of Reference as presented with the changes as discussed.

Motion carried.

vi. RCMP Advisory Board

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the By-Law/Policy Committee recommend to Council to approve the RCMP Advisory Board Terms of Reference as presented.

Motion carried.

**c) Committee Matrix, Appendix A – Committees Policy**

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the By-Law/Policy Committee recommend to Council to approve the Committee Matrix, Appendix A of the Committees Policy as presented with the changes as discussed.

Motion carried.

**d) Street Light Policy, Amendment**

It was the consensus of the Committee to have staff amend the draft with the recommended changes as discussed.

**e) Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council Policy, Amended**

It was the consensus of the Committee to defer to the next meeting.

**f) Dog By-Law Review**

It was the consensus of the Committee to defer to the next meeting.

**By-Law / Policy Working List**

For information only.

**Recommend to Council**

- Proceed with the approval for the following committee terms of reference:
  - o Fences Arbitration Committee
  - o MEMAC
  - o Audit Committee, amended
  - o Planning Advisory/Heritage Committee
  - o By-Law/Policy Committee
  - o RCMP Advisory Committee
- Proceed with the approval for the Committee Matrix, Appendix A of the Committees Policy as amended.

**Adjournment**

There being no further business, the chair adjourned at 6:57 p.m.

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**Municipal Clerk**

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**Chairperson**