BY-LAW & POLICY REVIEW COMMITTEE MEETING
MINUTES

March 3, 2026, 11:00 AM
Municipal Office, 82 Main Street, Rexton, NB, E4W 5N4

1. Call to Order.

The mayor called the meeting to order at 10:57 a.m.

2. Attendance.

CHAIR: Tina Beers, Mayor

IN PERSON: Tina Beers, Mayor
Karen Campbell, Deputy Mayor / Ward 1
Elaine Warren, Councillor / Ward 4
Rob Webber, CAO/Clerk
Tiffany Cail, Assistant Clerk

VIRTUAL: N/A

3. Approval of Agenda of Committee Meeting on March 3, 2026.

Motion 030326.01
Be it resolved that the By-Law & Policy Review Committee approves the agenda, as submitted by the Clerk, for its committee meeting on March 3, 2026.
Moved by: DEPUTY MAYOR CAMPBELL | Seconded by: COUNCILLOR WARREN.
MOTION CARRIED.

4. Approval of Minutes of By-Law Committee Meeting on February 18, 2026.

Motion 030326.02
Be it resolved that the By-Law & Policy Review Committee approves the minutes, as submitted by the Clerk, for its committee meeting on February 18, 2026.
Moved by: DEPUTY MAYOR CAMPBELL | Seconded by: COUNCILLOR WARREN.
MOTION CARRIED.

5. Disclosures of Conflict of Interest.

No disclosure of interest was declared.

6. Business Arising from Prior Meeting.

a. Policy Review: 24-02 – Employee Handbook
(Bring back to next committee meeting – March 16, 2026)

b. Policy HR 02-04 – Organizational Chart & Roles
Motion 03032026.04
Recommendation to bring Policy HR 02-04, with amendments, to the next meeting of council.
Moved by: DEPUTY MAYOR CAMPBELL | Seconded by: COUNCILLOR WARREN
MOTION CARRIED.
(Bring to next council meeting for review – March 10, 2026, with amendments)

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7. New Business.

8. Adjournment.

Time: 1:37 p.m.

Motion 030326.03
Moved by: COUNCILLOR WARREN | Seconded by: DEPUTY MAYOR CAMPBELL.
MOTION CARRIED.

Tina Beers, Mayor

Rob Webber, Clerk

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