



Member V. Bikowski
Member S. Brioschi
Councillor D. Maskell
Councillor M. Russo (absent)
Councillor D. Sheen

Coordinator, Council and Committee Services: A. Dhindsa
Municipal Clerk, Corporate Services: K. Klingenberg

1. NOTICE

2. CALL TO ORDER

Chair D. Sheen called the meeting to order at 2:00 p.m.

3. INDIGENOUS LAND ACKNOWLEDGEMENT

Chair D. Sheen delivered the Indigenous Land Acknowledgement.

4. APPROVAL OF THE AGENDA

Moved by: Member S. Brioschi **Seconded by:** Member V. Bikowski

That the September 16, 2024 Governance Review Committee Agenda be approved, as presented.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor D. Maskell	X			
Councillor M. Russo				X
Chair D. Sheen	X			
Total	4			1

Carried.

5. DISCLOSURE OF PECUNIARY INTEREST

6. PRESENTATIONS

6.1 Correspondence Policy Review and Proposed Replacement

Kevin Klingenberg, Municipal Clerk, delivered a presentation that provided an overview of the current correspondence policy in the Town of Caledon and the direction of a potential new replacement to the policy. He highlighted the process to streamline correspondence received by the Town of Caledon.

K. Klingenberg, Municipal Clerk, responded to questions of Committee and provided clarifying remarks.

7. STAFF REPORTS

7.1 Staff Report 2024-0409: Correspondence Policy Review and Proposed Replacement

K. Klingenberg, Municipal Clerk, responded to questions of Committee and provided clarifying remarks.

Committee recessed at 2:51 p.m. and reconvened at 2:58 p.m.

Moved by: Councillor D. Maskell **Seconded by:** Member S. Brioschi

That the Correspondence Policy attached as Schedule B to Staff Report 2024-0409 be repealed; and

That the Procedure By-Law 2015-108, as amended, be further amended to update parts related to Correspondence, as outlined in Schedule C of Staff Report 2024-0409.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor D. Maskell	X			
Councillor M. Russo				X
Chair D. Sheen	X			
Total	4			1

Carried.

7.2 Staff Report 2024-0471: Proposed 2025 Governance Review Committee Meeting Dates

K. Klingenberg, Municipal Clerk, responded to questions of Committee.

Moved by: Member V. Bikowski **Seconded by:** Member S. Brioschi

That the 2025 Council and Committee Meeting Schedule include the proposed Governance Review Committee meeting dates as set out in Staff Report 2024-0471.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor D. Maskell	X			
Councillor M. Russo				X
Chair D. Sheen	X			
Total	4			1

Carried.

8. NOTICE OF MOTION

9. CORRESPONDENCE

10. ADJOURNMENT

The Committee adjourned at 3:14 p.m.