

CORPORATION OF THE TOWNSHIP OF RYERSON

SPECIAL COUNCIL MEETING

MINUTES

November 9, 2020

A special meeting of Council of the Corporation of the Township of Ryerson was held Monday November 9, 2020 at 9:03 a.m. The purpose of the meeting was to introduce and review a draft Procurement By-law and draft Record Retention By-law and also provide updates to the draft Procedural By-law.

Members of Council were notified of this special meeting at the regular meetings October 20, 2020 and November 3, 2020 and confirmed by e-mail November 4, 2020. The public was notified at the regular meetings October 20, 2020 and November 3, 2020 and by the posting of this agenda on the website November 4, 2020.

Council attendance in person: Mayor George Sterling, Councillors Barbara Marlow, Penny Brandt and Delynne Patterson. Electronic attendance: Councillor Celia Finley.

Staff attendance in person: Nancy Field, Brayden Robinson and Judy Kosowan.

In-person public attendance: Judy Ransome. Electronic public attendance: None.

Mayor Sterling called the meeting to order at 9:03 a.m.

DECLARATION OF PECUNIARY INTEREST (none declared)

DISCUSSIONS:

Treasurer Brayden Robinson reviewed the draft Procurement By-Law with Council. Items that have been updated from Procurement By-law 59-14 were highlighted. A section about an increase of the expenditure limit on one administrative purchasing card will be added to the draft by-law.

Mr. Robinson also provided the draft Record Retention By-law. Under Section 6: Disposition of Records, the word ‘destroy’ will be changed to ‘dispose’. Councillor Finley provided background information on record retention concepts and sources of further information on the subject.

Work will continue on the draft Record Retention By-law for further consideration by Council.

CAO/Clerk Judy Kosowan summarized proposed changes to the draft Procedural By-law which were suggested from previous Council discussions. Additional amendments suggested today include: add item about multi-year contracts and renewal dates to the draft Procedural By-law; remove the words “social distancing” from section 7.6; add an item to the agenda template for announcing in-person and electronic and attendance at meetings, and late attendees.

The electronic meeting protocol will also be updated and it will be noted that a visual signal will be added to make it easier to identify a person speaking.

The amendments discussed will be added to the draft Procurement By-law and draft Procedural By-law and brought forward to Council at a future meeting.

The meeting adjourned at 10:43 a.m.

MAYOR

CLERK/DEPUTY CLERK