

**THE REGIONAL MUNICIPALITY OF NIAGARA  
PROCEDURAL BY-LAW REVIEW COMMITTEE  
MINUTES - OPEN SESSION**

**PBLRC 02-2019  
Monday, June 17, 2019  
Committee Room 4  
Niagara Region Headquarters  
1815 Sir Isaac Brock Way, Thorold ON**

Committee: Edgar (Committee Chair), Foster, Greenwood, Ip (Committee Vice-Chair), Rigby

Absent/Regrets: Bradley (Regional Chair), Chiocchio

Staff: E. Amirault, Associate Director, Finance Operations and Systems, M. Evely, Administrative Assistant to the Regional Clerk, K. Lotimer, Legislative Coordinator, A.-M. Norio, Regional Clerk, M. Trennum, Deputy Regional Clerk

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**1. CALL TO ORDER**

Committee Chair Edgar called the meeting to order at 9:30 a.m.

**2. DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. PRESENTATIONS**

There were no presentations.

**4. DELEGATIONS**

There were no delegations.

**5. ITEMS FOR CONSIDERATION**

**5.1 PBLRC-C 5-2019**

Procedural By-law Considerations

Moved by Councillor Greenwood

Seconded by Councillor Rigby

That Correspondence Item PBLRC-C 5-2019, being a memorandum from A.-M. Norio, Regional Clerk, dated June 17, 2019, respecting Procedural By-law Considerations, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That staff **BE DIRECTED** to utilize the template provided in Appendix 1 of Correspondence Item PBLRC-C 5-2019 as the format for the new Procedural By-law.

**Carried**

**Councillor Information Request(s):**

Provide information respecting any rules or processes currently in place which determine the length of term for members appointed to Committees, including appointments made by Regional Council to its Agencies, Boards and Commissions. Councillor Rigby.

Provide information respecting Development Charge hearings being held at a Committee meeting rather than a meeting of Regional Council. Councillor Foster.

**5.2 PBLRC-C 6-2019**

Regional Council Expense Policy

Moved by Councillor Ip

Seconded by Councillor Foster

That Correspondence Item PBLRC-C 6-2019, being a memorandum from A.-M. Norio, Regional Clerk, dated June 17, 2019, respecting Amendments to Regional Council Expense Policy, **BE RECEIVED** and the following recommendation **BE APPROVED**:

- a) That the draft Regional Council Expense Policy (Appendix 2 to Correspondence Item PBLRC-C 6-2019) **BE SENT** to Council for approval.

Moved by Councillor Greenwood  
Seconded by Councillor Foster

That the Regional Council Expense Policy (Appendix 3 to PBLRC-C 6-2019) **BE AMENDED** to remove clauses 4.8 (d) and 4.11 (d).

**Carried**

Moved by Councillor Rigby  
Seconded by Councillor Greenwood

That reimbursement to mayors for any conferences are an ineligible expense.

**Carried**

The Committee Chair called the vote on the motion, as amended, as follows:

That Correspondence Item PBLRC-C 6-2019, being a memorandum from A.-M. Norio, Regional Clerk, dated June 17, 2019, respecting Amendments to Regional Council Expense Policy, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the draft Regional Council Expense Policy (Appendix 2 to Correspondence Item PBLRC-C 6-2019), as amended, **BE SENT** to Council for approval.

**Carried**

**6. CONSENT ITEMS FOR INFORMATION**

Moved by Councillor Ip  
Seconded by Councillor Foster

That the following items **BE RECEIVED** for information:

PBLRC-C 03-2019

Comparison of Bourinot's Rules of Order and Robert's Rules of Order

PBLRC-C 04-2019

Comparison of Municipal Procedural By-laws

**Carried**

7. **OTHER BUSINESS**

There were no items of other business.

8. **NEXT MEETING**

The next meeting will be held on Tuesday, July 30, 2019 at 2:30 p.m. in the Committee Room 4, Regional Headquarters.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:49 a.m.

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Kelly Edgar  
Committee Chair

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Matthew Trennum  
Deputy Regional Clerk

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Ann-Marie Norio  
Regional Clerk